

To: All Staff and Physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Aug. 20, 2020
Re: **HR Update**

Employees and physicians visiting

As a result of the COVID-19 pandemic and our current placement at the yellow phase, the number of visitors allowed into our facilities is being closely monitored.

Employees and physicians are reminded that they must follow the same processes as members of the public when visiting patients:

- All employees and physicians intending to visit patients must go through a main entrance screening, and identify to the screeners that they are present to visit a patient; and
- All employees and physicians are required to respect posted visiting hours.

Employees and physicians are not permitted to visit patients unless they have complied with the above.

Employees and physicians who have not been screened prior to visiting a patient will be asked to leave the nursing unit.

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](#). 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.

If you answer **yes** to any of the below screening questions, do not enter the building.

<p>#1: Do you have TWO OR MORE of the below symptoms?</p> <ul style="list-style-type: none"> • 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
<p>#2: Have you been outside the Atlantic provinces (NS, PEI, NFLD & Lab) in the last 14 days for any reason, including work?</p>
<p>#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?</p>
<p>#4: Is anyone in your immediate household currently being tested for COVID-19 and their results are not yet available?</p>
<p>#5: Have you been in contact with Employee Health related to a previous screening and have had symptoms worsen since that time?</p>

Instead, you are to:

- Contact Employee Health immediately by calling 1-833-978-2580



- Self-isolate
- Follow the appropriate absence notification process

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.