



March 23, 2020

Thomas Hesse, President  
United Food and Commercial Workers Union, Local 401  
#100 46 Hopewell Way N.E.  
Calgary, Alberta T3J 5H7  
Sent via email [thesse@ufcw401.ab.ca](mailto:thesse@ufcw401.ab.ca)

Re: Cargill's response to COVID-19

Dear Tom,

Safety of our employees remains our top priority. The information below talks about some of the steps we are taking to keep our employees safe and our food system strong during the COVID-19 pandemic. We have made several decisions through the lens of putting people first as we try to minimize the financial hardship our employees are facing. We are keeping our facilities open and operating because now, more than ever, families across Canada and around the world are relying on us to deliver safe, affordable protein. We ask for your help in ensuring the stability of our food supply by encouraging employees who are healthy to come to work.

How we are handling employees that travel:

- Anyone returning from international travel will be placed on a fourteen (14) day quarantine.
- If they are asymptomatic after the fourteen (14) days they can return to work. If they become symptomatic, they will need a release to return to work.

Tracking:

- Daily tracking by location number people quarantined, people remaining on quarantine, people on vacation outside of their country, number of people out with suspected COVID-19.
- All call ins are reviewed on a daily basis by facility to assess trends.

Social Distancing in Plants:

- Employee Breaks
  - Adjusting break times to reduce the number on break at any given time
  - Changing table configurations so the employees are always facing forward and not across from each other
  - Additional space for breaks (outdoor heated options in tents)
- Meetings / Training (Safety / Orientation etc)
  - Smaller groups with distancing in the rooms
  - Training provided in small groups, with information broken into smaller segments
  - For those that have access, providing more online training

Sanitation Procedures:

- Increased frequency of common areas including break rooms, hand rails, restrooms
- Testing a fogging application and other alternative methods to utilize Decon-7 for use in our facilities for our welfare areas.



Visitors:

- Visitors are not allowed to enter any Cargill facility (with the exception of established third party providers/ contractors i.e. Security / Clean Up) until further notice.
- For established third parties and / or contractors, self-screening guidelines have been implemented at the entrance to all Cargill buildings. This includes asking about past travel as well as current health status.

Pay / Attendance:

- Employee's who work every hour of their scheduled shift each week, will receive an additional \$2.00 per hour for the hours worked. This will be effective from March 23, 2020 to May 5, 2020.
- Employees who complete their scheduled weekly shift for the next eight (8) consecutive weeks as of March 23, 2020, will receive a one-time net \$500 bonus. Time off for pre-scheduled vacation and absences related to COVID-19 are excluded.
- Employees that must be absent for COVID-19 reasons are eligible to receive their regular pay up to a period of 14 calendar days (80 hours) for time off due to COVID-19. This includes time off for childcare concerns, assuming that all options have been exhausted.
- There is no attendance discipline being administered for missing work for valid reasons related to COVID-19, but employees must remain in touch with us as to their status.
- Looking at creating a process that would allow for employees with same qualifications to temporarily switch shifts if needed for flexibility.

Benefits:

- Employee's concerned about their health, can contact Manulife's partner, Akira by TELUS Health, they offer a free COVID-19 self-assessment tool. Based on the answers, relevant guidance and other resources will be provided.
- Confidential help through Cargill's Work/Life Solutions (our Employee Assistance Program) is available 24 hours a day, 7 days a week.

As you are aware, this is a fluid situation and, as such, we will continue to assess our response. Should you have any questions, please contact me.

Sincerely,

Tanya Teeter  
Vice President of Labor