

CORPORATE UPDATE
Bulletin #91f: COVID-19 Updates
Nov. 30, 2020

Reminder: Horizon all-user email distribution lists

As was circulated in [Bulletin #7b – COVID-19 – All User Distribution List – Mar 22 2020](#), we want to ensure all Horizon staff and physicians receive communications sent via all-user email distribution lists.

It has come to our attention, recently, that not all employees are receiving these emails, therefore the following processes have been identified to address this issue.

Any user not receiving all user email communications should take the following steps to ensure they are promptly added to appropriate distribution list:

- Send an email to service@snb.ca with the following information:
 - a) **Subject line:** All-user email lists – COVID-19 – [employee name]
 - b) **Email body:** User email address, primary work area

These requests will be treated with high priority and users will be added to the proper distribution list as soon as possible.

Managers must request that new hires be added to the proper all user email distribution list, specific to their zone.

If anyone hears of a colleague not receiving all user emails, please share the above process with them.