



Notice for St Stephen 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 St Stephen office is now closed to the general public.

Effective Monday, March 23rd, 2020 our services offered in St Stephen will be:

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

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

Load slips and TC books can be:

- dropped off in the mailbox on Lori's deck
- faxed to the St Stephen office at 506-465-0004
- Scanned and emailed to Lori at yscsts@yscnb.ca

Cheques will be available for pick up on Fridays from 8:00 AM to 4:30 PM (Please call Lori at 506-466-5914 or text her at 506-467-6606 and she will place it in the mailbox for you to pick up. Cheques can also be mailed out, if you prefer.

If you have any questions regarding these changes please call Lori at 506-466-5914.

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

Matthew Daigle (Forestry Field Staff) Phone: 506-238-5419 Email: 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)