

To: All employees

From: Maura McKinnon, Chief Human Resource Officer

Date: March 17, 2020

Re: **Bulletin #3b - COVID-19 and Child Care Leaves**

We want to express our deepest appreciation for the extraordinary efforts and professionalism displayed by our employees and health care professionals as Horizon responds to the COVID-19 situation.

As you are most certainly aware, the Department of Education and Early Childhood has closed public schools for two weeks starting March 16, 2020 as well as early learning and childcare facilities effective March 17, 2020. These are precautionary measures to promote the health of our workforce and help reduce the risk of spreading the COVID-19 virus in New Brunswick.

We recognize that this presents challenging circumstances to employees who have school-aged children and in turn for Horizon as an organization as we all endeavor to keep our critical services up and running for our fellow New Brunswickers.

We know we can count on you to do your best to balance your work and personal obligations and be present at work as much as possible. New Brunswickers are counting on all of us to continue providing our valuable public services.

To support *those among you with children who require childcare*, we are implementing the following:

As a first step, we ask that you attempt to the best of your ability to make alternate childcare arrangements.

As a second step, if you are unable to make alternate childcare arrangements, we ask that you work from home if you are equipped to do so. We know that your ability to work from home will also depend greatly on the level of care your child or children require.

As a third step, parents who require early learning and child care are directed to contact the Department of Education and Early Childhood Development on how to access child care services through their [Parent Portal](#) or by calling 1-833-221-9339.

Finally, as a last step, where employees are unable to make alternate childcare arrangements, cannot work from home, and cannot access early learning and child care services they will be provided with leave with pay until March 27, 2020 inclusively.



This exceptional measure will minimize financial losses for Horizon employees.

We ask you to review your personal circumstances and consider options for alternate hours of work (half days, evenings, weekends, etc.) and we ask you to share these options with your manager.

We know that we will soon face considerable staffing shortages. Horizon will be establishing a redeployment centre to ensure critical areas and functions are appropriately staffed. Employees on a leave with pay for childcare responsibilities will be contacted regarding their ability to work casual shifts via the redeployment centre.

As your employer, we value your health and well-being. We are monitoring the situation closely and will continue communicating any significant developments.

Stay informed by checking Horizon's coronavirus [website](#) regularly for up to date information.

If you have any questions about the foregoing, please contact your Human Resources Advisor.

