



# Notice for Fredericton Office

## Required Changes due to COVID 19

March 20, 2020

**In response to the mandated changes from the provincial government regarding non-essential services, YSC is making changes to our staffing levels, business hours and provided services. The Fredericton office is now closed to the general public.**

Effective Monday, March 23<sup>rd</sup>, 2020 our services offered at the **Fredericton** office will be:

Payments will be consolidated to one day per week (**Fridays**) with the following requirements:

All slips must be in by **Noon on Tuesdays** to be paid on that Fridays cheque run.

Load slips can be:

- dropped off in the mailbox at the gate
- faxed to the office at 506-444-6630.
- faxed directly to Kara (preferred) at 888-788-6447
- Scanned and emailed to [kara.mccarthy@yscnb.ca](mailto:kara.mccarthy@yscnb.ca)
- Texted to Kara at 506-440-6229

Cheques will be available for pick up on Fridays from 8:00 AM to 4:30 PM (Please call 506-444-6644 when you are in the parking lot and the cheque will be brought outside to you). Cheques can also be mailed out, if you prefer.

If you have any questions regarding these changes please call Kara at 506-440-6229 or Jeff at 506-321-2570.

The **Forest Management Staff** will be working from home and will not be doing face to face visits until further notice, Anne and Matt can be contacted by phone or email at the following coordinates with any questions:

Anne MacKnight (Silviculture Manager) Phone: 506-238-1472 Email: [anne.macknight@yscnb.ca](mailto:anne.macknight@yscnb.ca)

Matthew Daigle (Forestry Field Staff) Phone: 506-238-5419 Email: [matthew.daigle@yscnb.ca](mailto:matthew.daigle@yscnb.ca)

We apologize for any inconvenience this may cause to your operations, but hope you understand the need for these changes in light of the current health concerns.

Sincerely,

Jeffrey Sode (General Manager)