

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** Jan. 29, 2021  
**Re:** HR Update

## **Mandatory masks, hand hygiene, physical distancing and self screening reminders**

As the COVID-19 pandemic continues across New Brunswick, it was felt that a reminder regarding Horizon's expectations regarding hand hygiene, mask wearing, physical distancing, and completion of the self-screening questionnaire was warranted.

Communication to Horizon employees and physicians has been clear: masks are to be worn, hands are to be cleaned upon entry, people are to maintain physical distancing, and self-screening questionnaires are to be completed.

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

**Hand cleaning as you enter Horizon facilities is mandatory.**

**Physical distancing in Horizon facilities is mandatory.**

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

**Eye protection in Red Levels is mandatory.**

All Horizon employees and physicians are required to self-screen **before** entering Horizon property. During the Orange and Red Levels, upon entry to a Horizon facility, employees and physicians are required to swipe their access cards, clean their hands, and indicate to the screener that they have completed the self-screening questionnaire. Masks must be worn before leaving your vehicle.

It is important that we follow the posted limits to the number of people who are to use break rooms and tables in cafeterias at the same time to ensure that physical distancing is maintained. We have received a number of reports that employees are not following physical distancing or the signage in cafeterias. This is particularly problematic as masks are removed when people eat.

Please also note that as communicated this week, all health care workers in Red Levels of Horizon are to wear eye protection in the form of face shields or goggles.

We appreciate your cooperation as we work to keep our staff, physicians, and patients safe during these uncertain times.

### Working outside of Horizon

As the Saint John and Fredericton areas of Horizon returned to the Orange Level, Horizon employees and physicians are reminded to refrain from working in health facilities external to Horizon where an outbreak of COVID-19 has been declared.

Employees and physicians who work in other health facilities, we ask that you:

1. Ensure you have completed and registered completion of your [Personal Protective Equipment Competency training](#). The training was updated in Fall 2020. Valid training is that which has occurred since Fall 2020.
2. Wear appropriate PPE while you are working for your other employer; and
3. Notify your Horizon manager that you work for another employer.

For areas of Horizon in the Red Level, we refer you to [Bulletin #110 - COVID-19 - HR Update - Jan 21 2021](#), which provides clarification on having multiple employers during Red Level.

### Travel within Horizon

As a reminder to employees and physicians who routinely travel throughout Horizon, please note that travel out of your zone for non-patient care reasons remains restricted. Travel within your zone can still occur, but all employees and physicians are asked to use technology solutions to reduce travel whenever possible.