

**To:** All Staff and Physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** July 2, 2020  
**Re:** **Bulletin #59b – COVID-19 – HR Update – July 2 2020**

## Summer vacation and travel outside New Brunswick

As you are aware, travel restrictions between the Atlantic provinces are being lifted effective July 3, 2020. This means there will no longer be a requirement to self-isolate when arriving to or returning from a trip to Nova Scotia, Prince Edward Island or Newfoundland and Labrador.

In addition, anyone who left New Brunswick for another Atlantic province **before July 3** will not be required to self-isolate for 14 days if they **return on or after July 3**, unless they are directed to do so by the border screening officials when they enter New Brunswick.

This is a significant step in the recovery process and will certainly open up more destinations for summer vacation trips. As we make vacation plans, I want to take this opportunity to remind everyone of the travel restrictions that do remain in place and their implications for the workplace.

The mandatory order for the state of emergency will still require every person who has **travelled to a province or territory (other than NS, PEI or NL) or to any international destination, including the USA, to self-isolate for 14 days upon their return, unless exempted by the Chief Medical Officer of Health**. The current exemptions for healthcare workers can be found in the [NB Pandemic Task Force memo #29](#).

While other Canadian provinces or territories or other countries might open their borders more broadly to travelers, allowing you to visit without self-isolating while you are there, it is important to remember that, for the time being, **self-isolation will still be required when returning to New Brunswick from any destination other than NS, PEI or NL**.

Employees will have to plan their vacations such that they are available to return to work at the expiry of the pre-approved vacation leave. Vacations are granted based on operational requirements and 14-day extensions to time that has already been granted will be unfeasible in most circumstances.

As previously communicated, during the 14-day self-isolation period following out-of-province travel, employees will not be granted further vacation time or time from their banks and will be required to take leave without pay.

As was outlined in the [Pandemic Task Force memo #29](#), all Horizon employees must advise their manager (the manager will then inform Employee Health and Wellness) before leaving the province, the reason for their departure, and their return date. This is required even if the travel and associated isolation period falls within the employee's pre-approved vacation. Physicians are required to advise their Department Head and their Medical Director.

Since travel to any destination outside of the Atlantic provinces still requires self-isolation for 14 days upon returning to New Brunswick, this means employees could be unavailable to work for those additional two weeks.

This may not suit operational requirements. **Therefore, employees who intend to travel outside the Atlantic Provinces during their vacation must obtain their manager's approval for the full amount of time off required** (i.e. the applicable combination of vacation, banked overtime, prorated or unpaid leave). As is the case with all requests for time off, managers will need to consider operational requirements when approving employees' vacation requests.

These restrictions for travel to other provinces and territories may be subject to change over the course of the summer at which point we will revise this directive as required.

Should travel restrictions be reinstated for the Atlantic provinces due to a COVID-19 outbreak, you will be strongly encouraged to return to New Brunswick immediately. Any travel outside of New Brunswick at that point would again require a 14-day self-isolation period for which vacation leave, banked overtime, pro-rated leave or leave without pay would be required.

While we now have more ability to visit the other Atlantic provinces this summer, this is still a great opportunity to [explore New Brunswick](#) and enjoy all that it has to offer.

We will continue communicating significant developments as we monitor events. Stay informed by checking Horizon's [Coronavirus](#) website regularly for up to date information.