

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Oct. 22, 2020
Re: **HR Update**

Questions about Horizon's response to COVID-19

Horizon works closely with numerous partners to ensure that the directives we provide regarding screening requirements, leave benefits, mask usage and hand washing, and the numerous other COVID-19-related issues are in alignment with government direction.

There have been instances where employees and physicians have gone directly to the Premier's office and Chief Medical Officer of Health with questions. These questions are always referred to Horizon for response to the employee or physician, and the delay can impact timely resolution to the issue.

Employees and physicians with questions or concerns related to the directives are asked to consult with their manager, the department issuing the directive, Employee Health and Wellness, Human Resources, or their union (where applicable).

Smoking on Horizon property

All Horizon properties are non-smoking properties in accordance with our *Smoke-Free Environment Policy* and in accordance with New Brunswick's *Smoke-Free Places Act*. This includes all Horizon facilities and surrounding grounds.

Employees, physicians, patients, and visitors are prohibited from smoking, vaping, or heating any tobacco products, medical cannabis, or herbal products in Horizon facilities and on Horizon property.

Failure to abide by the *Smoke-Free Environment Policy* could result in discipline up to and including termination of employment.

For employees and physicians who choose to leave Horizon properties during their breaks or meal periods to smoke, please be advised that the Public Health requirements related to COVID-19 remain in effect, even while smoking or vaping.

Employees and physicians must maintain physical distancing of two metres when removing masks to smoke and cannot sit together in locations that do not enable the two metre separation.

Christmas and holiday celebrations

With Thanksgiving behind us, and Halloween fast approaching, we know many departments and units are starting to consider their annual workplace Christmas and Holiday potlucks, parties, and gatherings.

Unfortunately, as a result of the COVID-19 pandemic and the Public Health and WorkSafeNB guidelines, Horizon is unable to permit Christmas and Holiday celebrations in the workplace this year.

The requirements to wear masks in all workplaces and to maintain two metres of distance when removing your masks for the purposes of eating, make these celebrations unfeasible and introduce an unacceptable element of risk.

We know many departments look forward to gathering together to celebrate the holidays and that this directive will be a disappointment to many. However, watching the situations in the Moncton (Zone 1) and Campbellton (Zone 5) areas demonstrates how rapidly outbreaks can occur and Horizon must do what it can to mitigate against the spread of COVID-19.