

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Nov. 5, 2020
Re: **HR Update**

Screening criteria for employees and physicians entering facilities – Yellow phase

With the Campbellton area (Zone 5) returning to the Yellow phase of recovery at midnight, all employees and physicians are reminded to self screen prior to entering any Horizon facility.

Please review the update screening 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](#).

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.

#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 of the Atlantic provinces 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?

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 be returned by Employee Health within two hours, between 8 a.m. and 8 p.m.

Essential employees and exceptions to isolation requirement

As some of you may be aware, there are certain exemptions to the requirements for self-isolation for essential employees.

Essential employees can cross borders without the requirement to self-isolate. These employees may be crossing borders with patients, in the case of transports, or they may be traveling to and from work.

It has recently been brought to our attention that some employees and physicians feel this exemption should allow them to travel across borders for personal reasons without the need to self-isolate afterwards. **This is not accurate.** Employees crossing the border into Quebec, Maine, or anywhere outside the Atlantic bubble for personal reasons are legally required to self-isolate upon their return.

Failure to self-isolate in accordance with Public Health guidelines will result in immediate removal from the workplace and, where appropriate, discipline up to and including termination.



Your on-going adherence to Public Health and / or Horizon directives is of the utmost importance as we work together to keep yourself, your co-workers and our patients/clients safe.

Employee leaves of absence related to COVID-19

Please click [here](#) (view Page 2) for the most recent updates to leaves applicable to employees who must miss work as a result of COVID-19.

Travel within New Brunswick

With the announcement on Oct. 23, 2020 that Moncton was returning to yellow phase, travel throughout Horizon for patient and non-patient-related work is now permissible.

Reminder - Requirement to wear masks

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.

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, masks must be worn, regardless of the ability to maintain physical distancing of two metres. Masks must be worn properly and must cover your entire mouth and nose.

Employees who work in offices alone and / or in cubicles may remove their masks provided that there is no one else in their office or within their cubicle.

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.

Hand washing

Audits have been occurring throughout Horizon to determine compliance with the requirement for employees and physician to wash their hands upon entrance to any of our facilities.

Unfortunately, hand hygiene compliance upon entry into a Horizon facility needs to be improved. In a recent audit, more than 215 employees entering one of our regional hospitals failed to clean their hands. In this particular location, there were 11 hand sanitizer distributors placed within 100 feet of the entrance.

To facilitate handwashing, at many employee and physician entrances across Horizon, stations have been set up near these entrances where employees and physicians can place or hang their belongings while sanitizing their hands.

On its website dedicated to COVID-19, the World Health Organization has posted a reminder about the basics of good hygiene and included hand hygiene in this category. People are instructed to clean their hands with either an alcohol hand sanitizer or with soap and water.

Employees and physicians must clean their hands immediately upon entry to any Horizon facilities. This is a requirement upon every entry into a Horizon facility and is not optional.

If you are unable to use hand sanitizer, you must proceed directly to the nearest bathroom and wash your hands with soap and water. If the entrance you use does not have hand sanitizer located nearby, please let us know.

Employees and physicians are also reminded of the importance of practice proper hand hygiene as they are exiting Horizon facilities.