

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Nov. 24, 2020
Re: **HR Update**

Suspension of instructor-led virtual learning and classroom-based learning

Effective immediately, delivery of all Workforce Development instructor-led virtual learning and classroom-based learning programs are suspended. CaRES orientation and Nursing Orientation will be delivered through e-learning.

Delivery of all MLD programs, French language training, NVCI, and most general clinical programs is suspended for at least the next six weeks. We are working with Professional Practice to offer BLS, ACLS, PPE, Pronation and a few other relevant ANCs to a specific targeted group (primarily ICU and Emergency Department) who require re-certification. The New Brunswick Critical Care Program will continue to be offered.

Hiring managers will be notified regarding how to direct new hires to required CaRES and Nursing Orientation E-learning.

E-learning programs and recorded webinars remain available through [Skyline](#).

Redeployment of staff

Horizon has developed a plan to ensure staffing levels are maintained throughout the organization in response to the progression of COVID-19.

Conversations have occurred between Horizon, the Treasury Board, and your unions to ensure the process addresses the principle concerns of each stakeholder.

Effective immediately, staff who are not required to maintain the services within their home department will be redeployed within their local area to help address the most urgent needs.

What does this mean?

If the operations within your department will be scaled back or closed, your name will be provided by your manager for assessment and matching to a suitable temporary position.

Will I be redeployed within my classification?

No, not necessarily. The goal will be to first redeploy an employee within the same classification, if not possible and / or available, the employee will be placed where needed.

Will my pay be negatively affected?

No, you will continue to be paid your hourly wage for your permanent position / classification according to your FTE (full-time equivalent). This is applicable even if you have been redeployed to a lower paid classification.

Is this process optional?

We understand that many of you may be concerned about being redeployed to a new department and/or classification. However, should the measures implemented to contain the spread of COVID-19 not be successful, Horizon could be in a very difficult place with respect to staffing. To ensure the continued safe and quality provision of care, redeployment is not optional.

We appreciate your commitment and dedication in these uncertain times, by working together we will ensure success and above all the safety of our population.

What does Orange level mean for me?

A number of employees have questions about what the Orange level of recovery means for them: at work and in their personal lives. In response to these questions, we have obtained the following details from GNB's coronavirus website which can be accessed [here](#).

Please note that this is not an exhaustive list and all employees and physicians are encouraged to review the above link for further information. Also, the requirements of

Orange level can change as new evidence is obtained. Employees and physicians are strongly encouraged to refer frequently to the link as changes to requirements may be made by GNB.

Subject to the [Public Health](#) and [WorkSafeNB](#) COVID-19 general guidance, the following activities are allowed:

- **NEW:** Single household bubble. A household bubble can be extended to caregivers or to an immediate family member requiring support.
- **NEW:** Essential travel only is recommended in and out of Orange level health zones, however, people can continue to travel within the province for work, school, essential errands and medical appointments.
- **NEW:** Outdoor gatherings with physical distancing of 25 people or fewer are permitted. Physical distancing is required in all other settings.
- **NEW:** Faith venues can operate under a COVID-19 operational plan. In-person services are limited to 50 participants, or fewer depending upon the size of the facility, with two metres of physical distancing. Continuous mask wearing is required. No singing is permitted. Other indoor religious observances, funerals, celebrations of life, marriage ceremonies, receptions and social gatherings of more than 25 people are prohibited.
- Wearing face masks is mandatory in public spaces, both indoors and outdoors. Outdoor public spaces include parks, playgrounds, markets, festival sites, dog parks, and walking trails. A mask is not required while walking, jogging or cycling with people in the same bubble, where they are unlikely to encounter people, or risk coming within two metres of, people from outside their bubble.
- Non-urgent medical procedures and elective surgeries are allowed.
- Strict visitor restrictions are to be maintained in settings with vulnerable people.
- Primary care providers and regulated health professionals may operate but are urged to use virtual appointments whenever possible.

- Daycares and Kindergarten to Grade 12 schools are open under strict guidance. Virtual teaching is to be used for at-risk populations. Day camps are allowed.
- Post-secondary educational institutions may operate.
- Outdoor recreational activities are allowed, including campgrounds, ATV or snowmobile trails.
- **NEW:** Public transit can operate with one metre distancing between riders AND continuous use of a mask. Ensure space is available for individuals who require two metres distancing for medical reasons (e.g. immunocompromised and those that can't wear mask).
- All other businesses, including food, beverage and retail, may operate under a COVID-19 operational plan. Distancing of two metres is required where food and beverages are served. Record keeping for seated venues is a requirement. Single household bubbles must be maintained. For example, people may not sit with people from another household at a restaurant.

Clarification regarding working at Horizon and adult residential facilities or other clinical settings

There has been some confusion regarding communication sent out recently regarding Horizon employees who work at adult residential facilities (ARF) such as nursing homes, special care homes, etc., or in other clinical settings outside of Horizon.

In order to prevent the spread of this virus, we ask Horizon staff and physicians to refrain from working in a Horizon facility at the same time as a non-Horizon facility when there is an active outbreak of COVID-19 in this facility.

NOTE: This does not prevent an employee from volunteering for the PROMT team to respond to an outbreak.

Employees and physicians who work outside of Horizon need to advise their managers or department head if an outbreak of COVID-19 is declared at their other workplace.

This notification is necessary so that a risk assessment can be undertaken regarding movement of the employee or physician between Horizon and the other employer.

Employees and physicians are not going to be terminated from Horizon or forced to resign from their other employer.

Preventing the spread of COVID-19 to our patients and our employees and physicians is crucially important and understanding where employees and physicians work outside of Horizon will help.

Guidelines for smoking during a shift

Employees and physicians who leave the hospital grounds to smoke are required to be re-screened upon re-entry.

If employees and physicians leave hospital grounds to smoke with another person, they are required to maintain a two-metre (six foot) physical distance from one another.

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.

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.

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