

To: All users

From: Maura McKinnon, Chief Human Resource Officer

Date: March 30, 2020

Re: **Bulletin #14b: COVID-19 HR Update – Mar 30 2020**

Essential Employees

As a follow-up to communication sent to employees on March 20, 2020, Horizon again wishes to reinforce that all Horizon employees are considered essential. To date, no Horizon directive has been made regarding having employees work from home.

Horizon has developed a process to redeploy employees to areas of greatest need should they no longer be required in their home department.

Employee Smoking

While Horizon has not yet taken the stance to prohibit employees from leaving the workplace to smoke during their breaks and meal periods, it has become increasingly obvious that some employees are taking smoke breaks that far exceed the breaks and meal periods provided for in the collective agreements.

Please be advised that employees are only permitted to leave their facility during their breaks and meal periods.

Travel restrictions issued by provincial government

While we as an employer have already suspended all work-related international and out-of-province travel until further notice, I want to draw your attention to significant travel restrictions issued by the provincial government.

The federal government had previously issued a recommendation on March 13, 2020 that all travelers arriving in Canada **from any international destination** self-isolate for 14 days.

On March 24, 2020, the provincial government implemented restrictions for out-of-province travel, including the order that anyone entering New Brunswick **from any other province, territory or country must self-isolate for 14 days**.

At this time, the following travelers are exempted from the self-isolation requirement:

- healthy workers in the trade and transportation sector who are important for the movement of goods and people across borders, such as truck drivers and crew on any plane, train or marine vessel crossing the border;
- healthy people who must cross borders to go to work, including health care providers and critical infrastructure workers;
- New Brunswick residents who cross the provincial border daily to attend work;
- residents of Campobello Island who must cross the border to access essential goods or services.

Workers who need to travel to work in a neighbouring province should travel directly to their place of employment and then back to their home in New Brunswick. Workers are advised to avoid, in the community, older people and those with a weakened immune system or underlying medical condition who are at a higher risk of developing severe disease.

In light of the unprecedented travel restrictions put in place by the federal and provincial governments, I want to inform you of the following measures regarding **personal or other travel to international and Canadian destinations not covered by the exemptions listed above**.

Return from international travel

- Employees who **left Canada on a trip to any international destination before March 13, 2020** must self-isolate for 14 days upon their return and will not be physically in the workplace during that period. They will be placed on leave with pay during the 14-day self-isolation period. If they occupy a critical position, they will work from home if equipped to do so.
- Employees who **left Canada on a trip to any international destination on or after March 13, 2020** will self-isolate for 14 days upon their return and will not be physically present in the workplace during that period. They will be required to use the **vacation leave, banked overtime, pro-rated leave or leave without pay at their disposal during that period**. If they occupy a critical position, they will work from home if equipped to do so in which case they will not be required to use any leave.

Return from travel outside New Brunswick in Canada

- Employees **who left New Brunswick on a non-work-related trip to any destination outside the province on March 25, 2020** must self-isolate for 14 days upon their return and will not be physically in the workplace during that period. They will be placed on leave with pay during the 14-day self-isolation period. If they occupy a critical position, they will work from home if equipped to do so.
- Employees who **left New Brunswick on a non-work-related trip to any destination outside the province after March 25, 2020** will self-isolate for 14 days upon their return and will not be physically present in the workplace during that period. They will be required to use the **vacation leave, banked overtime, pro-rated leave or leave without pay at their disposal during that period**. If they occupy a critical position, they will work from home if equipped to do so in which case they will not be required to use any leave.

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

If you have any questions, please contact Human Resources.