

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Jan. 5, 2021  
**Re:** **HR Update**

### **Active screening at all Horizon facilities**

With GNB's announcement of each health zone reverting to the Orange phase of recovery at midnight, Horizon will begin active screening for all employees and physicians entering all facilities in those zones as of Jan. 6 at 6 a.m.

Employees and physicians are required to self screen prior to leaving for their shift. If they answered "yes" to any of the questions, they will be asked to call Employee Health at 1-833-978-2580, and leave a message with a number a nurse can contact them for further screening and possible referral to an assessment centre.

The questions and signage can be accessed [here](#) and [below](#). All updated posters are available on the [Coronavirus Skyline page](#).

Once at the facility, they must swipe their ID badge, and confirm to a screener that they have completed their self assessment prior to each entry, and that they have not answered "yes" to any of the questions.

Upon arrival at a facility, if they have answered "yes" to any of the questions, they will be prevented from entering the workplace, and will have to notify their manager of the absence and reason.

Employees and physicians who leave the facility for any reason (break, meal period, to smoke, or interfacility travel) will be required to be actively re-screened upon their return.

Horizon respectfully asks all employees and physicians to do their part to reduce the amount of traffic at the screening points. Please consider reducing the number of breaks taken outside of the buildings and wherever possible make arrangements to have meals onsite.

We will do our best to ensure that the active screening occurs as quickly as reasonably possible. However, to ensure that you arrive on time in your unit / department, we ask that you factor potential delays into the travel plans.

Horizon is taking very seriously the health and welfare of its employees and physicians. We appreciate your co-operation as we institute measures designed to help keep you safe.

#1: Do you have <b>TWO OR MORE</b> of the below symptoms? <ul style="list-style-type: none"><li>• FEVER/SIGNS OF FEVER (e.g., chills, feeling hot/cold, shivers, etc.)</li><li>• NEW COUGH OR A COUGH THAT IS GETTING WORSE</li><li>• SORE THROAT</li><li>• RUNNY NOSE</li><li>• HEADACHE</li><li>• DIARRHEA</li><li>• LOSS OF TASTE OR SMELL</li><li>• NEW ONSET OF MYALGIA (muscle pain)</li><li>• NEW ONSET OF FATIGUE</li></ul>
#2: Have you been outside of New Brunswick in the last 14 days for any reason, including work?
#3: Have you had close contact without the use of appropriate protective equipment with a <b>CONFIRMED</b> 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?

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 and leave a voicemail and your call will be returned within two hours.

### **Reminder - Requirement to wear masks and clean hands**

Wearing a mask and using appropriate hand hygiene is a requirement of all Horizon employees and physicians, even when they are in their department or units. When



employees are in elevators, hallways, cafeterias, locker rooms, departments or units, masks must be worn, regardless of the ability to maintain physical distancing of two metres. Masks must be worn properly and must cover your entire mouth and nose.

Employees who work in offices alone and / or in cubicles may remove their masks provided that there is no one else in their office or within their cubicle.

To facilitate handwashing, at many employee and physician entrances across Horizon, stations have been set up near these entrances where employees and physicians can place or hang their belongings while sanitizing their hands.

Employees and physicians must clean their hands **immediately** upon entry to any Horizon facilities. This is a requirement upon every entry into a Horizon facility and is not optional.

Employees and physicians are also reminded of the importance of practice proper hand hygiene as they are exiting Horizon facilities.

With your continued diligence, we hope to lessen the impact of COVID-19 on our patients, clients, colleagues and community. Thank you in advance for your adherence to these important requirements.