

**Letter of Agreement  
Between  
Danzas Corporation New Office Clerical Unit (“Company” or “Danzas”)  
And  
Teamsters Local Union 705 (“the Union”)**

In the last three months the Company and the Union have seen the ever escalating impact of COVID-19 on the United States. This Letter of Agreement provides the framework by which the Company, the Union and employees will use to adapt and mitigate the impact of this medical emergency. The parties recognize the evolving nature of this medical emergency will require the parties to remain in close communication to evaluate if the provisions contained in this Letter of Agreement need to be modified, changed or if additional provisions need to be added.

**1. Communication**

The Company’s Senior Director, Labor Relations and the Secretary Treasurer Teamsters Local 705 will establish a process to review issues as they occur.

**2. School Closings**

Employees who have children requiring supervision when schools and/or daycares are closed due to COVID-19 are to immediately inform the Company. The Company will permit the affected employees to:

- a. Use available paid time off e.g. vacation time under the guidelines of the Local Supplement, sick leave, personal days, floating holidays; or
- b. Take unpaid leave; or
- c. Use the Alternative Work Option listed below, if possible.

During the school closing period, the Company will not access disciplinary occurrences under the attendance policy due to child care issues.

**3. Work Option**

Where an employee’s duties and available technology permit an employee to work from home, the employee will be:

- a. Unable to clock in/out while working from home
- b. Paid up to 8 regular hours per day or 40 regular hours each full week worked from home
- c. Required to seek approval from their Manager to work beyond 8 hours per day or 40 hours per week.

**4. COVID-19**

Employees returning from a cruise or travel to Europe or Asia or having had contact with someone exposed to COVID-19 but showing no symptoms:

- a. Will be placed on a fourteen (14) calendar day precautionary quarantine.
- b. If the employee’s position and technology permits, the employee will work from home.
- c. Employees will be paid their straight time hourly rate for the days of work missed due to the fourteen (14) calendar day precautionary quarantine.

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Employees who have been exposed to someone with COVID-19 and is showing COVID-19 symptoms will be placed on a fourteen calendar day quarantine. The employee can use available paid time off (sick days, personal days, floating holidays or vacation time) or unpaid leave to cover this time period.

**5. COVID-19 or Flu/Cold Symptoms**

Employees who have COVID-19 flu/cold symptoms are to stay home. Employee can use available paid time off (sick days, personal days, floating holidays or vacation time) or unpaid leave to cover this time period.

**6. Scheduling**

The parties understand the station is likely to be impacted by factors outside of its control e.g. government regulations, cargo volumes. This could result in the station having to modify work schedules e.g. start times/end times, days of work or work assignments. Such changes will be reviewed by the Senior Director Labor Relations and the Secretary Treasurer Teamsters Local 705 prior to implementation.

**7. Term**

The provisions of this Letter of Agreement will remain in place for thirty (30) calendar days unless the parties mutually agree to either extend or terminate this Letter of Agreement.

Agreed:

For the Union: \_\_\_\_\_  
Juan Campos, Secretary Treasurer Teamsters Local 705

Date: \_\_\_\_\_

For the Company:  \_\_\_\_\_  
John Ryan, Senior Director, Labor Relations

Date: March 19, 2020