

To: All staff and physicians  
From: Maura McKinnon, Chief Human Resource Officer  
Date: June 3, 2021  
Re: **Screening, ID Badges and Compensation for Travel**

### Screening criteria for staff and physicians

Please review the screening questions for employees and physicians [below](#) and [here](#). All updated posters are available on the [Coronavirus Skyline page](#).

If you answer yes to any of the questions, you are not to enter the facility. You must contact Employee Health at 1-833-978-2580 for further screening and possible referral to a COVID-19 assessment centre.

Patient and visitor screening questions can be found [here](#).

Employee Health and Wellness is available daily from 8 a.m. to 8 p.m. to answer any questions or concerns – please call 1-833-978-2580.

If Employee Health is not available to answer your call, please leave a voicemail with your name and contact information. Your call will be returned by Employee Health within two hours, between 8 a.m. and 8 p.m.

<p><b>#1:</b> Do you have <b>TWO OR MORE</b> of the below symptoms?</p> <ul style="list-style-type: none"> <li>• FEVER/SIGNS OF FEVER (e.g., chills, feeling hot/cold, shivers, etc.)</li> <li>• NEW COUGH OR A COUGH THAT IS GETTING WORSE *</li> <li>• SORE THROAT *</li> <li>• RUNNY NOSE *</li> <li>• HEADACHE *</li> <li>• DIARRHEA</li> <li>• LOSS OF TASTE OR SMELL *</li> <li>• NEW ONSET OF MYALGIA (muscle pain) *</li> <li>• NEW ONSET OF FATIGUE *</li> </ul> <p>* If you have <b>one</b> of the symptoms above, you may continue in to work but you must contact Employee Health for assessment and COVID-19 testing</p>
<p><b>#2:</b> Have you been outside of New Brunswick in the last 14 days for any reason including work?</p>
<p><b>#3:</b> Have you had close contact without the use of appropriate protective equipment with a <b>CONFIRMED</b> case of COVID-19 and have not been cleared by Employee Health to return to work?</p>
<p><b>#4:</b> Have you been in contact with Employee Health related to a previous screening and have had symptoms worsen since that time?</p>

### Reminder to swipe ID badges upon facility access

We would like to remind staff and physicians that they must swipe their Horizon identification badges upon entry into Horizon facilities. We appreciate that our staff and physicians are generally very courteous to each other and will regularly the hold doors for one another, but each individual must still swipe their identification card.

By swiping your identification card, you are acknowledging that you have reviewed the screening questions prior to entering and that you have answered “no” to the questions regarding possible COVID-19 symptoms and exposures. This is an important part of Horizon’s compliance to WorkSafeNB’s COVID-19 requirements.

Your attention to this matter is greatly appreciated.



## Compensation for travel related to COVID-19 vaccination

As Horizon and many other organizations and entities continue to respond to the province's vaccination goals, the number of community vaccination sites has significantly increased. Fortunately, this means that the majority of our employees will be able to obtain a vaccine in their home community.

Based on this, effectively immediately for all future vaccination appointments, Horizon has made the following changes with respect to compensation for travel and time for vaccination appointments:

- Employees who are booked for a vaccination appointment on their off hours will not be compensated for their time or travel costs.
- Employees who are booked for a vaccination appointment during working hours will receive their regular pay for the time to attend the appointment. Travel costs will not be covered.