



March 18, 2020

Via Email

Mr. Greg Frazier, UFCW President
UFCW Local No. 1564, New Mexico

Dear Mr. Frazier,

I appreciate the opportunity the opportunity to answer the questions you have communicated in your letter on March 16, 2020. As General Manager I have been closely tracking coronavirus (COVID-19) and the impact it continues to have on the co-op community and the world. As the situation continues to evolve each day, it is not always easy to know how best to support our members, each other and our families. While a great deal of uncertainty remains, it seems clear that the situation is worsening and I believe that acting with an abundance of caution is in alignment with our values to prioritize the best interest of our members, staff and communities that we love and serve.

The following is La Montañita Co-op managements response to the questions asked.

1. La Montañita Co-op management is remaining flexible with our sick leave policies. Effective March 16, 2020 there are no negative marks on employment records associated with any callouts related to team members having to call out until April 1, 2020.). We understand that team members may need to stay at home to care for sick children or other sick family members. If any team member needs to stay home, they have the option to use their accrued Paid Time Off hours or the Staff Emergency Program (SEAP) program. Managers have also been instructed to excuse absence due to illness without a doctor's note effective immediately. Team Members will be subject to the provisions of the Family Medical Leave Act (FMLA) when ill or caring for ill family members.
2. La Montañita Co-op will allow the use of facemasks in the retail stores. The Center for Disease Control (CDC) does not recommend the routine use of facemasks for personal protection as they can produce false sense of security while still allowing airborne particles to be inhaled around the edges of the masks. Facemasks are most effective when worn by the person who has the virus. La Montañita Co-op will not be providing masks at this time.
3. La Montañita Co-op will allow the use of facemasks in the retail stores. If any team member needs to stay home, they have the option to use their accrued Paid Time Off hours or the Staff Emergency Program (SEAP) program. As an organization we have adopted the COVID-19 facemask guidelines of the World Health Organization (WHO):

- If you are healthy, you only need to wear a mask if you are taking care of a person with suspected 2019-nCoV infection.
 - Wear a mask if you are coughing or sneezing.
 - Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
 - If you wear a mask, then you must know how to use it and dispose of it properly.
 - Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
 - Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
 - Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
 - Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
 - To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.
4. We have begun communicating with team members that they should stay home at first signs of illness. They should not return to work until they are free of symptoms and have not had a fever for at least 24 hours. If a team member shows symptoms of the flu, Supervisors are being asked to send team members home immediately. We are planning and expecting absences of at least 3-5 days or longer. Team members who become sick at work should isolate themselves from others and go home immediately. Employee absences due to illness will be excused without requiring a doctor's note. No attendance discipline will apply. La Montañita Co-op will adhere to Section 10 Paid Time Off & Section 17.3 Leaves of Absence, Personal Leave, of the collective bargaining agreement. Management is open to further discussion regarding paid time off resources for members.
 5. La Montañita Co-op is extending the SEAP program to all Co-op team members. This is the only funding the Co-op has to assist members who have not yet qualified for health insurance.
 6. Yes, employees will have access to disposable gloves.
 7. At this time La Montañita Co-op will not pay for the employee's lost time to get medical attention or be tested.

Please do not hesitate to contact me with any further questions or concerns. Thank you.

Regards,

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