

**To:** All users

**From:** Maura McKinnon, Chief Human Resource Officer

**Date:** March 27, 2020

**Re:** **Bulletin #13b: COVID-19 HR Update – Mar 27 2020**

### **Employees / Physicians Returning to Work Following Self Isolation**

Once your 14 days of self isolation are complete, you are requested to present for your next regularly scheduled shift.

Please note that Horizon now has designated employee and physician entrances and all employees and physicians are required to go through a verbal screening process prior to entering the facility.

If during the screening process, you are cleared by the screener to enter the facility, you are to proceed to your unit to begin your shift. If during the screening process, you are identified by the screener as needing additional clarification, you will be asked to notify immediately your Manager or Medical Director and your Head of Department and to contact your local Employee Health at the number listed below.

If you have been directed to continue self-isolation by Public Health, Employee Health, 811 or your family physician, please notify your Manager or your Medical Director and your Head of Department of the extension of your self-isolation period.

<b>Employee Health Contact Information</b>	
The Moncton Hospital	857-5350
Saint John Regional Hospital	648-6618
Charlotte County Hospital	465-4496
Ridgewood/ Centracare	674-4348

St. Joseph's Hospital	632-5576
Sussex Health Centre	432-3135
Dr. Everett Chalmers Hospital	452-5310
Oromocto Public Hospital	357-4732
Upper River Valley Hospital	375-2711
Miramichi Regional Hospital	623-3173

### Symptomatic health care workers or staff in health care facilities

As some of you may be aware, the Department of Health, in their March 26, 2020 memo has recommended that any **symptomatic** (new onset/ exacerbation of chronic cough or fever) health care worker or staff working in health care facilities (hospitals, nursing homes, and similar group institutional settings) be tested for COVID-19 regardless of travel history, and they should stay off work and self-isolate until test results are negative.

As an employee if you are feeling unwell with COVID-19 symptoms such as cough, fever or shortness of breath, you do **not** need to wait until they are at your facility or office for Employee screening to contact to Employee Health.

If you are feeling unwell, stay home, self-isolate, contact Employee Health right away and they will provide further instruction. Additionally, it is also important to follow your facility's procedures for absence notification.

Employee Health is prepared to respond to all employees in a timely manner including on the weekends and they have the ability to do a priority referral to the Dispatch Centre for any employee that needs to be referred to the Assessment Centre.

Please refer to the below contact numbers to reach Employee Health.

<b>Employee Health Contact Information</b>	
The Moncton Hospital	857-5350
Saint John Regional Hospital	648-6618
Charlotte County Hospital	465-4496
Ridgewood/ Centracare	674-4348
St. Joseph's Hospital	632-5576
Sussex Health Centre	432-3135
Dr. Everett Chalmers Hospital	452-5310
Oromocto Public Hospital	357-4732
Upper River Valley Hospital	375-2711
Miramichi Regional Hospital	623-3173

### **Exceptional Measures: Childcare and Workplace Health and Safety**

When government's response to the COVID-19 pandemic event amplified very quickly over a week ago, we immediately put in place exceptional measures to support and provide stability to Horizon employees at a time of extreme uncertainty and fast-changing circumstances.

As we reassess these exceptional measures on a regular basis with the evolution of the pandemic event, we want to provide the following updates.

#### **Childcare responsibilities**

Last week, the Department of Education and Early Childhood Education announced that schools will remain closed until further notice and that the closure will be reassessed during the first week of April. Daycares will also stay closed to the general population, remaining accessible for the children of essential workers only.

In light of these developments, we are extending the following measures for employees with children requiring care **for an additional two weeks until April 10, 2020**:

- as a first step, you were asked to attempt to the best of your ability to make safe alternate childcare arrangements;
- as a second step, if you are unable to make safe alternate arrangements, we ask that you work from home if you are equipped to do so. We know that your ability to work from home will also depend greatly on the level of care your child or children require;
- as a third step, you should contact the Department of Education and Early Childhood Development to request a place for your child(ren) in one of the designated daycares;
- finally, as a last step, where employees are unable to make alternate childcare arrangements, cannot work from home, and cannot access early learning and child care services through the Department of Education and Early Childhood Development, they will be provided with leave with pay.

### **Workplace Health and Safety**

Throughout the pandemic event, we have ensured that you and your managers receive information about the necessary precautionary measures and other related resources to provide a safe workplace. We understand that these unprecedented circumstances create anxiety no matter the precautions put in place.

Horizon has a process to manage refusals-to-work during the pandemic event. We are also working closely with WorksafeNB to ensure that our processes are in alignment with their direction.

We know that the people of New Brunswick can count on you at a time when our critical services are required more than ever.

To say that circumstances are changing quickly is a vast understatement. ***We will continue to evaluate the various measures we have in place on a regular basis and update them as needed to sustain GNB's response to the pandemic.***

We will continue communicating significant developments as we monitor events. Stay informed by checking GNB's coronavirus [website](#) regularly for up to date information.