

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Jan. 6, 2021
Re: **HR Update**

Limit travelling between units

With each health zone reverting to the Orange phase of recovery, we are asking employees and physicians to limit their travel between units in Horizon facilities.

Employees and physicians should not be on any unit for any reason, unless it is the unit where they're assigned to work.

In the Orange phase of recovery, Horizon implements visitor restrictions, and this applies to employees and physicians as well. Employees and physicians are not permitted to visit patients within any Horizon facility, unless they are the patient's approved designated visitor.

Click [here](#) for more information on visitor restrictions.

Guidelines for smoking during a shift

With the return of active screening of employees and physicians ([Bulletin #101a – HR Update – Jan 2 2021](#)), those leave the hospital grounds to smoke are required to be re-screened upon re-entry.

Remember: If employees and physicians leave hospital grounds to smoke with another person, they are required to maintain a two-metre (six foot) physical distance from one another.

Horizon encourages employees and physicians who smoke to take advantage of the smoking cessation resources that we have available should they wish to quit or reduce the amount they smoke.

Horizon respectfully asks all employees and physicians to do their part to reduce the amount of traffic at the screening points. Please consider reducing the number of breaks taken outside of the buildings.

For more information, please visit the Employee Health and Wellness' smoking cessation page on [Skyline](#).

Updated leave table

Horizon continues to advocate for its employees by ensuring consistent interpretation of the collective agreements and, with this, access to appropriate leaves that may be required as a result of COVID-19. The most up to date version of the leave table is from Dec. 17, 2020.

It can be found on Page 2 of [Bulletin #98b – COVID-19 – Updated Leave Table Current as of Dec. 17 – Dec 17 2020](#).

This will help you navigate your benefit entitlements during the pandemic. This guide shows a number of scenarios you may encounter over the next months involving yourself or your dependents and the current leave entitlements to which you may be eligible.

Horizon is sincerely appreciative of the efforts made by our dedicated employees in response to the COVID-19 pandemic. If you have any questions, please contact your manager or local [Human Resources Advisor](#).

Hand washing, mask wearing, and completion of self-screening questionnaire

As the entire province has moved to the Orange phase of recovery, it was felt that a reminder regarding Horizon's expectations regarding hand washing, mask wearing, and completion of the self-screening questionnaire was warranted.

- Wearing masks in Horizon facilities and on Horizon property is **mandatory**.

- Hand washing as you enter Horizon facilities is **mandatory**.
- Completion of the self-screening questionnaire before entering a Horizon facility is **mandatory**.

Communication to Horizon employees and physicians has been clear: masks are to be worn, hands are to be sanitized upon entry, and self-screening questionnaires are to be completed.

All Horizon employees and physicians are required to self-screen **before** entering Horizon property. Upon entry to a Horizon facility, employees are required to swipe their ID badge, sanitize their hands, and indicate to the screener that they have completed the self-screening questionnaire. **Masks must be worn before leaving your vehicle** (if you park offsite, please put your mask on once you reach Horizon property. Remember to adhere to GNB's [guidelines](#) about masks outdoors during the Orange level of recovery).

It is also important that we follow the posted limits to the number of people who use break rooms at the same time to ensure physical distancing is maintained. This is particularly crucial as masks are removed when people eat.

We appreciate your cooperation as we work to keep our staff, physicians, and patients safe during these uncertain times.

Travel within New Brunswick

During the Orange phase of recovery, there is to be no travel throughout Horizon unless it is required for patient care reasons.

Employees may travel to sites within their current zone. For instance, an employee of Horizon's Dr. Everett Chalmers Regional Hospital in Fredericton may travel to Horizon's Upper River Valley Hospital. However, we are asking that wherever possible and reasonable, people limit the amount of travel that occurs within their zone.

There is one exception to the requirement to reduce travel: Employees and physicians who must travel to Miramichi to receive their second dose of the COVID-19 vaccine are permitted to do so.