

DATE: May 14, 2020

TO: Works Council  
Executive Committee  
Rick Hazelaar  
Al Pedro  
Dale Fleming/Chris Viau  
Guy Bilodeau  
Trevor Cochrane  
Quarry  
Bulletin Boards  
Catherine Barsby

FROM: Peter Schmidt

FILE: I-36

SUBJECT: Works Council Meeting – May 14, 2020

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**Present:**

Chris Georgei (Sawhouse)  
Dave Fletcher (Pressing)  
Trevor Bruce (Sawhouse)  
Brad Shoemaker (Finishing)  
John Galway (Maintenance)  
Ken Dairies (Quarry)  
Mark Trueman – (Finishing)  
Tony Pedro (Pressing)

**Management:**

Jason Nieman  
Peter Schmidt  
Al Pedro  
Trevor Cochrane  
Chris Viau  
Rick Hazelaar

A Works Council meeting was called on May 14, 2020 at 10:45am

The meeting was held via conference call with some Works Council members while others were present in the conference room.

Peter Schmidt welcomed everyone and opened the meeting.

**Returning to full operation**

**Management** – We have been continuing to lose inventory. By our projections and discussions with the sales team, we believe that sales will be strong for at least the next three months. We also need to build our inventory back up from levels that are lower than normal for this time of year. To do this we need to go back to our regular production of 6 press shift per day. We can't promise to stay at 6 the rest of the year, but it will quite likely be beyond the 3 months. We are going to bring everyone in production back for June 1<sup>st</sup>. We feel with the procedures such as hand washing, physical distancing, physical barriers, we are ready to get back to 6 press shifts.

There is information showing that having masks on everyone can help prevent transmission. Toyota has mandatory masks for all their employees. We will be discussing this with the Joint Health and Safety Committee. We need to stop transmission at Arriscraft. We need to do everything possible, as anyone right now could have COVID-19, and this can dramatically reduce the spread with everyone wearing them. We want to minimize the risk of transmission so no one takes it home.

**Works Council-** With three shifts how are we going to stagger the start of shifts so we don't have two whole shifts in change room? Have you thought about setting up another facility for change rooms and lunchrooms?

**Management –** We are still looking into a plan for that. We currently are staggering the lunch breaks. With Pressing we are going to do 2 shifts of 3 presses to start so that we can have time between the shifts. Currently we are starting with 2 shifts of 2 presses each at 9:45pm – 6 am and 6:45 am – 3pm. With Finishing we feel we need to go to 3 shifts with the number of employees. We still have a couple weeks to figure out how this will look for the shifts.

**Works Council-** Why is there the extra 15 minutes on the shift.

**Management –** This is normal when we are not running 3 shifts. In addition we are stopping the presses for breaks so that we do not have employees rotating and having to wipe down the touch points each time.

**Works Council-** Why is the start of the shifts different?

**Management –** The employees that were here asked to move the shift earlier because many businesses such as banks are closing earlier making it difficult to run errands after the shift. Once everyone is back we can discuss this further.

**Works Council-** So the entire group is being called back? From those that have already return we are confident in the protocols that are in place.

**Management –** Yes all production is back June 1<sup>st</sup>.

**Works Council-** Will there be any modifications to the attendance system? Such as more than the 6 personal days?

**Management –** As we have said in the past, we follow what is outlined by the government. Employees are protected by the government and can supersede our contract. There is an Infectious Disease Emergency Leave that is related to COVID-19 that we are still trying to understand.

**Works Council-** What if one of your children gets COVID-19?

**Management –** It allows the leave as well. There is a whole list that is covered as long as they live in the same household. We will get the Infectious Disease Emergency Leave posted on the website where we are putting the minutes.

**Works Council-** Do you agree we have a viable concern with attendance?

**Management –** We do understand your concern and absences due to COVID-19.

**Works Council-** Will attendance be looked at differently this year for COVID-19?

**Management –** Yes. Our goal is to keep employees healthy, keep customers happy, and keep the business viable so we all have jobs to come to.

**Works Council-** When is the quarry bringing everyone back?

**Management –** We are confident that we will have things in place to bring the last three people back shortly. We will be contacting them with the dates once we know.

**Works Council-** What if someone does not feel safe to return?

**Management –** They need to come in.

**Works Council-** This makes sense, when it's time to come back, it's time to come back.

**Management –** We wouldn't be coming back if there was no demand.

**Works Council-** What if there is no support from suppliers?

**Management –** We have been screening sand, and in contact with our silica and lime suppliers and they are all set up to support us. At this point we still don't have the canteen machines being serviced as we feel it is a high touch point. We plan to keep it down for the foreseeable future. We have been watching the cases of COVID-19 in the area, the bulk of the cases have been at nursing homes. As the cases in the community decrease, our risk decreases. We will be in this for a while.

**Works Council-** Can someone stay home and get the 75%?

**Management –** As of June 1<sup>st</sup>, because we are bringing everyone back, that will not be an option.

**Works Council-** What if someone refuses to work?

**Management –** They need to come in. If they see something that makes them feel unsafe, it would be treated just like any other refusal to work. We would get Nelson and the Joint Health and Safety Committee representative involved to see if we can address the concern.

If someone has a child at home that needs supervision then there will be a form that will need to be signed and that employee would be laid off and have to collect EI or CERB.

**Works Council-** How does someone take a leave?

**Management –** It has to be declared. We will have a form to fill out.

**Works Council-** Under the contract you can only take a leave every 5 years.

**Management** – This will be treated differently due to COVID-19.

We recently put up a posting about anyone leaving the province on their own account and suggest that if the employee chooses to leave the province, then when they return they would have to self isolate for 14 days at their own cost. There may be special circumstances that may come up where we would review this, but we would need to be part of the discussion prior to the trip.

**Works Council-** What if outbreak happens in your apartment?

**Management** – We would expect you to self report this and not come to work. You would go on sick benefit. We need to guard against transmission as much as possible.

**Works Council-** What if you have other health concerns?

**Management** – We have a self-assessment that can look at the symptoms. If it is unrelated then no concern.

**Works Council-** What if someone gets injured at work and has to go to the hospital, do they have to stay away for 14 days?

**Management** – We would look at it case by case. Some hospitals, such as the one in Cambridge are redirecting the COVID-19 cases to Kitchener.

We would like to remind employees that when we are calling those that are off, we need them to call us back in a reasonable time. We are being delayed in giving more time to those who are returning as we have to wait for some employees to give us their answers on returning.

**Works Council-** Is Pressing coming back to straight shifts?

**Management** – They will be rotating between the two shifts?

**Works Council-** Are the start times going to stagger? The locker room for Pressing is small.

**Management** – We can look at this. For Pressing it may be easier than for Finishing as the numbers for a line vary.

We will have another meeting only if needed before June 1<sup>st</sup>.

Meeting adjourned at 11:30 AM  
Next Works Council meeting TBA

**The Employee Assistance Program (EAP) is available to all Arriscraft Canada employee's including those currently on layoff or the CEWS program. Their website is [www.homewoodhealth.com](http://www.homewoodhealth.com) or you may call 1-800-265-8310.**



Works Council Representative



Management Representative