

To: All Staff
From: Maura McKinnon, Chief Human Resource Officer
Date: April 15, 2021
Re: HR Reminders

REMINDERS

- **Wearing medical grade masks in Horizon facilities and on Horizon property is mandatory.**
- **Hand washing 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.**

As the COVID-19 pandemic continues across New Brunswick and as employees and physicians receive their vaccination, it was felt that another 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. **These requirements remain in place even if you have received one or two doses of the vaccine.**

All Horizon employees and physicians are required to self-screen BEFORE entering Horizon property. Upon entry to a Horizon facility in these zones, employees are required to swipe their access cards and clean their hands. Masks must be medical grade and must be worn before leaving your vehicle.

It is important that we follow the posted limits to the number of people who can 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.

Compliance is being monitored. Employees and physicians who do not abide by these requirements will be subject to discipline.