

**To:** All Staff and Physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** July 7, 2020  
**Re:** **Bulletin #60b – COVID-19 – HR Update – July 7 2020**

### **Reminder: Self-screening criteria for employees and physicians**

With the Atlantic Bubble in effect, Horizon has updated its COVID-19 screening questions for Staff and Physicians. The updated questions and signage can be accessed [here](#), and below.

**All updated posters are available on the [Coronavirus Skyline](#) page.**

All employees and physicians are reminded that they must self-screen, clean their hands, and follow protocols related to appropriate physical distancing and wearing of procedural masks in all Horizon facilities.

Every employee and physician must review the below screening criteria to determine whether they may enter a Horizon facility, or whether additional follow-up with Employee Health and Wellness is required. Employee Health is on call daily and is available to answer any questions or concerns by calling 1-833-978-2580.

If you answer **YES** to any of the below screening questions, DO NOT ENTER THE BUILDING. Instead, you are to:

- Contact Employee Health immediately by calling 1-833-978-2580
- Self-isolate
- Follow the appropriate absence notification process

#1: Do you have **TWO OR MORE** of the below symptoms?

- FEVER/SIGNS OF FEVER (e.g., chills, feeling hot/cold, shivers, etc.)
- NEW COUGH OR A COUGH THAT IS GETTING WORSE
- SORE THROAT
- RUNNY NOSE

- HEADACHE
- DIARRHEA
- LOSS OF TASTE OR SMELL
- NEW ONSET OF MYALGIA (muscle pain)
- NEW ONSET OF FATIGUE

#2: Have you been outside the Atlantic provinces (NS, PEI, NFLD & Lab) in the last 14 days for any reason, including work?

#3: Have you had close contact without the use of appropriate protective equipment with a confirmed case of COVID-19 and have not been cleared by Employee Health to return to work?

#4: Have you been in contact with Employee Health related to a previous screening and have had symptoms worsen since that time?

Please remember, each of us has a role to play in helping prevent the spread of COVID-19. It is important that we always remain vigilant in the wearing of masks when unable to maintain proper physical distancing. This includes while at nurses' stations, support staff areas, various workstations, cafeterias, and so on. It is important to keep ourselves and our patients as safe as possible.

### **Reminder: EFAP is available for staff and family members**

We understand the ever changing circumstances surrounding COVID-19 can cause anxiety and stress and want to remind you that there is support available to you and your eligible dependents through [Horizon's Employee Health and Wellness](#) site as well as other resources available 24/7 through Horizon's EFAP by calling inConfidence toll-free at 1-866-721-1738. These services are **free** and **confidential**.

Through the [Employee Health and Wellness](#) dedicated Skyline page, you can access resources and support on these topics and many more:

- Online learning sites for kids and offline fun for the family
- 15 min mindfulness sessions
- Tools for managers
- Mental Wellness
- Addiction Support

Employee and Family Assistance Plan (EFAP) is a **CONFIDENTIAL** and **FREE** resource that is **available for you and your dependant(s)**. We encourage you to take a moment to look through the [inConfidence](#) online resources, which are available 24/7, by using the following log in credentials:

- Username: **gnb**
- Password: **inconfidence**

You will find access to supports such as:

- [Protecting your Well Being during COVID-19](#)  
(username → **GNB**, password → **inconfidence**)
- [Dealing with Anxiety](#)  
(username → **GNB**, password → **inconfidence**)
- [Overcoming Anxiety Podcast](#)  
(username → **GNB**, password → **inconfidence**)
- [Understanding Anxiety Disorders](#)  
(username → **GNB**, password → **inconfidence**)
- [Learn more about COVID-19](#)  
(username → **GNB**, password → **inconfidence**)
- [If you are self-isolating](#)  
(username → **GNB**, password → **inconfidence**)
- [Caring for others](#)  
(username → GNB, password → inconfidence)
  - Parenting
  - Helping Older Relatives
  - Staying Connected
- [Grief and loss](#)  
(username → GNB, password → inconfidence)
- [Work and Illness](#)  
(username → GNB, password → inconfidence)
- [If your job has been affected by COVID-19](#)  
(username → GNB, password → inconfidence)

- [Financial Worry](#)  
(username → GNB, password → inconfidence)
- [Maintaining your mental well-being](#)  
(username → GNB, password → inconfidence)

**Is there an APP for that?** Actually, there is! You can access these and many other resources, podcasts and even fitness and nutrition information through the Lifeworks App on your mobile device. Download the **LifeWorks** App free through Apple or Android Play Store.

**Want to get moving?** Did you know that you have **free** access to virtual fitness workouts? LIFT Session Virtual Fitness is available through your Employee and Family Assistance Program (EFAP) and provides you with an automated fitness journey and live chat access with certified coaches and can all be accessed on your mobile device through the **LIFT Session** App, after you sign up and download the free App.

[LIFT Session fitness](#), is an online wellness platform offering fitness solutions for people looking for an effective and affordable way to reach their fitness goals anytime, anywhere. LIFT session helps you reach your goals with [automated fitness journeys](#) and customized workout programs with live web chat with coaches.

### Let's get started!

Access LIFT via the inConfidence website and following the below steps:

- Visit [www.myinconfidence.ca](http://www.myinconfidence.ca)
- Log in using - *User Name:* **GNB** and *Password:* **inconfidence**
- From the homepage, scroll down the page to "**Quick Links**" and click on **LIFT Session Fitness**
- From here you will sign up, using an email and password of your choice
- Download the **LIFT Session** App *FREE* through Apple or Android Play Store to access from your mobile device

While anxiety is a normal reaction to the pandemic as people worry about their own health and the health of their loved ones, too much anxiety can start to cause harm at work and at home. These are trying times and we must be conscious of looking after our mental health.

If you are having troubles finding exactly what you are looking for, the Employee Health & Wellness team will be happy to help! Contact information in your area can be found [here](#).

## Dealing with Anxiety...Here's What you can Do

**STEP 1**  
Access Resources for Mental Wellbeing  
on Skyline



**STEP 2**  
Contact EFAP  
(Employee Family Assistance Program)  
1-866-721-1738  
or 24/7 @ [www.myinconfidence.ca](http://www.myinconfidence.ca)  
Username : GNB  
Password : inconfidence



**STEP 3**  
Canadian Mental Health Association New  
Brunswick

45 minute video counselling session  
Tuesday, Wednesday & Thursday  
10:00 – 4:00

Contact:  
Diana.Gregory@cmhanb.ca

**STEP 4**

Once Step 2 AND 3 have been  
exhausted:  
Contact your local Addiction & Mental  
Health Program  
Mon-Fri 8:30-4:30  
Moncton: 856-2444  
Fredericton: 453-2132  
Woodstock: 325-4419  
Miramichi: 778-5284  
Saint John: 658-3737  
St Stephen: 466-7380  
St George: 755-4044  
Grand Manan: 662-7023  
Sussex: 432-2090

Be sure to identify yourself as a  
Horizon staff member to expedite the  
process.

