

To: Saint John area (Zone 2) staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Nov. 20, 2020
Re: **Active Screening in Saint John Area**

Horizon will be commencing active screening for all employees and physicians entering each hospital within the Saint John area as of Nov. 21 at 6 a.m.

Before entering, employees and physicians will be required to confirm to a screener that they have completed their self assessment prior to each entry into a Horizon facility and that they have not answered “yes” to any of the questions.

If they answered “yes” to any of the questions, they will be asked to call Employee Health at 1-833-978-2580 to leave a message with a number a nurse can contact them for further screening and possible referral to an assessment centre. The employee or physician will be prevented from entering the workplace and will have to notify their manager of the absence and reason.

Employees and physicians will be permitted to enter the facilities via any of the designated staff entrances ([noted below](#)). Employees and physicians who leave the facility for any reason (break, meal period, or inter-facility travel) will be required to be actively re-screened upon their return.

Employees and physicians who leave the hospital grounds to smoke are also required to be screened upon re-entry. Horizon encourages employees and physicians who smoke to take advantage of the smoking cessation resources that we have available should they wish to quit or reduce the amount they smoke.

For more information, please visit the Employee Health and Wellness’ smoking cessation page on [Skyline](#).

Facility	Entrance	Time Available
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Saint John Regional Hospital	Main staff entrance	24/7
Saint John Regional Hospital	East entrance (Foundation)	5:30 a.m. to 6 p.m. (use main staff entrance after hours)
St. Joseph's Hospital	Purchasing and receiving staff entrance	5:30 a.m. to 11:30 p.m. (use Urgent Care Centre phone for access after hours)
Charlotte County Hospital	Public entrance	24/7
Sussex Health Centre	Public entrance	24/7

Horizon respectfully asks all employees and physicians to do their part to reduce the amount of traffic at the screening points. Please consider reducing the number of breaks taken outside of the buildings and wherever possible make arrangements to have meals onsite.

We will do our best to ensure that the active screening occurs as quickly as reasonably possible. However, to ensure that you arrive on time in your unit/department, we ask that you factor potential delays into the travel plans.

Horizon is taking very seriously the health and welfare of its employees and physicians. We appreciate your co-operation as we institute measures designed to help keep you safe.

