

COVID-19 (2019 Novel Coronavirus) – Update #9
March 19, 2020



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

Leaders are encouraged to review these communications with their teams.

Compensation Scenarios

We have received many inquiries on our approach to compensation for international travel-related self-isolation, leave to care for children or dependents when schools and facilities close, and sick pay related to COVID-19.

In these uncertain times, we are very proud to share industry-leading supports for our teammates. You are the heart of our business and our communities coast to coast, and your Company has your back as we work through the uncertainty that we are all facing, together.

Here are a few scenarios that outline how we will be there for you and your family.

Mandated 14-day Self-Quarantine

Scenario #1: Self-quarantine, under the guidance of the Federal Government's travel advisory, for employees who travelled outside of Canada and returned after March 13.

Compensation alternatives:

- Employees who are able to work remotely during mandated self-quarantine will be expected to do so.
- Employees who are not able to work remotely, and require time off, may:
 - a) Request a Record of Employment and seek Employment Insurance (EI) benefits *
 - b) Receive a Company-paid top-up to 95% of their annual base salary while receiving Employment Insurance.
- Alternatively, employees not able to work remotely may also:
 - Use available vacation time.
 - Request unpaid leave.

**Note that Service Canada has introduced new supports for Canadians affected by COVID-19 and placed in quarantine. Visit [Employment and Social Development Canada](https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html) <https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>*

Scenario #2: Self-quarantine, under the guidance of local Public Health Authority, because an employee has come into contact with someone who has a confirmed or presumptive case of COVID-19.

and

Scenario #3: Self-quarantine, under the guidance of the Federal Government, if a member of the employee's household returns from a country that had been identified as a health risk Level 3 or 4 prior to March 13, if the member of the employee's household has returned from a cruise, or a member of the employee's household has a confirmed or presumptive case of COVID-19.

Compensation alternatives:

- Same as Scenario #1, with the exception of the Company-paid top-up to Employment Insurance, which will be to 70% of the employee's annual base salary.

Scenario #4: Compensation during mandated self-quarantine for employees who *began* their travel to another country *after* March 13, or began their travel to a health risk Level 3 or Level 4 county after the Federal Government's advisory against travel to these locations.

Compensation alternatives:

- Employees who are able to work remotely during mandated self-quarantine will be expected to do so.
- Use available vacation time.
- Request unpaid leave.

Time-Off to Care for Children or Other Dependents

- Employees who are able to work remotely while caring for dependents may do so per the Company's Flexible Work Arrangements policy.
- Employees who are not able to work remotely, and require time off, should speak to their leader about:
 - a) Requesting a Record of Employment to seek Employment Insurance (EI) benefits.
 - b) Receiving a Company top-up to 70% of their average weekly base salary while receiving Employment Insurance.
- Alternatively, employees not able to work remotely may also:
 - Use available vacation time
 - Request unpaid leave.

Please note this program will be in effect for eight (8) weeks and then will be reassessed at that time.

Time-Off for Employees with a Medical Confirmation they have Contracted COVID-19

- If the Employee is a member of a benefit plan that provides for Short Term Disability benefits, the employee would follow the normal procedures to apply for and receive Short Term Disability benefits.
- Employees who are *not* a member of a Benefit Plan should:
 - c) Request a Record of Employment to seek Employment Insurance (EI) benefits.
- Alternatively, employees who are not a member of a Benefit Plan may also:
 - Use available vacation time
 - Request unpaid leave.

Sobeys Payroll Directors will be providing detailed instructions to Store Managers and Store Administrators to record the various scenarios described in this update.

Caring for our Teammates

As we all work together to address the spread of COVID-19, some questions have come forward from employees with specific concerns regarding their health, or the health of those with whom they live and care for. We will support our team with the following guidelines.

- In the event an employee with a pre-existing medical condition (either their own or a member of their household for whom they are responsible) indicates that she or he is not able to work with the public during the current pandemic, their request will be treated as an accommodation and will be handled in accordance with our standard Human Resources practices.
- Note that employees will be asked to provide either existing or updated medical documentation to support their inability to work with the public. In the event that the employee is unable to get medical documentation, the employee will be put on a personal leave of absence until such time as it is practical for them to provide updated medical information in support of their accommodation request.

It's time to take social distancing advice very seriously. Employees should only be working in offices if absolutely essential. Our stores and RSCs are receiving regular communication on staying safe through hygiene and disinfection practices provided by Public Health.

If you must work from the office, please note the following:

- Gyms in our office locations are closed.
- Maintain the recommended social distance for any in-person interaction (Public Health recommends 2 metres).
- All meetings should be conducted virtually.
- Cafeterias will remain open, but employees will be asked to practice social distancing.
 - To reduce the number of employees in the cafeteria at one time, we will assign cafeteria shifts by floor through the middle of the day for pick-up only. Office Services will follow up in each office with specific communication.

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. Discuss any personal concerns with your direct manager. The measures outlined in this COVID-19 Update #9 will remain in effect until further notice and we will continue to provide updates as required.