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March 3, 2020

RE: Request for Information
Coronavirus Disease 2019 (COVID-19) Response

Dear Employer:

To allow the Union to represent its members and better understand COVID-19's impact on working conditions, please provide the following information no later than March 10th. Our members' involvement and experience can help ensure the response to COVID-19 is as effective as possible, while at the same time ensure that their own health and safety is protected.

The Union requests the Employer to provide notice and an opportunity to bargain before any changes in working conditions are implemented and seeks to ensure that every one of its members has the necessary information for maximum protection. Therefore, the Union asks that all communications to staff regarding COVID protocols be translated into any second languages commonly spoken by the workforce and incorporate language to educate, provide support and protect workers from prejudice, bias, and discrimination related to COVID-19. The Union also requests that members who are off work due to exposure will not suffer any loss in pay or benefits.

Please provide the following information:

1. A copy of the training materials used to educate staff on the signs and symptoms of COVID-19 infection, how to collect a specimen, how to correctly use PPE, how to effectively triage patients, and how COVID-19 should be reported;
2. A list of all personnel who have been trained in infection and control policies related to COVID-19, including the date of training;
3. A description of all steps being taken to avoid transmission of COVID-19 to health care workers, including:
 - a. a. If signs have been posted at the facility; When masks are required of staff and visitors;
 - b. b. A description of PPE provided and the protocol for when and how it should be worn and when and how it should be disposed;
 - c. c. A plan for the proximity of any COVID-19 patients to be approximately 6 or more feet away from others;
 - d. d. Whether the hospital has prepared an Airborne Infection Isolation Room (AIIR) for confirmed cases;
 - e. e. The procedures to ensure the AIIR is operational and effective; and
 - f. f. The environmental services plan to ensure proper cleaning and disinfection, as well as the plan for protection for these workers; and
 - g. g. The plan for food delivery and tray protection for patients;
 - h. The plan to provide training/guidance in appropriate languages;
4. All communications from the Employer to bargaining unit members in reference to COVID-19;
5. The facility specific infection control and occupational health plan for COVID-19;

6. The plan to secure an adequate supply of Personal Protective Equipment (PPE) for staff whose work puts them at risk;
7. Copies of any reports assessing the facility's response to suspect or known COVID-19 case;
8. If the facility has disinfected any areas due to COVID-19, provide details on how the cleaning was accomplished, including by whom and with what equipment and supplies;
9. A copy of the facility's current written Respiratory Protection Plan, a list of the aerosol generating procedures the facility has identified and a description as to how these are incorporated into the facility's preparedness planning;
10. New rules for visitor access under consideration or implemented due to COVID-19;
11. A description of the pay and benefit protection for all workers placed on precautionary removal from their normal work because of possible COVID-19 exposure;
 - a. A list of all members who were required to use any personal time off or sick leave benefits due to COVID-19 exposure;
12. 12. A list of all workers, by job classification and unit, placed or told not to report to work due to COVID-19 exposure;
13. The plan to ensure adequate staffing during the Coronavirus outbreak;
 - a. The plan to accommodate staff who may be within particularly vulnerable categories, or who may have vulnerable household members;
 - b. The plan to cross train staff in order to address staffing gaps due to potential high levels of absenteeism related to COVID-19. If so, please provide any plans you have for cross training;
14. 14. Any policies to prevent any race, nationality or ethnicity Discrimination in the workplaces in relation to the COVID-19;
15. 15. Any sick leave policies and recommended actions for unprotected exposures related to COVID-19 under consideration or adopted.

Sincerely,



Mia Contreras, Executive Vice President
UFCW 21



Sarah Cherin, Executive Vice President
UFCW 21

cc: Stacey Opiopio, Membership Action Director, Healthcare UFCW 21
UFCW 21 Healthcare Union Representatives

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Our mission is to build a powerful Union that fights for economic, political and social justice in our workplaces and in our communities.

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