

**To:** All Staff and Physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Sept. 24, 2020  
**Re:** **Mask care, Employee Health and Wellness, screening criteria**

### **Proper wear and care of masks**

Thank you for your help in preventing the transmission of COVID-19 by your commitment to wearing masks, practicing proper and frequent hand hygiene, and following the screening criteria. We are grateful for you and the way you have stepped up to help our province, our communities and each other.

As Horizon begins preparing for a potential second wave of the pandemic we must ensure we do not become complacent and relax our mask usage. As you know, wearing a mask is a requirement of all Horizon employees, regardless of whether they are in their department or on their work units.

When employees are in elevators, hallways, cafeterias, locker rooms, departments or units where two metres of physical distancing cannot be maintained, **masks must be worn**. Masks must be worn properly and must cover your entire mouth and nose during all shifts (day, evening and night).

Employees and physicians who are eating are not expected to wear a mask, however, they must ensure they are seated at least two metres away from anyone else. Hallways and elevators are not appropriate eating areas, and the exception for mask wearing while eating does not apply in these locations.

Students will soon be returning to complete education programs in our facilities. We must ensure we are also setting a good example for them and support their mask usage.

As a reminder, you can review how to properly put on a mask with [loops](#), and a mask with [ties](#). As well, all COVID-19 posters, documents and resources are posted on the [Skyline Coronavirus page](#) for easy reference.

Please click [here](#) for an infographic on proper mask wearing, as well, it can be found below.

With your continued diligence, we hope to lessen the impact of a second wave on you and on our patients and clients.

Thank you in advance for your adherence to these important requirements.



Some of our Human Resource staff in Fredericton are staying healthy during their lunch break by taking a walk – and wearing their community masks! Great job, ladies!

# Proper Wear and Care of Masks

COVID-19 can spread from person to person through respiratory droplets produced when an infected person coughs, sneezes or talks. A face mask, combined with frequent hand hygiene and physical distancing, has been identified as an effective way to prevent the spread of respiratory infections.

## How to put on your mask



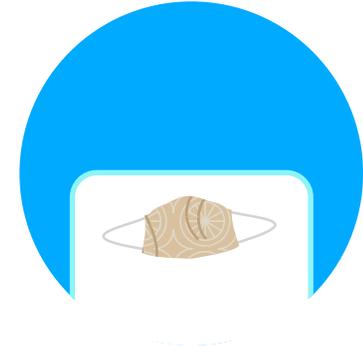
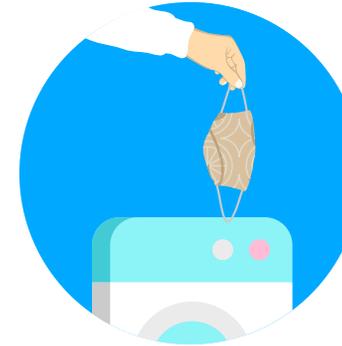
1. Ensure your mask is clean and dry.
2. Wash your hands with soap and water or use alcohol-based hand rub.
3. Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head and your neck, ensuring your mask fits snug on your face.
4. Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask.
5. Do not touch the front of the mask while you wear it. Wash your hands with soap and water or use alcohol-based hand rub if you accidentally touch your mask.

## How to remove your mask



1. Wash your hands with soap and water or use alcohol-based hand rub.
2. Do not touch the front of your mask to remove it and be careful not to touch your eyes, nose, and mouth when removing your face mask.
3. Remove the elastic loops of the mask from around your ears or untie the strings from behind your head.
4. Hold only the loops or strings and place your cloth mask directly in the wash. If you are in your car, place it into a bag until you get home to wash or discard it. If throwing it out, place it into a garbage bin.
5. Wash your hands with soap and water or use alcohol-based hand rub.

## How to clean your mask



Cloth masks should be changed and cleaned after each use, or if they become damp or soiled. You can wash your cloth mask by:

- putting it directly into the washing machine, using a hot cycle. or
- washing it thoroughly by hand using soap and warm/hot water.

To dry your mask, place it in the dryer or lay it out flat to air dry. Ensure your mask completely dry before wearing it again.

Masks that cannot be washed should be disposed of in a garbage bin, and replaced as soon as they get damp, soiled or crumpled.

For more information visit the [\*\*Public Health Agency of Canada's website.\*\*](#)

## Do:

- Wash your hands or use alcohol-based hand rinse before and after touching your mask
- Wear a mask that fits securely to the head with ties or ear loops
- Ensure your nose and mouth are fully covered
- Ensure the mask is made of at least two layers of tightly woven fabric
- Wash mask between each use, or after it becomes damp or soiled and let it dry completely before wearing it again
- Store your mask in a clean bag until you wear it again

## Don't:

- Reuse masks that are moist, dirty or damaged
- Touch the front of your mask while wearing it
- Hang your mask from your neck or ears
- Share with others
- Remove your mask to talk to someone
- Place on children under the age of 2 years
- Place on anyone unable to remove them without assistance

## **Role of Employee Health and Wellness in the referral to COVID-19 testing**

There has been a significant increase in the COVID-19 testing in the province in the last few weeks.

Last week more than 80 Horizon health care workers were sent for COVID-19 testing through Employee Health and Wellness.

With this increase in the number of referrals, it is important that employees and physicians contact Employee Health and Wellness to be assessed and referred to the COVID-19 assessment centre when they are experiencing two or more symptoms as per the [screening criteria](#).

This past weekend there were several calls from employees who had accessed the online self-referral for testing process and not Employee Health and Wellness.

After several hours when they had not been contacted, they then reached out to Employee Health and Wellness for direction and were referred for swabbing.

Horizon requests for referral have a higher priority than either Tele-Care 811 or the self-referral.

Please remember that Employee Health and Wellness is available daily between the hours of 8 a.m. and 8 p.m. by calling 1-833-978-2580 for assessment and referral.

Please leave a message including your name and phone number and a member of the Employee Health and Wellness team will respond to your call within two hours.

## **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 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?