

To: All Staff and Physicians

From: Maura McKinnon, Chief Human Resource Officer

Date: April 8, 2020

Re: **Masks for employees**

Horizon has introduced a new directive on the use of procedural masks by employees.

Effective April 9, Horizon will begin providing two masks to every employee and physician upon completion of their initial screening into their facility. These procedural masks are to be used by staff and physicians in circumstances when it is not possible to maintain proper social distance.

As an employee, you will receive your masks when you enter the facility at the beginning of your shift at the designated screening areas.

For social distancing purposes, employees will receive two procedural masks **each day** and you are required to take care of the masks you receive.

If you are providing care to a patient whose treatment plan requires the use of Personal Protective Equipment, you are still required to follow the processes established by Infection, Prevention and Control. The procedural masks provided upon entry to the facility are not to be used for those purposes.

It is important to remember that even when wearing a mask, you should make every effort to maintain a distance of at least six feet or two metres from others.

Hand hygiene, respiratory etiquette, and staying home when you are unwell are still the best ways to prevent the transmission of COVID-19.

Initially procedural masks will be provided to employees working in hospitals. We are working to ensure that employees in community sites receive their masks in the coming days.

I am sure you will have additional questions about this directive. Like everything else, information is changing rapidly but I can assure you that more information will be distributed in the coming days.

