

To: All staff and physicians
From: Janet Hogan, Corporate Director, Communications and Community Engagement
Date: Oct. 12, 2021
Re: **All-user Email Protocol During Red Alert Level**

With Horizon hospitals and health care facilities returning to **Red** alert level protocols Wednesday, Oct. 13, 2021 (click [here](#) to read the full memo), **all-user communication — including local-area and Horizon-wide emails — will be suspended.** The suspension of all-users **includes local-area emails sent through our Foundations.**

During the Red alert level, we want to ensure our staff and physicians receive the necessary and critical information needed in order to do their jobs safely.

All non-urgent all-user emails must be filtered either through the Horizon Bulletin or the COVID-19 bulletin (email Bulletin@HorizonNB.ca). All information submitted for inclusion in the bulletins should be previously approved for distribution at the manager, director or ELT level.