

To: All staff and physicians
From: Christie Ruff, Regional Manager, Employee Wellness and Safety
Date: Dec. 23, 2021
Re: **URGENT: COVID-19 Testing and Employee Health Contact**

Effective today, Dec. 23, we are asking all health care workers (HCWs) who test positive on a point of care test (POCT), or who have two or more symptoms of COVID-19 to immediately book their polymerase chain reaction (PCR) test online. This should be completed prior to calling Employee Health.

Instructions to book a PCR test

Request a PCR test online by clicking [here](#). Be sure to indicate that you are a health care worker when you complete the patient profile and wait for the assessment centre to call you with a date and time for your test. Once your appointment is booked, please call Employee Health at 1-833-978-2580.

Employee Health contact process

As community cases rise, we have experienced an unprecedented call volume at Employee Health. We would ask that you review the following prior to leaving a message or emailing Employee Health:

Is the answer to my question on Skyline? We have two places for you to find answers to your questions; [COVID-19 Skyline Page](#) and [Employee Health Skyline Page](#).

What is the best number to call? Please contact our main line for all inquiries related to COVID-19 at 1-833-978-2580 and select your area to leave a message. Do not call individual nurses to leave messages unless specifically instructed to follow up with a nurse. Only leave one message.

What happens after employee health is closed? Employee Health nurses are on call from 5 to 9 p.m. and check messages twice during that time. They will only respond to urgent COVID-19 related calls.

Can I email Employee Health? Employee Health can be contacted through email at EmployeeHealth@HorizonNB.ca. This email is monitored by our administrative support staff and they forward to nurses as needed. Please do not use email for urgent COVID-19 related needs.