

To: All Horizon employees and physicians
From: Gail Lebel, Chief Human Resource Officer
Date: September 27, 2021
Re: **Proof of COVID-19 Vaccination Status**

The COVID-19 Vaccination Policy for Government of New Brunswick (GNB) employees took effect September 7, 2021. This policy requires all government employees, including Horizon Health Network employees, physicians, and volunteers, to **show proof** of their COVID-19 vaccination status.

Why we need this information

Proof of COVID-19 vaccination status is required for two reasons:

1. To comply with the mandatory requirements of the GNB Vaccination Policy.
2. To update the Horizon employee immunization record and facilitate contact tracing.

COVID-19 Vaccination Record Process

To facilitate this process, we are asking all employees to show proof of their vaccination status to their direct manager or a delegate from Employee Health before October 15, 2021, even if proof of vaccination was already submitted. This is due to privacy considerations, because we are not able to accept copies, electronic or otherwise, as proof of COVID-19 vaccination. Proof of vaccination can only be provided in person or through MS Teams to your manager or to an Employee Health delegate.

Proof of vaccination will be documented by your manager or an Employee Health delegate in a secure portal accessed through Skyline.

A similar process for physicians, volunteers and other groups is currently being worked on and information will be provided in a separate communication.

Accepted documentation will include a paper copy or photo of the vaccination record, or

a photo or screenshot of the MyHealthNB vaccination record.

If you do not provide proof of vaccination status in this timeframe, you will be required to conduct mandatory testing and instructions about the COVID-19 testing process will be provided to you.

Resources and Support

The following resources will be available on [Skyline](#) to help with the process:

- Vaccination Policy
- Q&A
- Webinar outlining policy and process
- Videos and handouts outlining how to do point of care testing (POCT)

It is important to note that, regardless of vaccination status, all Horizon employees, physicians, and volunteers are required to wear a mask in the workplace except when alone in an office or eating a meal.

We recognize this is a major undertaking for Horizon employees, managers, and Employee Health. We have assigned additional resources in each area of the organization to help record vaccination status. Horizon is committed to the health and safety of its employees, physicians, volunteers, patients, and clients and we are committed to supporting you and keeping you informed of developments on this initiative.

To make a COVID-19 vaccination appointment, click [here](#).

Thank you for your support.

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