

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Nov. 27, 2020  
**Re:** **HR Update**

## **Screening criteria for employees and physicians entering facilities**

The screening criteria for employees and physicians in all areas has changed effective today, Nov. 27. All employees and physicians must self screen prior to entering any Horizon facility, and in Orange zones, you will be actively screened.

Please review the update screening questions below and remain familiar with them.

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 since Nov. 27 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 traveled to an Orange Zone, please self-monitor for symptoms. If you have symptoms, please stay home and call Employee Health for an assessment.**

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.

In addition to our employee and physician screening questions, our patient and visitor screening questions have been updated. For your information, you can view them here:

- [Fredericton and Upper River Valley area](#)
- [Miramichi area](#)
- [Moncton area](#)
- [Saint John area](#)

### **Travel outside of New Brunswick**

As you are now likely aware, the Atlantic Bubble has burst as a result of the rising number of cases of COVID-19 in New Brunswick and Nova Scotia. As was announced by Premier Higgs on Nov. 26, New Brunswickers returning home from travel outside of the province are required to self-isolate for 14 days upon return from any non-work-required travel.

Employees will have to plan upcoming vacations such that they are available to return to work at the expiry of the pre-approved vacation leave. Vacations are granted based on operational requirements and 14-day extensions to time that has already been granted will be unfeasible in most circumstances.

All Horizon employees must advise their manager (the manager will then inform Employee Health and Wellness) before leaving the province, the reason for their departure, and their return date. This is required even if the travel and associated isolation period falls within the employee's pre-approved vacation. Physicians are required to advise their department head and their medical director.

Since travel to any destination outside of New Brunswick requires self-isolation for 14 days upon returning to New Brunswick, this means employees could be unavailable to work for those additional two weeks.

This may not suit operational requirements. **Therefore, employees who intend to travel outside the New Brunswick during their vacation must obtain their manager's approval for the full amount of time off required** (i.e. the applicable combination of vacation, banked overtime, prorated leave). As is the case with all requests for time off, managers will need to consider operational requirements when approving employees' vacation requests.

These restrictions for travel to other provinces and territories are subject to change with little notice. Any traveling employee is responsible to know the rules that are in place and to make the appropriate arrangements.

There is one exception to the above requirements to self-isolate: Employees and physicians who left New Brunswick before Nov. 26 (before the announcement was made) and returned to New Brunswick on or after Nov. 27 at 12:01 a.m. may be permitted to work isolate for their 14 days. Employees and physicians who meet the date criteria are to contact their manager or department head and Employee Health and Wellness before returning to the workplace.

We will continue communicating significant developments as we monitor events. Stay informed by checking [Horizon's Coronavirus website](#) regularly for up to date information.

## Carpooling

A number of employees have asked about carpooling this week as more areas of Horizon have moved into the Orange level of recovery.

In recent communications from the Government of New Brunswick, the possibility of carpooling has been clarified for all colour levels.

### RED / ORANGE

- **NEW:** Driving with members of your single household bubble or caregiver is permitted and masks are not required.
- **NEW:** Carpooling with others for work, school, medical appointments, or to access essential services such as groceries is permitted.  
When carpooling, continuous masking and maintaining social distancing is required. If possible, only transport passengers outside your single household bubble in the back seat.  
Drivers must screen potential passengers for signs of illness, and drivers or passengers who are ill or who have been told to self-isolate by Public Health must stay home.  
Maximize ventilation in the vehicle, and do not recirculate the air. Clean and disinfect all surfaces that may have been touched by the passenger.

### YELLOW

- **NEW:** Carpooling is permitted but it is important to still take precautions like wearing masks and practicing good respiratory etiquette.  
Drivers should screen potential passengers for signs of illness, and drivers or passengers who are ill or who have been told to self-isolate by Public Health must stay home.  
Maximize ventilation in the vehicle, and do not recirculate the air. Clean and disinfect all surfaces that may have been touched by the passenger.

Click [here](#) for more information.

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