

To: All Staff and Physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Aug. 13, 2020
Re: **HR Update**

Importance of self-screening for employees and physicians

As we work together through the COVID-19 pandemic, it is important to be reminded of what's expected of everyone before entering any Horizon facility.

Every employee and physician must review the screening criteria to determine whether they may enter, or whether additional contact and follow up with Employee Health and Wellness is required.

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.

Employee Health is on call **daily** from 8 a.m to 8 p.m. and is available to answer any questions or concerns by calling 1-833-978-2580 and **leaving a message**.

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.

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

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: Is anyone in your immediate household currently being tested for COVID-19 and their results are not yet available?

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