

**To:** All staff and physicians  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** March 25, 2021  
**Re:** **Limit Travel Between Units and Self-Screening Reminder**

### **Limit travel between units**

Even though all Horizon zones are now in Yellow Phase, to continue to help reduce the spread of the virus, we are reminding staff and physicians to continue to limit their travel between units in Horizon facilities. Employees and physicians should not be on any unit for any reason, unless it is the unit where they're assigned to work.

Employee and physicians are also reminded that they are not permitted to visit patients (for non-work-related purposes) within any Horizon facility during regular work hours. Outside of work hours, employees and physicians are reminded to follow normal patient visitor protocols and to enter the building through the visitor screening area.

Please note that this reminder to reduce any unnecessary travel within a facility also includes indoor walking groups and routes.

Your continued support is appreciated.

### **Self-screening reminder**

We want to remind all employees and physicians of the importance of remaining familiar with the screening questions. The questions and signage for employees and physicians can be accessed [here](#) and [below](#).

Remember:

- Employees and physicians are required to self screen prior to leaving home for their shift.

- Once at the facility, employees and physicians must swipe their ID badge.
- Employees and physicians who leave the facility for any reason (break, meal period, to smoke, or interfacility travel) will be required to self screen upon their return.

Employee Health 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.

#1: Do you have **TWO OR MORE** of the below symptoms?

- FEVER/SIGNS OF FEVER (e.g., chills, feeling hot/cold, shivers, etc.)
- NEW COUGH OR A COUGH THAT IS GETTING WORSE
- SORE THROAT
- RUNNY NOSE
- HEADACHE
- DIARRHEA
- LOSS OF TASTE OR SMELL
- NEW ONSET OF MYALGIA (muscle pain)
- NEW ONSET OF FATIGUE

\* If you have **ONE** of these symptoms, you may continue to work but you must contact Employee Health for an assessment and COVID-19 testing.

#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 **CONFIRMED** 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?

**Please note:** If you have travelled to the Edmundston area for non work-related purposes, please self monitor closely for symptoms.

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.