To:	All staff and physicians
From:	Maura McKinnon, Chief Human Resource Officer
Date:	Dec. 1, 2020
Re:	**HR Update**

Your continued diligence wearing a mask is needed!

As was shared on Dec. 1, by Dr. Jennifer Russell, mask-wearing and physical distancing are two of the most important tools we have in the fight against COVID-19. We have seen how quickly an outbreak of COVID-19 can occur and how many people are affected by these outbreaks.

With the implementation of the modified screening process, we are pleased to report that mask compliance upon entry to Horizon has improved. But we need your help and your continued diligence as your move throughout your workplace.

Please make sure you are wearing your masks at all times: when you're doing your tasks for the day, when you're relaxing on your break, and when you're working with colleagues.

The only exception to mask wearing is when you are seated, you are at least two metres from any other person, and you are eating.

Wearing masks in Horizon facilities and on Horizon property is mandatory.

Hand washing as you enter Horizon facilities is mandatory.

Completion of the self-screening questionnaire before entering a Horizon facility is mandatory.

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Mask guidelines in the cafeteria

It has been reported that some employees are not following the COVID-19 guidelines when eating in Horizon's cafeterias. Please remember that mask-wearing and physical distancing is mandatory.

You may only remove your mask if you are seated, if you are at least two metres away from any other person, and you are eating.

Tables have been placed in accordance with direction from IPC to ensure appropriate physical distancing. Tables are not to be moved and tape on tables cannot be removed. Employees may only sit in open seats.

Horizon recognizes the importance of keeping the cafeterias open for staff and physicians and we have been able to do so for the past nine months. Your cooperation is needed so that the cafeterias can remain open.

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