

To: All users

From: Maura McKinnon, Chief Human Resource Officer

Date: April 9, 2020

Re: **Bulletin #21c: COVID-19 HR Update – Apr 9 2020**

Self-Isolation Following Interprovincial Travel

It is crucial that as New Brunswickers and as employees of Horizon we heed the direction from Government to practice social distancing and refrain from personal (i.e. non-work-related) travel out of the province.

Our ability to successfully “flatten the curve” will have a direct impact on the health and safety of our colleagues and on the citizens of New Brunswick.

As has been communicated by both Government and Horizon, individuals who leave New Brunswick for non-work-related reasons are required to self-isolate for 14 days upon their return.

The granting of vacation time, time owed, and pro-rated leaves must be approved in advance and is based on operational requirements. Given the current situation with the pandemic, very few requests for leave are being granted and employees are encouraged to cancel pre-approved vacation leaves.

Please be advised that as of April 9, 2020, employees who choose to leave New Brunswick for personal reasons and who are therefore required to self-isolate for 14 days upon their return, will no longer be permitted to use vacation, time owed, or prorated leave. These employees will be placed on an unpaid leave of absence for the duration of their self-isolation.

Employees who are currently receiving vacation time, time owed, or pro-rated leave will be permitted to continue to receive payment in this manner for the duration of their current self-isolation.

Direction to Staff Responding to Emergency Codes

Please familiarize yourself with changes in access and egress within the facility and special considerations when entering COVID-19 renovated areas.

Follow the infection prevention and control guidelines in the area where the code is called; wear appropriate personal protective equipment (PPE).

You are encouraged to attend PPE refresher training and complete any required e-learning programs.

Continue to respond to codes as per normal practice; any changes in response will be communicated to you through your Executive Director or local site manager.

Take direction from the Facility Duty Officer or Code Warden.

Extended School Closure

The last few weeks have been difficult for all New Brunswickers, whether we are working long hours providing critical functions, without income because of the economic impact of the pandemic, or at home taking care of our children during the school closure.

This disruption to our work and personal lives will continue for some time given recent developments.

The provincial government recently extended the state of emergency for an additional two weeks and the Department of Education and Early Childhood Development (EECD) announced that schools will remain closed to students for the remainder of the 2019-20 school year.

Daycares remain closed to the general population, remaining accessible only to the children of essential workers.

In light of these developments, I want to provide an update on some of the exceptional measures currently in force.

Childcare responsibilities

The following measures for employees requiring care **is extended until April 24, 2020**:

- As a first step, we ask that you attempt to the best of your ability to make alternate childcare arrangements.
- As a second step, if you are unable to make alternate childcare arrangements, we ask that you work from home if you have the approval of your manager. We know that your ability to work from home will also depend greatly on the level of care your child or children require.
- As a third step, parents who require early learning and child care are directed to contact the Department of Education and Early Childhood Development on how to access child care services through their Parent Portal or by calling 1-833-221-9339.
- Finally, as a last step, where employees are unable to make alternate childcare arrangements, cannot work from home, and cannot access early learning and child care services they will be provided with leave with pay.

Among the other options to allow you to report to work, your work schedules may be modified and adapted to your situation.

In addition, if it is shown that you do not take the necessary measures to find a place in daycare, appropriate administrative measures will be taken, such as the application of unpaid leave of absence.

We recognize how challenging it is for many of us to balance work and parenting during these extraordinary times. Please remember to take care of yourself, your loved ones and remember that [EFAP resources](#) are available to help.

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