

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Oct. 13, 2020
Re: HR Update

Travel inside and outside of New Brunswick

As you are aware, the Government of New Brunswick made the decision last week to revert the Moncton (Zone 1) and Campbellton (Zone 5) areas to orange phase as a result of COVID-19 outbreaks in those areas.

As part of the communication from GNB, citizens of New Brunswick were cautioned against non-essential and non-emergency travel out of the Moncton and Campbellton areas. Travel from these zones into other zones is not recommended unless for emergency or essential requirements.

Those who choose to do so are required to follow Public Health guidelines for the 14 days upon return:

- wear a mask at all times when in public, indoors, and outdoors for the next 14 days;
- be vigilant in self-monitoring for symptoms and get tested as soon as possible should they develop;
- limit your contacts to your two-household bubble;
- wash your hands or use sanitizer frequently;
- maintain a two-metre distance from others; and
- avoid gatherings.

Horizon's screening questionnaires for employees and physicians and the public have been updated to reflect travel to the Moncton and Campbellton areas. Symptomatic employees and physicians with travel to the Moncton and Campbellton areas **NOT** permitted in Horizon facilities. Employees and physicians must contact Employee Health and Wellness for further direction. Asymptomatic employees and physicians with travel to the Moncton and Campbellton areas may continue to work provided they wear a mask at all times as per the GNB directive.

Employees and physicians must contact Employee Health and Wellness (1-833-978-2580) for further direction.

Furthermore, all **non-patient care related work travel is cancelled** until further notice.

Employees and physicians must disclose to their manager all travel outside of the Atlantic provinces bubble and a plan must be in place to ensure 14-day self-isolation upon return.

Employees and physicians are required to answer truthfully the screening questions prior to entering the workplace daily. Failing to answer the questions truthfully, and/or failing to disclose travel outside of the Atlantic Provinces bubble, will result in discipline up to and including termination of employment.

The second wave of COVID-19 is upon us. The health and safety of our staff and our patients depends on our personal vigilance and adherence to direction from Public Health.

Mandatory masks

On Oct. 8, the Government of New Brunswick made it mandatory for every New Brunswicker to wear a face masks upon entry to public buildings. Like similar prior directive, this directive applies to all Horizon facilities and includes all Horizon employees and physicians.

Recent communications to our staff and physicians about wearing masks have yielded positive results and we are grateful for your compliance. However, as Horizon is addressing the second wave of the pandemic we must ensure that we do not become complacent and relax our mask usage.

Wearing a mask is an expectation of all Horizon employees and physicians, regardless of whether they are in their department or units.

Unless an employee or physician is alone in an office, masks must be worn at all times, regardless of whether two metres of physical distancing can be maintained. Note: This is a change to practice where previously employees and physicians could have removed their masks if two metres of physical distancing could be maintained.

Masks must be worn properly and must cover your **entire mouth and nose**.

Employees and physicians who are eating are not expected to wear a mask, however, they must ensure that they are seated at least two meters 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.

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

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