

To: All Staff and Physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Oct. 29, 2020
Re: **HR Update**

Mask usage and hand hygiene

As we communicated to you previously, the Government of New Brunswick has made it mandatory for every New Brunswicker to wear a face masks upon entry to public buildings.

This directive applies to all Horizon facilities and includes all Horizon employees and physicians. Employees and physicians are also required to clean their hands (with soap and water and / or the hand sanitizer that is available throughout our facilities) upon entry to Horizon facilities.

Audits performed in Horizon's facilities are revealing a concerning trend: employees and physicians are entering our buildings without wearing masks and / or without cleaning their hands.

Wearing a mask and using appropriate hand hygiene is an expectation of all Horizon employees and physicians, even when they are in their department or 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.

Employees and physicians who are eating are not expected to wear a mask, however, they must ensure that 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.

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.

Update to Christmas party memo

HorizonHR has received a number of questions about the recent communication related to Christmas and holiday parties being celebrated in Horizon facilities.

Employees and physicians who choose to have Christmas and holiday parties offsite are encouraged to review the Public Health requirements related to gatherings in advance of hosting an event. It is important that we are all following the appropriate Public Health and government requirements to protect our own health and safety, that of our co-workers, and that of our patients.

In addition to following all appropriate Public Health and government requirements related to gatherings, employees and physicians are also reminded to exercise care when arranging parties outside of the workplace.

In some cases, Horizon policies will apply to offsite events where a reasonable connection to the workplace can be made. Hosts of such events will have to ensure compliance with Horizon policies (for example, the *Workplace Harassment Policy*).

For more information, please contact your HRA.

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 continue to be 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).

Screening criteria for employees and physicians entering facilities – Yellow phase

With the Moncton area (Zone 1) having returned to the Yellow phase of recovery, all employees and physicians are reminded to self screen prior to entering any Horizon facility.

Please review the questions below and remain familiar with them. Horizon takes very seriously the health and welfare of its employees and physicians and we appreciate your co-operation as we institute measures designed to help keep you safe.

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 an employee or physician answers **yes** to any of the questions, they are not to enter the facility. They must contact Employee Health and Wellness (1-833-978-2580) for further screening and possible referral to a COVID-19 assessment centre. The employee or physician prevented from entering the workplace and will have to notify their manager or department head of the absence and reason.

<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 of the Atlantic provinces in the last 14 days for any reason, including work?</p>
<p>#3: If you have travelled to the Campbellton Region (Zone 5) in the last 14 days, please note the below requirements:</p> <ul style="list-style-type: none"> ○ Employees with no symptoms do not have to self-isolate; they must self monitor. ○ Employees with symptoms must self-isolate until tested and have a negative result.
<p>#4: 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>#5: Have you been in contact with Employee Health related to a previous screening and have had symptoms worsen since that time?</p>

Employees and physicians are encouraged to conduct their self screening prior to arriving at the facility.

Employee Health and Wellness is available daily from 8 a.m. to 8 p.m. to answer any questions or concerns – please call 1-833-978-2580.

If Employee Health is not available to answer your call, we encourage you to leave a voicemail and your call will returned by Employee Health within two hours, between 8 a.m. and 8 p.m.

