

COVID-19 (2019 Novel Coronavirus) – Update #8  
March 16, 2020



*This update includes **new** policies and guidance for corporate employees effective immediately. Franchisee partners are strongly encouraged to reinforce these policies with their employees.*

*Team,*

*To date, our COVID-19 communications have been focused on policy to provide you with clear direction on how the COVID-19 situation is impacting our business. The landscape is changing so rapidly as Canada works to slow the spread of COVID-19. In these changing times, it's hard to put an exact policy in place for every unique situation our employees are facing across the country.*

*We are working very hard with Federal and Provincial governments to understand what their unique policy announcements mean for you. Your HR Business Partner will continue to support you as needed.*

*Until we have more clarity, we need to make decisions using good common sense and we need to stick together as a team. True to our roots as a family-focused business, I can assure you that as always, we will do the right thing.*

*I'm asking all of you to focus on three things. First, your own personal health. Second, the health of your families. And third, helping the millions of Canadians that are counting on us to feed their families.*

*We will continue to share policy updates as new information is available and we will always support our employees. Your HR Business Partner will help you work through your individual situation and we'll take everything day by day.*

*Thank you for your continued commitment to our customers and communities.*

*Regards,*

*Simon Gagne  
Chief Human Resources Officer  
Sobeys Inc.*

***Leaders are encouraged to review these communications with their teams to ensure thorough understanding.***

- All of our offices are currently open. As we continue to do our jobs against this ever-changing backdrop, we encourage employees to avail yourselves of our Flexible Work Arrangements policy to the full extent feasible. Employees must speak to their managers in advance to make the appropriate arrangements to telecommute based on the nature of their role.

- Federal and provincial government communication around the COVID-19 response is being updated rapidly. We will always follow the direction of government and our public health authorities.
- If you are sick, please stay home. Anyone who is displaying symptoms of COVID-19 must self quarantine and reach out to Public Health to assess whether they need to be tested and whether they should self quarantine for 14 days.
- Employees who have been exposed to a confirmed positive or presumptive case of COVID-19 should self-isolate immediately and contact Public Health.
- Employees are urged to follow the direction from the Government of Canada and avoid all international travel.
  - Employees who knowingly travel to a health risk level 3 or 4 destination should not expect to be compensated for their quarantine period.
- Employees are urged to follow the direction from the Government and self quarantine for 14 days after returning from travel outside of Canada.
- We will continue to follow the direction of government and will always treat our employees fairly. We are working with the federal government and different provinces to understand their quickly changing policy landscapes as a result of COVID-19.

#### **Quarantine Guidance:**

- Employees who are able to work remotely during self-quarantine will be expected to do so.
- Any employee who needs to miss work because they are in quarantine should contact their supervisor and HR Business Partner.
- We are in daily contact with the federal and provincial governments and will immediately share any new public initiatives that will help us manage this crisis.
- In this rapidly changing environment, our primary objective is to ensure a safe working environment for our employees and our customers. We are committed to working with all employees and supporting them through this process.

#### **Time off to care for children/dependents if schools or care facilities are closed:**

- Employees who are able to work remotely while caring for dependents are encouraged to take advantage of the Company's Flexible Work Arrangements policy (non-union employees).
- Employees who are not able to work remotely, and require time off, should speak to their leader about:
  - using vacation time
  - requesting an unpaid leave
- *We are in daily contact with federal and provincial governments to understand what other programs may be available to people who need to care for children/dependents. Once we have more information we will share it.*

#### **Vacation:**

- During this time of crisis, we are asking employees who have vacation booked to consider cancelling it in order to ensure that we have the resources available to keep our operations running and continue to meet the needs of Canadians.
- The Company will allow you to carry over real-time vacation to Fiscal 2021, if you cancelled vacation to support the Company and our customers during these extraordinary circumstances.
- Note that people leaders will need to track vacation cancellations and report those to Payroll where a manual adjustment will need to be made in the system.

**Let's work together to keep our workplace healthy**

All corporate employees are urged to do their part to keep our workplace healthy. Wash your hands frequently, avoid touching your face, avoid sick people and stay home if you are sick. For more guidelines, please read Sobey's [2019 Novel Coronavirus – Prevention and Preparedness Guidelines](#). Franchisee partners are encouraged to reinforce similar policies with their employees.

**Have a question?**

Email [questions@sobeys.com](mailto:questions@sobeys.com). Discuss any personal concerns with your direct manager.

The measures outlined in this COVID-19 Update #8 will remain in effect until further notice and we will continue to provide updates as required.