

To: All Users Saint John Area

From: Liane Jordan Manager of Security, Parking and Safety Services (Saint John Area)

Cc: Jeff Carter, Corporate Director Capital Assets & Infrastructure
Blaine Lynch, Regional Director of Facilities, Engineering and Property Management
Jeff Whyte, Regional Lead Security, Parking and Safety Services
Brenda Kinney, Executive Director

Date: November 21, 2020

Re: Return to Orange Phase - Staff Screening (Active Monitoring)

As you are aware the Saint John Area (Zone 2) has reverted back to the orange phase due to an increase in COVID-19 cases. In the orange phase, we are required to actively monitor staff who enter the facility to ensure that they have passed the [COVID-19 screening questions](#).

We are implementing a new way of ensuring that staff are conducting self-screening before they enter the facility. All staff are required to enter through one of the designated staff entrances (which is card reader equipped). All staff entering the facility are required to swipe their ID card at the reader as confirmation that they have answered all screening questions truthfully. The screening questions will be posted at the designated staff entrance(s). Screeners will be posted at these entrances and will ask each staff member if they have reviewed and answered “No” to all staff screening questions. A “Yes” response to any of the questions will result in the staff member being denied access, requested to leave the facility and contact Employee Health at 1-833-978-2580.

Even when following another staff member into the facility, employees must swipe their ID card at the reader. The entrance door does not have to be closed to read the ID card and record that access by the individual was granted. All staff must wear a mask, perform hand hygiene and maintain six feet (6 ft) between themselves and other staff members.

This process will be audited, and if it is discovered that staff are not swiping their ID card each time prior to entering the facility or are not self screening prior to their arrival at work we will be required to revert back to the previous staff screening model. This required that all staff entering the facility had to be asked the screening questions verbally and respond before entering.

Designated staff entrance doors and their hours of availability include:

Saint John Regional Hospital

- Main Staff Entrance accessible 24/7
- East Staff Entrance (Foundation) accessible between hours of 0530-1800 (use main staff entrance or public entrance outside of these hours)

St. Joseph’s Hospital

- Purchasing / Receiving Staff Entrance accessible between the hours of 0530-2330 (use UCC phone for access after hours)



Charlotte County Hospital

- Public Entrance accessible 24/7 (be prepared to show ID badge to screener)

Sussex Health Center

- Public Entrance accessible 24/7 (be prepared to show ID badge to screener)

In any facility in which staff must enter via a patient/public entrance, they will be required to show their ID card and will be asked the staff screening questions.

It is hoped that this process will eliminate long and unnecessary line ups for staff, however this will only be achieved if staff continue to do their part. Horizon takes the safety of their patients and staff very seriously, and we appreciate your continued patience and support as we continue to navigate the COVID-19 pandemic.

Should you have any questions, please direct them to one of the following Saint John area contacts:

- Liane Jordan, Manager of Security, Parking and Safety Services liane.jordan@horizonnb.ca
- Jody Holmes, Pandemic Screening Coordinator jody.holmes@horizonnb.ca