

TO: ANB and EMP employees

FROM: Beth Simkins-Burrows, Senior Manager, Human Resources

RE: Employee Screening

To minimize exposure, EM/ANB will screen fitness for work at all facilities where EM/ANB employees are employed prior to staff reporting to their workplace **starting tomorrow, Friday, March 27, 2020**. This will ensure employees attending work are well and contributing to the safety of all employees and patients.

This screening process is required to ensure a safe work and clinical environment. Screening will be done in manner which treats employees with respect and dignity, providing employees with information so they will fully understand the reason for the screening and the impacts of attending work when not well.

Employees who refuse to be screened will not be permitted to attend work as scheduled. Assessment will be made as to whether payment for missed shift is appropriate or not, in consultation with Human Resources.

Information collected through screening must be managed according to privacy requirements, including clarity on collection, use and disclosure.

Process:

- Specific procedures are being put in place for all EM/ANB facilities to enable employee screening at the start of each day / shift.
- Please use the designated entrances at each facility and report to the screening desk/area before beginning work each day. Signage will be in place to direct you to the appropriate entrance.
- These same entrances need to be used when moving between facilities; in this case, you can report that you have already completed the screening process and indicate the location that the screening took place.
- Employees who feel unwell through the day are expected to self-report to their Manager, who will determine next steps.