

Subject: FW: COVID-19 Update
Date: Sunday, March 15, 2020 at 12:35:16 PM Mountain Daylight Time
From: Ricardo de Menezes
To: Bill Bennett, April Albrecht, Mark Wells, Adeel Mulla, Michael Hughes, Chris O'Halloran, Joe Irving
Priority: High
Attachments: communicable disease policy.pdf

From South Country Co-op

From: Sherilynn BeBeau <S.BeBeau@scoop.ca>
Sent: March 15, 2020 11:42 AM
To: Ricardo de Menezes <rdemenezes@ufcw401.ab.ca>
Subject: COVID-19 Update
Importance: High

Good Morning Ricardo,

I want to give you an update on the COVID-19 as it relates to the health and safety of our employees at South Country Co-op. In the past few weeks we have been working hard to ensure that we are providing and supporting our employees during this time and will continue to work hard to provide resources and support during this fast changing situation of COVID-19 continues.

We understand the importance of this situation and therefore, we have focused on what the impact has on our employees and the business. In the past few weeks we developed a policy around communicable diseases', this policy gives our employees information around what responsibilities and reporting processes, along with guidelines to help reduce the spread of communicable diseases'. We have also developed employee information that has been sent to all employees to ensure that they are informed on the COVID-19, what symptoms consist of, how to receive additional information, what measures they should take to remain safe, and what resources and contacts are available to them such as EFAP services, self-assessment tools through the Alberta Government website, and 811.

We have also taken other measures to ensure their safety such as providing them with sanitizers, gloves (if they feel they want to wear them), and continuous measures and communication are in place to make sure our employees are feeling comfortable and informed during this time.

In the case that employees are sick, have to self-isolate due to illness, etc. we have provided them with contact information, and in most cases we will deal with these on a case-by-case basis to ensure that confidentially remains in place.

South Country Co-op has also seen an increase of sales due to this situation, which we understand puts more demands and stress on our employees, therefore; we continue to monitor this and are looking at possible alternatives that may need to be put into place to maintain the safety of our employees and the business. If we have departments that are understaffed due to illness, we may have to reduce hours or close departments/locations of operations to ensure that our employees and operations are not put into situations that increase risk. This may result in South Country Co-op asking employees to assist in other locations and/or departments within their commodities.

We are doing our best to ensure that our employees are safe and their health is at the forefront of the decisions, along with ensuring that we are making decisions to ensure the business is also not affected. As this situation continues to evolve we will continue to provide resources and information to our employees. We will continue to update you on any significant changes that may impact our employees, hours and operations of the business.

I have attached the communicable diseases policy for you, and if you have any concerns or questions please

feel free to contact me.

Regards,

Sherilynn BeBeau, MHRM
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