

CORPORATE UPDATE
Bulletin #100a: COVID-19 Updates
Jan. 4, 2021

Hand hygiene compliance

Employees and physicians must clean their hands **immediately** upon entry to any Horizon facility. This is a requirement upon every entry into a Horizon facility and is not optional.

Ongoing audits continue to show that compliance needs to be improved.

Efforts have been made to support employees and physicians with hand hygiene compliance. At most entrances across Horizon, stations have been set up so that employees and physicians can place or hang their belongings while sanitizing their hands.

Remember to also practice proper hand hygiene when exiting Horizon facilities.

Photographing COVID-19 vaccinations

With the recent introduction of the COVID-19 vaccine, there has been an increase in the number of employees, physicians and media taking photos or recordings to document this milestone.

There has been a particular increase in selfies during the COVID-19 vaccination clinics. Be sure to check your surroundings and obtain consent from others to appear in your photos, videos or audio recordings.

Remember: When photos, videos or audio recordings of a health care setting are captured without consent and are shared publicly, it is a potential privacy breach.

The [Photography, Audio and Video Recording by Patients, Clients, Visitors, Employees and Non-Employees Policy \(HHN-CO-009\)](#) ensures the privacy and confidentiality of

patients and clients – which includes health care workers who are being vaccinated against COVID-19.

Furthermore, we need everyone to feel as safe as possible when they attend their immunization appointment. They should have no fear of having their photo taken and appearing on social media or a news site.

Employees are asked to be mindful of what they post on social media, especially as it relates to Horizon and your position with us. Horizon employees are viewed by the public as experts in health care and your opinions will impact those of others. The [Social Media Policy \(HHN-CO-006\)](#) provides key information and guidelines for employees who choose to post work-related context on their social media channels.

We know you're excited about being vaccinated against COVID-19, please be mindful of Horizon's policies.