

To: All Staff
From: Maura McKinnon, Chief Human Resource Officer
Date: February 15, 2021
Re: **Edmundston ARF Volunteer Request**

There is an urgent need for RNs LPNs, and RTs to provide patient care at the Belle Vue Manor in the Edmundston area of Vitalite as a result of a Covid-19 outbreak.

Horizon has been asked to determine if staff are interested in committing to a minimum 30-day period to work in the affected long-term care facility. Please note that bilingualism is an asset but not a requirement. Please note that all selected employees will be provided extensive training in IPC and PPE guidelines prior to departure.

If you are interested, please provide your **manager** with your name and contact information so that you can be easily reached to discuss further. Managers, please forward the contact information from these employees to Human Resources in your respective zones using the zone-specific email addresses: Fredericton, Miramichi, Moncton, and Saint John.

We recognize that releasing employees may be challenging at this time, however, managers are encouraged wherever possible to consider their employees' request to volunteer.

Hotel accommodations, meals, expenses, and salary will be provided to employees who are selected.

We appreciate your serious consideration of this request so that we can help support these residents who require care.

