

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Jan. 21, 2021
Re: **HR Update**

Clarification re: Multiple employers during Red Level

As follow-up to our communication on Jan. 20, related to our request that employees and physicians refrain from working for other employees, please note that Horizon has revised its position.

Long-term care workplaces

When a zone is in the Red Level, staff and physicians must refrain from working in a long-term care facility (i.e. nursing home, adult residential facility, etc.) and a Horizon facility at the same time unless they are doing so on behalf of Horizon (i.e. providing clinical or other services as a Horizon employee or as a fee-for-service physician).

Employees who find themselves in a situation identified above, need to advise their managers or department head in order to determine their options during this period.

The employee can then make an informed decision as to their place of employment for the duration of the red level alert. Should the employee or physician choose to work outside of Horizon during this time, the employee or physician will be able to return to Horizon following the lifting of this restriction.

All other workplaces

Employees and physicians will be permitted to work for other (non long-term care) employers*, provided that:

1. There has been no outbreak declared in either the Horizon workplace or the alternate workplace;
2. There are no COVID positive individuals at the other employer;
3. The employee or physician follows all Infection Prevention and Control guidelines as directed by Public Health and GNB when onsite at the alternate workplace; and

4. The employee or physician advises their manager or department head and Employee Health and Wellness of the name and location of their other employer.

Horizon is committed to doing what is necessary to keep our staff, physicians, and patients safe from avoidable exposures to COVID-19.

* **NOTE:** "Other Employer" does not apply to staff and physicians who work at Horizon and who also work in their own private office / practice.

Job postings on Skyline

Effective immediately, all but priority postings will be removed from Skyline. The removed postings will be republished once the COVID-19 measures cease, and any interested employee is encouraged to apply at that time.

Employees will be able to apply for priority postings, however, please note that the ability to release an employee to their new position is dependent upon operational needs.