

To: All employees

From: Maura McKinnon, Chief Human Resource Officer

Date: March 16, 2020

Re: **Bulletin 2 d: COVID-19 - Routine Practices & Clean Hands e-learning**

MANDATORY Routine Practices & Clean Hands e-learning to be Completed!

Horizon Health is committed to doing everything it can to confront the challenges of the Covid-19 virus in New Brunswick. Therefore, it is critical that all of our employees are trained and current in basic infection control practices. Given the potential of this outbreak, our commitment requires that all Horizon employees review both the 'Routine Practices' and the 'Clean Hands Saves Lives' e-learning programs **immediately**. Practising proper hand hygiene and ensuring staff are comfortable with the proper process of donning and doffing Personal Protective Equipment (PPE) are important ways to prevent the spread of respiratory illness & infection.

The schedule of the 5K Challenge has been adjusted to reflect this special circumstance. Employees who have already completed the programs in 2020, are considered compliant, but I am encouraging all staff to review these e-learnings **again** to ensure they are confident and comfortable with these processes for their own safety and the safety of others.

Managers can check their employee compliance reports on the Manager ebHR Portal, located on Skyline. Reports will be updated daily to ensure accurate and timely data.

It is more important than ever to ensure that as Horizon employees, we are taking responsibility to be 100% compliant and follow these processes as part of our daily work activities to help reduce the transmission of infection.

