

To: All employees

From: Maura McKinnon, Chief Human Resource Officer

Date: March 16, 2020

Re: **Bulletin 2 c: COVID-19 HR Update**

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

Essential Services

We understand that many of you have seen or heard about the communication from the Government of New Brunswick regarding the closure of all non-essential services in Parts I, II, and IV.

This is a reminder that all Horizon employees are considered essential and no employees will be sent home. Our ability to provide quality and safe care to the citizens of New Brunswick depends on a multidisciplinary approach that combines the best of all of our skills and abilities.

Suspension of all Workforce Development 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 6 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, including MLD webinars and 'Meet the Book' sessions.

The Workforce Development team is proud to support the broader Horizon Covid-19 efforts during this challenging time.



Thefts

The availability of supplies and personal protective equipment is crucial to your protection and the protection of the public as New Brunswick deals with the COVID-19 pandemic.

We know the vast majority of our staff will always do the right thing for their safety and the safety of their colleagues.

However, it needs to be clear to all that theft or misappropriation of hospital supplies will not be tolerated and will result in discipline up to and including termination, as well as reporting to local law enforcement, and professional regulatory bodies as required.

