

To: All Users
From: Blaine Lynch, Regional Director Facilities, Engineering and Property Management
Date: June 4, 2020
Re: **Contractors and Service Providers Access to Sites**

During all phases of COVID-19, we recognize there will be requirements for contractors/service representatives to access our sites, whether it is for essential service, repair, installation or construction. Site access will require appropriate COVID-19 compliance vetting, planning and ongoing monitoring.

To ensure this occurs, we have put a [Standard Operating Procedure](#) (SOP) in place which requires Facilities, Engineering & Property Management (FEPM) to be notified by any department that requires use of any contractor and/or service representatives. This SOP has also been adopted by Department of Health and Vitalite Health Network.

Any Horizon department requiring contractor/service representatives to come on site shall contact their local FEPM Director or FEPM Manager and provide the contractor/service representatives contact information. FEPM will contact the contractors/service representative directly to make necessary arrangements, that are appropriate to all stakeholders. Please consult the [process map](#) for instructions.

Prior to accessing any facility, FEPM will ensure contractors/service representatives have provided appropriate notice and compliance to all established COVID-19 guideline criteria. This may include written COVID-19 compliance plan (CCP), measures and monitoring process to comply with Worksafe NB, Occupational Health and Safety Act and associated regulations and public health directives and guidelines issued by the Chief Medical Officer of Health.

Important note: Some essential equipment may require emergency service, please ensure contact information is provided in advance so at the time of an urgent service request, the process can be efficient and no delays in having your equipment serviced.

No Contractor or Service Representative should be on site if they've not been through this process.