

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Nov. 26, 2020  
**Re:** [HR Update](#)

## Screening criteria for employees and physicians entering facilities – Yellow level

The Saint John (Zone 2) and Moncton (Zone 1) areas remain in the Orange level of recovery. With the Fredericton and Upper River Valley area (Zone 3) reverting to the Orange level at midnight, Zone 3 will begin active screening of all staff and physicians as of 6 a.m. While Miramichi area (Zone 7) remains in Yellow level, 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 New Brunswick 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?

**If you have been in an Orange Zone (Moncton, Saint John or Fredericton areas), or have travelled to the Halifax area, please self-monitor for symptoms. If you have symptoms, please stay home and call Employee Health.**

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.

### **Active screening at all Fredericton and Upper River Valley area facilities**

Horizon will be commencing active screening for all employees and physicians entering any Horizon facility in the Fredericton and Upper River Valley (Zone 3) area as of Nov. 27 at 6 a.m.

Before entering the facility, 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 who leave the facility for any reason (break, meal period, or interfacility 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](#).

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.

### **Urgent staffing request for Saint John and Fredericton areas**

With the current situation in the Saint John area, Horizon's Saint John Regional Hospital and the Saint John Assessment Centres are in urgent need of staff – RN, LPN, PCA, RT, MLA, and administrative.

There is also an urgent need for staff for the Fredericton Assessment Centres – LPN, RN, RT, and administrative.

We are requesting if any Horizon staff are interested in committing to a 15-day period to work in Saint John or in Fredericton, to please provide your manager with your name and contact details so that you can be easily reached to discuss further details.

**Managers**, please e-mail this information (employee name, employee contact info and which area the employee is volunteering to work – Saint John or Fredericton) to [HorizonRedeploymentCenter@HorizonNB.ca](mailto:HorizonRedeploymentCenter@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. We will work with managers to find alternatives for their departments.

For those employees from outside the Saint John area or outside the Fredericton area who volunteer, lodging and expenses will be covered. Please note that all volunteers will be provided with any required training.

We appreciate your serious consideration of this request.