

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: April 9, 2021
Re: **Self-screening and masks**

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](#). For your awareness, the patient and visitor screening questions can be found [here](#).

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.

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.

<p>#1: Do you have TWO OR MORE of the below symptoms?</p> <ul style="list-style-type: none"> • 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 <p>* If you have ONE of these symptoms, you may continue to work but you must contact EmployeeHealth for an assessment and COVID-19 testing.</p>
<p>#2: Have you been outside of New Brunswick in the last 14 days for any reason, including work?</p>
<p>#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?</p>
<p>#4: Have you been in contact with Employee Health related to a previous screening and have had symptoms worsen since that time?</p>

Use of medical grade masks

All employees and physicians are reminded that they are required to take a medical grade face mask home with them at the end of each shift to be worn upon entry to a Horizon facility for the start of their next shift.

The use of community masks / cloth facial coverings while entering and exiting Horizon facilities is no longer an acceptable practice.

Upon arrival at their workstation, unit, or department, employees and physicians must replace their mask with a new one to ensure the integrity of their mask has not been compromised and is safe for use.



Employees and physicians are reminded to use designated staff entrances that are separate from access points used for patient, visitors and other individuals. In facilities with only shared entrances, employees and physicians will follow the separate pathway for staff and respect the two-meter (six feet) physical distancing requirement.

They must present their Horizon ID badge and advise the screener they are wearing a medical grade mask and do not require a new mask.

Employees and physicians must ensure they have a medical grade mask to wear into the facility at the start of each shift and upon each re-entry into the building during a shift.