



ALBERTA BEVERAGE CONTAINER
RECYCLING CORPORATION

Date: March 16, 2020

To: All Employees

From: Human Resources

Subject: NOVEL CORONAVIRUS (COVID-19)

ABCRC continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of our employees and visitors. We also want to ensure the continuity of business operations in the event of a pandemic.

The current risk level in Alberta is low however without any preventative measures the situation can become immeasurable. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Recommended best practices can differ however, in an effort to continue to protect the health and safety of our staff and visitors, we encourage you to follow these recommended actions to help prevent the spread of respiratory diseases:

- If you think you have been exposed to COVID-19, self-diagnose before calling Health Link 811. To self-diagnose visit www.ahs.ca/covid19 for the online assessment
- Do not go to a physician's office or a health care facility without consulting Health Link 811 first
- Wash your hands frequently with warm, soapy water for at least 20 seconds
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash
- Avoid people who are sick with respiratory symptoms
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- When not in a position to wash your hands, use an alcohol-based hand sanitizer with at least 60 percent alcohol
- Refrain from attending large gatherings. Adopt social distancing

911 continues to see an increase in inappropriate calls, which are tying up lines. Please remember that 911 is for emergencies where life, safety, or property is in immediate danger or there is a crime in progress.



Reported illnesses have ranged from mild symptoms to severe ill and death for confirmed COVID-19 cases. The following symptoms may appear **2-14 days after exposure**:

- Fever
- Cough
- Shortness of breath

It is critical that employees do not report to work while they are experiencing such symptoms. If an employee is demonstrating symptoms of COVID-19, or is in contact with someone who is diagnosed with COVID-19 or who recently travelled to a hotspot for COVID-19 then ABCRC will recommend self-isolation and request the employee to stay away from work to protect the remainder of our employees. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

Should employees require STD benefits due to COVID-19 please contact:

- Debbie Spears, HR Manager dspears@abcrc.com or 403-305-2214
- Carrie Lea Hoch, HR Administrator choch@abcrc.com or 403-264-0170 ext. 413

While we currently do not offer formal telework arrangements for our office staff, ABCRC will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

ABCRC is requesting that, upon return from any business or personal travel to, or transit through, any international location where there has been an outbreak and/or community transmission of COVID-19, Employees must notify their Manager, even if they are not experiencing any symptoms of COVID-19. If feeling unwell, Employees should seek immediate appropriate medical attention. As of March 13, 2020, the Canadian government has warned against all international travel and is limiting inbound flights to Canada. All travelers arriving in Canada from international points are now being asked to self-isolate as a precaution.

The list of COVID-19 high-risk locations is changing regularly and will not be outlined here. Please visit www.cdc.gov for the most accurate listing. Note that if a location becomes high-risk while employees are traveling to or through the location, they will become subject to quarantine.

ABCRC has designated key points of contact for any questions or concerns you may have at this time.

Those individuals are as follows:

- Debbie Spears, HR Manager dspears@abcrc.com or 403-305-2214
- Khurram Dhedhi, VP, Operations kdhedhi@abcrc.com or 403-700-5744



As you know, this situation is changing rapidly, and we encourage you to monitor and consult the following:

World Health Organization <https://www.who.int>

Public Health Agency of Canada <https://www.canada.ca/en/public-health.html>

Alberta Health Services <https://albertahealthservices.ca>

Government of Alberta <https://www.alberta.ca/covid19>

Our priority at ABCRC continues to be protecting the health of our people and limiting the risk to our business. We appreciate your support and urge you to reach out to one of the above key points of contact if you have any questions.