

To: All Staff and Physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Sept. 17, 2020
Re: **HR Update**

Accessing Employee Health and Wellness from home

All staff and physicians should be familiar with the screening criteria prior to entering a Horizon facility. They are listed [below](#).

If you begin to exhibit symptoms during the evening, or over the weekend, as an employee, the directive remains to contact Employee Health and Wellness at 1-833-978-2580. This is to reduce the number of calls to Tele-Care 811, and to give priority testing to health care workers.

Please note: you can find the contact number on Horizon's public [website](#), scrolling to the bottom of the page, and clicking on Employee Access.

Staff from Employee Health and Wellness are available daily from 8 a.m. to 8 p.m. to answer any questions or concerns. Please leave a voicemail and your call will be returned within two hours.

Screening criteria for employees and physicians entering facilities – Yellow Phase

Please review the questions below and remain familiar with them prior to entering a Horizon facility.

The updated questions and signage can be accessed [here](#). All updated posters are available on the [Coronavirus Skyline page](#).

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

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

Instead, you are to:

- Contact Employee Health and Wellness at 1-833-978-2580 (available daily between 8 a.m. and 8 p.m.)
- 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?