

**CORPORATE UPDATE**  
**Bulletin #116a: COVID-19 Updates**  
Feb. 1, 2021

**It's storm season; Travel safe, work safe, and stay safe!**

**Getting to work safely:**

Have a plan in place for getting to work safely when severe weather hits. Here is where you can find [storm safety information](#) for you and your family as well as current forecasts, alerts, public advisories and road conditions.

**Keeping patients informed: Report delays in service, cancellations, or closures**

Managers are reminded to send information on any storm cancellations, closures, or significant changes in service to [Cancellations](#). This important information for patients is posted on Horizon's website and on our social media channels.

**COVID-19 Bulletin directory**

Improvements have been made to the way Bulletins and Summary Bulletins are stored on Skyline to help staff easily access all COVID-19 related memos and information.

A new [COVID-19 Bulletin Directory](#) is now live on Skyline's Coronavirus Resources page.

The directory makes it easy to find specific Bulletin memos and summaries.

In the "Find a file" search bar, type in key words related to the information you're looking for, and all related bulletin memos will appear, with the most recent memos appearing at the top of your search.

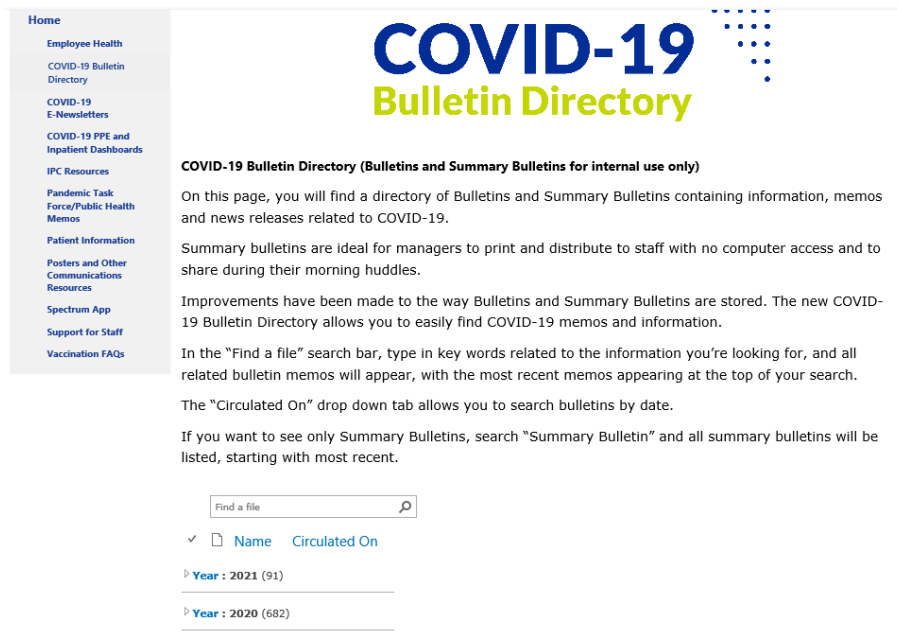
The "Circulated On" drop down tab allows you to search bulletins by date.

If you want to see only Summary Bulletins, search "Summary Bulletin" and all summary bulletins will be listed, starting with most recent.

As we continually work to improve this tool, please email [Bulletin@HorizonNB.ca](mailto:Bulletin@HorizonNB.ca) if you have issues finding what you're looking for. Please include the search terms used and what information you were looking to find.

**Note:** This directory does not include Manager or LAC-only bulletins. For those bulletins, visit the ebHR Portal.

Thank you to Human Resources and SNB team members for supporting this project.



The screenshot shows the 'COVID-19 Bulletin Directory' web application. On the left is a navigation menu with links such as 'Home', 'Employee Health', 'COVID-19 Bulletin Directory', 'COVID-19 E-Newsletters', 'COVID-19 PPE and Inpatient Dashboards', 'IPC Resources', 'Pandemic Task Force/Public Health Memos', 'Patient Information', 'Posters and Other Communications Resources', 'Spectrum App', 'Support for Staff', and 'Vaccination FAQs'. The main content area features the title 'COVID-19 Bulletin Directory' in large blue and green text. Below the title is a sub-heading: 'COVID-19 Bulletin Directory (Bulletins and Summary Bulletins for internal use only)'. The text explains that users can find a directory of bulletins and summary bulletins containing information, memos, and news releases related to COVID-19. It notes that summary bulletins are ideal for managers to print and distribute to staff with no computer access and to share during morning huddles. It also mentions improvements to the way bulletins and summary bulletins are stored, allowing for easier finding of COVID-19 memos and information. A search bar labeled 'Find a file' is present, along with a 'Circulated On' dropdown menu. Below the search bar, there are two filters for 'Year': '2021 (91)' and '2020 (682)'. A blue decorative wave is at the bottom of the page.