

March 25, 2020

Good day everyone;

By now our office employees should be settling into their “work from home” routines. We hope that the Zoom team meetings are helping you feel less isolated from your coworkers. Some teams are now using Microsoft Teams for chats and quick questions that would normally take place in the office, so please take some time to understand how these tools work so you’ll be even more connected.

The senior management team continues to meet daily to discuss the ongoing impacts of COVID-19 on operations. For most of our projects, we have either reduced our workforce or are in the process of doing so – keeping critical workers on site to meet our clients’ needs. Where employees continue to report to work, we are adhering to strict health and safety guidelines to ensure their personal safety.

We continue to monitor this situation as it unfolds throughout the country. To stay well informed, the following links are updated daily and have many useful tips and resources for workers and families:

- Public Health Agency of Canada: www.canada.ca/en/public-health.html
- Centre for Disease Control and Prevention: www.cdc.gov
- World Health Organization: www.who.int

Please ensure you follow the guidelines in your respective health regions to help “flatten the curve”.

We know it’s a challenging time for many people. If you have health concerns and would like to speak with a professional, you can contact the 811 Healthline or visit www.811healthline.ca/covid-19. RothLochston employees can also access the Employee and Family Assistance Program (EFAP) 24 hours per day for confidential support: 1-800-387-4765 or www.workhealthlife.com. Another online resource to support mental health is www.bridgethegapp.ca.

As always, if you have any question or concerns, please notify your supervisor or the HR Department. I’ll leave you with the following message I recently came across - patience and kindness are required during these trying times.

Stay Safe,

Karen