

To: All employees

From: Maura McKinnon, Chief Human Resource Officer

Date: March 19, 2020

Re: **Bulletin 5 b : COVID-19 HR Update**

This bulletin provides important updates on the ongoing Coronavirus (COVID-19) related to our employees.

Essential Services

We anticipate that most of you have heard that Government of New Brunswick has announced a state of emergency in the Province in response to COVID-19.

We wish to take this opportunity to clarify that all Horizon employees are essential. No Horizon employees will be sent home as a result of the announcement. A number of employees have contacted Employee Health and Wellness and Infection Prevention and Control asking that they be permitted to leave as they feel they are not essential.

Please note that this is not appropriate and consumes the valuable time needed by these departments to address pressing organizational concerns related to COVID-19.

As we communicated yesterday, Horizon has developed a process to redeploy employees to areas of greatest need should they no longer be required in their home department. Employees in units/departments that are slowing or shutting down will be assigned to an area of greater need.

Self-isolation

Many questions have been raised regarding whether employees should self-isolate following the directives that were distributed to staff on March 15, 2020 (reference title of bulletin). At the moment, the only instance for which self-isolation is automatically required is upon returning from an international destination. In all other instances, Public Health officials or your primary health care provider will advise you whether you need to self-isolate.



Public health officials will contact you directly if:

- you have been referred to them by Telecare (please only call Telecare 811 if you have COVID-19 symptoms); or
- if they have determined that you may have been in close contact with a presumptive or confirmed case.

If Public Health confirms you have had close contact with a presumptive case, they will advise you to self-isolate. Public Health does not advise contacts of a close contact to self-isolate.

Please click [here](#) to reference information on how to self-isolate should you find yourself in that position. Please also see below for examples to further assist in understanding this information.

Example #1: My parents are required to self-isolate for 14 days because they have returned from Florida. My parents live with me. Am I required to self-isolate?

No, self-isolation is not required.

Example #2: I went on a date with someone whose parents are self-isolating following international travel. Am I required to self-isolate?

No, self-isolation is not required.


Example #3: My spouse was directed by his employer to remain at home for 14 days because of flu-like symptoms. I am not feeling unwell. Am I required to self-isolate?

No, self-isolation is not required.

Horizon is taking very seriously the health and welfare of its employees during these challenging times. We will ensure regular communication to all of our employees to keep you apprised as issues related to COVID-19 develop.

Access Control Management – Employee Active Screening

Horizon will be commencing active screening for all employees entering Horizon facilities in the coming days.



Before entering the facility, employees will be required to answer questions related to recent international travel and the presence of any COVID-19 symptoms. If an employee answers "yes" to any of the questions, they will be asked to provide a phone number at which a nurse from Employee Health and Wellness can contact them for further screening and possible referral to an assessment centre. The employee will be prevented from entering the workplace and will have to notify their manager of the absence and reason.

Employees will be required to enter facilities at designated doors at the beginning of their shifts and after leaving the building for any reason (break, meal period, or interfacility travel). Employees who leave the hospital grounds to smoke, are also required to be screened upon re-entry. Horizon encourages employees who smoke to take advantage of the smoking cessation resources that we have available should they wish to quit or reduce the amount they smoke. For more information, please visit the Employee Health and Wellness' smoking cessation page on Skyline:

<http://skyline/EmployeeBenefits/employee-health-wellness/Pages/Smoking%20Cessation.aspx>

Horizon respectfully asks all employees to do their part to reduce the amount of traffic at the screening points. Please consider reducing the number of breaks taken outside of the buildings and wherever possible make arrangements to have meals onsite.

We will do our best to ensure that the active screening occurs as quickly as reasonably possible. However, do ensure that you arrive on time in your unit/department, we ask that you factor potential delays into the travel plans.

Horizon is taking very seriously the health and welfare of its employees during these challenging times. We appreciate your co-operation as we institute measures designed to help keep you safe.

