

**To:** All staff and physicians  
**From:** Jean Daigle, VP Community  
**cc:** Maura McKinnon, Chief Human Resource Officer  
Marilyn Babineau, Manager, Workforce Wellness  
**Date:** March 12, 2021  
**Re:** **Over 14,000 Vaccination Appointment Invitations Sent**

**Update: Over 14,000 individually prioritized vaccination appointment invitations sent to Horizon employees and physicians**

We are now offering vaccination appointments to all Horizon employees and physicians (health care workers) that are actively working in our facilities.

In the past week 10,499 invitations were issued, in priority order, to those who had not been recorded as previously attending a first dose clinic.

In total over 14,000 individually prioritized invitations have been sent.

Due to unforeseen circumstances, such as no or inaccurate email address on file or employees or physicians being new hires, on a gradual return to work or returning from leave, some employees or physicians have not received a personal email invite at this time.

Our health care worker vaccination clinics are by **appointment only** and will be provided on a first-come, first-served basis. We want to ensure everyone can get an appointment so have provided detailed instruction outlined below.

Here are other important questions and answers about this process:

- How to book appointment
  - First dose? See instructions outlined below in [Section 1](#)
  - Second dose? Based on recent direction by the National Advisory Committee on Immunization (NACI) and the Chief Medical Officer of Health of Canada, second dosage appointments are postponed pending

further direction. You will be emailed directly with your second appointment booking.

- Health considerations when booking? See instructions outlined below in [Section 1](#)
- When will I get my appointment?
  - We are currently focused on booking appointments for clinics planned for this weekend then we will focus on future clinics.
  - After you have submitted your personal information for booking, continue to monitor the email you provided as appointments are booked first come, first served in order of clinic date.
- How is my appointment time communicated to me once scheduled?
  - An email from "Able Assess" titled "Vaccination appointment" will be received to the email you provided.
- What if I have to re-schedule or cancel my appointment?
  - Email your area vaccination centre (where you originally sent you personal information)
  - Outline the required change in the email
  - If rescheduling, you will get a new appointment from the "Able Assess" email.
- Am I entitled to compensation for travel to my vaccination clinic appointment?
  - Employees who are booked into a clinic that is **not** at their home facility will be entitled to compensation for mileage and travel time for the March 13 to 14 clinics.
  - This compensation will include travel time, one hour at the vaccination clinic, and mileage.
  - Travel compensation for future clinics is currently under discussion and will be communicated as soon as possible.
- On the day of the clinic, do I need to bring anything?
  - Use this link to access your consent form: [consent form](#)
  - Print and complete
  - Bring to your vaccination appointment

### **Section 1: Instructions for booking an appointment**

If you have any of the following conditions and / or questions related to eligibility, contact Employee Health Services at [EmployeeHealth@HorizonNB.ca](mailto:EmployeeHealth@HorizonNB.ca) or 1-833-978-2580 to discuss your eligibility for the vaccine **prior** to scheduling a vaccination appointment:

Previous allergic reaction to a vaccine	You are pregnant, planning to become pregnant in the next month or are breastfeeding.
Liver disease or bleeding disorder	Have been diagnosed with COVID-19
Problems/conditions with your immune system	
Allergies to Polyethylene Glycol (PEG)	

Personal information to be emailed when requesting an appointment

- Name
- Personal Phone number
- Email address (one that you will check for an appointment)
- Date of Birth
- Medicare card number
- Zone and Facility where you work
- If you are working the day of the clinic and, if so, what shift

Email the above information to your area vaccination centre:

- Moncton area: [MonctonVaccinationClinic@HorizonNB.ca](mailto:MonctonVaccinationClinic@HorizonNB.ca)
- Saint John area: [SaintJohnVaccinationClinic@HorizonNB.ca](mailto:SaintJohnVaccinationClinic@HorizonNB.ca)
- Fredericton and Upper River Valley area:  
[FrederictonVaccinationClinic@HorizonNB.ca](mailto:FrederictonVaccinationClinic@HorizonNB.ca)
- Miramichi area: [MiramichiVaccinationClinic@HorizonNB.ca](mailto:MiramichiVaccinationClinic@HorizonNB.ca)

Note: If you are scheduled to work on the day of your vaccination appointment, please inform your manager.

By emailing for a vaccination appointment, you are consenting to your name, date of birth, Medicare number and contact information being recorded in the Province of New Brunswick's Public Health Information Solution / vaccine registry and Horizon's Employee Health Immunization database.

If you are a manager seeking to assist an employee in booking an appointment, provide the

instructions outlined in [Section 1](#) above to the employee.

If you are a manager with an employee on gradual return to work or have an employee returning from a leave, provide the instructions outlined in [Section 1](#) above to the employee.

Thank you for your patience as we work towards immunizing as many health care workers against COVID-19 as quickly, safely and efficiently as possible.