

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Oct. 8, 2020
Re: **COVID 19 - REVISED Request for Staffing for Notre-Dame Manor**

Urgent Request for Staffing – Notre-Dame Manor

There is an urgent need for clinical staff (PCA2, LPN, and RN) to provide patient care at the adult residential care facility (ARF) Notre-Dame Manor in Moncton as a result of a COVID-19 outbreak.

Horizon has been asked to determine if anyone in the above-noted classifications is interested in committing to a minimum 14-day period to work in this affected ARF. Please note that bilingualism is an asset but not a requirement, and all selected employees will be provided extensive training in IPC and PPE guidelines prior to departure.

If you are interested, please provide your manager with your name and contact information so that you can be easily reached to discuss further.

Managers: please forward the contact information from these employees to Human Resources in Moncton at HRAMoncton@HorizonNB.ca.

We recognize that releasing employees for this period of time may be challenging, but given the urgency of this issue, we would appreciate your support and consideration of this request. We will work with managers to find alternatives for their departments.

Hotel accommodations, meals, expenses, and salary will be provided to employees who are selected. *Please note that a 14-day self-isolation will **not** be required following deployment to the Manor. This is a change in practice to what was communicated on Oct. 7, 2020.* Employees who live in Moncton and who would prefer to use provided hotel accommodations will be permitted to do so.

We appreciate your serious consideration of this request so that we can help support these residents who require care.