

**To:** All employees

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

**Date:** March 20, 2020

**Re:** **Bulletin 6 c : COVID-19 HR Update**

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

### **Suspension of Classroom-Based Learning**

Effective immediately, delivery of all Workforce Development classroom-based learning programs is suspended. CaRES orientation and nursing orientation will be delivered through e-learning.

Delivery of MLD programs, French Language training, NVCI, BLS and all classroom-based clinical programs is suspended for at least the next six weeks. E-learning programs and recorded webinars remain available through Skyline.

Hiring managers will be notified regarding how to direct new hires to required CaRES and Nursing Orientation e-learning.

MLD leadership programs are suspended until further notice.

### **EFAP is available for staff and family members**

We understand that the uncertainties surrounding COVID-19 can cause anxiety and stress. We want to remind you of the support available to you and your eligible dependents through Horizon's Employee Health and Wellness [site](#) and other resources available 24/7 through Horizon's EFAP by calling inConfidence toll-free at 1-866-721-1738. These services are free and confidential.

We encourage you to take a moment to look through the [inConfidence online resources](#), such as Protecting Your Well-being During the COVID-19 Outbreak, by



using the following log in credentials: Username: **gnb**, Password: **inconfidence**.

As your employer, we value your health and well-being. We are actively monitoring the COVID-19 situation closely and will continue to communicate any significant developments.

We also encourage you to stay informed by checking Horizon's coronavirus [website](#) regularly for up to date information.

### **Horizon Retirees and Students: We need your help!**

Horizon is looking to our retirees and students to assist with the current COVID-19 outbreak, should the need arise. Horizon's Human Resource team is working on a re-employment strategy which will allow students and retired health care professionals to get back to work as soon as possible when they are needed. Horizon is in the process of collecting information of those interested and able to support and providing information on next steps as required.

Additionally, those interested are encouraged to e-mail [Careers@HorizonNb.ca](mailto:Careers@HorizonNb.ca) with their expression to support. For retired physicians, a process has been put in place between the College of Physicians and Surgeons, the New Brunswick Medical Society, the Department of Health and the Regional Health Authorities to facilitate their return and to allow them to work within their capacity.

In these exceptional circumstances, everyone is working together to ensure proper staffing resources are in place to handle the current COVID-19 outbreak. The outpouring of support Horizon has received from has been encouraging and demonstrates the strong sense of care and compassion of health care professionals.

### **Job postings on Skyline**

Effective immediately, all but priority postings will be removed from Skyline. The removed postings will be republished once the COVID-19 measures cease, and any interested employee is encouraged to apply at that time.



Employees will be able to apply for priority postings, however, please note that the ability to release an employee to her/his/their new position is dependent upon operational needs.

