

**TO:** MHSNB, ANB and EMP employees  
**FROM:** Beth Simkins-Burrows, Senior Manager,  
Human Resources  
**RE:** HR Bulletin – Preventative Measures in the Workplace

We want to express our sincere thank you and appreciation for your professionalism, patience and understanding as we continue to work together to limit the spread of the COVID-19 virus.

The decision to only operate critical programs and services comes with significant impacts not only on operations but also on you as employees. It is an unprecedented time for us all, and your health and safety remain our priority.

We know there are feelings of anxiety about your health and safety, including whether EM/ANB is taking the necessary precautions to provide a safe workplace.

### **Preventive measures**

We all have a role to play to keep our workplaces safe. This [WorksafeNB](#) site related to COVID-19 nicely summarizes the recommended personal and workplace hygiene measures.

In addition to the WorksafeNB guide, the Public Health Agency of Canada (PHAC) has issued [twelve preventive measures](#) for workplaces (scroll down to the “Workplaces” section). We are using these PHAC measures as a benchmark for our workplace safety response to COVID-19.

We want you to have this information as well, so you can be aware of best practices for workplace safety in our current circumstances and the extent to which EM/ANB is applying them.

***Please discuss with your manager how you and your colleagues can make the necessary modifications to your workplaces to enhance your own safety, such as:***

- respecting the 2-metre separation guideline when in a room with others;
- avoid shaking hands;
- maximizing the use of phones and Skype instead of in-person meetings;
- avoiding sharing phones, computers and other work tools where possible (if sharing some work tools cannot be avoided, clean them often);
  - If sharing equipment cannot be avoided, routine cleaning and disinfecting must be applied often.

In addition, we all need to practice these personal hygiene habits:

- following the four moments of hand hygiene during routine practices during and following patient care as highlighted in our OHS Hand Hygiene policy, which include frequent and vigorous handwashing with soap and water for at least – 15 seconds, or using an alcohol-based hand sanitizer ***if soap and water are not available;***
- maintain good respiratory etiquette, such as covering your mouth and nose with your arm or sleeve when coughing and sneezing, disposing of any used tissues as soon as possible, and following with handwashing or use of alcohol-based hand sanitizers ***where soap and water are not available; and***

- avoid touching your eyes, nose and mouth.

We recognize this is not easy at a time when we are extremely busy being “on task”. However, we know many among you will want to step up and champion this in our workplace on behalf of our colleagues.

We keep monitoring the situation closely and will continue communicating any significant developments. Stay informed by checking the COVID-19 section on our intranet sites ([ANB](#) / [EMP](#) / [MHSNB](#)).