

To: All users

From: Sonya Green Haché, Regional Director of Volunteer Resources, Auxiliaries/Alumnae and Patient Engagement

Date: March 25, 2020

Re: **Bulletin #11d: COVID-19 – Community Donations – Mar 25 2020**

There has been an overwhelming response from the community to recognize our staff and physicians in our response to Coronavirus (COVID-19). Recognition has included requests to donate food, beverages, services including their time, and items to the organization.

These community requests will be vetted through the department of Volunteer Resources. All requests are to be sent directly to Volunteer@Horizonnb.ca. Volunteer Resources staff will respond within 24 hours and process within 48 hours.

All donations will require to meet COVID-19 screening criteria and follow Food Safety and [Infection and Prevention and Control Routine Practices before being accepted](#). Coordination of the donations will be made in collaboration with the receiving department. Efforts will be made to ensure donations are distributed equitably amongst all staff.

Businesses offering health care workers discounts and special rates for their products and services will be posted to the Staff Lounge on Skyline.

The accepted donations will be tracked, and donors will be formally thanked in collaboration with executive directors, facility managers and Communications.

Encourage staff to ask the people dropping off donations to take a photo and tag Horizon on [Facebook](#), [Twitter](#) or [Instagram](#).

Please review Horizon's [social media policy](#) and [social media guidelines](#) to help you determine how to respect Horizon's values, ethics, and policies.

For further information contact the Volunteer Resources Department at
Volunteer@Horizonnb.ca