

Friday March 12, 2021



Update Reminders for Returning or New Seasonal Contract Employees

Welcome to Jeffery's Greenhouses. Thanks for joining us for this upcoming season. A few applicable reminders as you start back during this time of COVID-19.

1) Should I stay home from work?

All employees must complete the COVID-19 screen form found on our website at (<https://www.jefferysgreenhouses.com/covid-19-pandemic/test>) provided prior to entering our HD customer locations. You can complete the form from home prior to arriving at work. If you do not have a home computer or smart phone, you may complete the form from the Home Depot Garden Centre computer. IF you are answering yes to any of the questions in the COVID-19 screening form you should stay home, let both your supervisor and HR (Allisonb@jefferysgreenhouses.com) know and then call your health professional, whether it's your own doctor or public health. You must stay in contact with your supervisor and HR as you will not be allowed to return to work until cleared by a health professional or you provide a negative test result.

You can apply for the following internal or external wage supplements during your time off listed below.

2) Wage Supplements Options (Internal):

- Vacation Pay. Lost time due to illness can be covered by using your vacation pay. Note: It is your responsibility to request your vacation pay by submitting the proper form. If you have not returned yet you can email or call your request in.

3) New Recovery Benefits (External):

As Canada transitions to a simplified EI program in this new phase of economic recovery, the Government of Canada is introducing a number of new benefits including;

Canada Recovery Caregiving Benefit (CRCB)

The Canada Recovery Caregiving Benefit (CRCB) gives income support to employed and self-employed individuals who are unable to work because they must care for

their child under 12 years old or a family member who needs supervised care. This applies if their school, regular program, or facility is closed or unavailable to them due to COVID-19, or because they are sick, self-isolating, or at risk of serious health complications due to COVID-19. The CRCB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRCB, your household can receive \$500 (\$450 after taxes withheld) for each 1-week period.

If your situation continues past 1 week, you will need to apply again. You may apply up to a total of 26 weeks between September 27, 2020 and September 25, 2021. **Read more:**

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-caregiving-benefit.html>

Canada Recovery Sickness Benefit (CRSB)

The Canada Recovery Sickness Benefit (CRSB) gives income support to employed and self-employed individuals who are unable to work because they are sick or need to self-isolate due to COVID-19 or have an underlying health condition that puts them at greater risk of getting COVID-19. The CRSB is administered by the Canada Revenue Agency (CRA).

If you are eligible for the CRSB, you can receive \$500 (\$450 after taxes withheld) for a 1-week period.

If your situation continues past 1 week, you will need to apply again. You may apply up to a total of 4 weeks between September 27, 2020 and September 25, 2021.

Read more:

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>

Notes:

- For any of the new leaves available from the Government of Canada, the employee must request an ROE from HR and then apply through my account on the CRA website. Regular EI leaves are processed through Service Canada.
- Be very careful not to apply to more than one benefit at a time or you will end up being overpaid and eventually have to repay!
- All benefits will now have income tax withheld at source.
- No doctors notes will be required at this time. If getting a covid test the negative results must be provided prior to returning to work.
- Canada Revenue Agency is processing both the CRCB and CRSB benefits. All other

- Benefits are being processed through Service Canada.
- For the most up to date changes, follow Employment and Social Development Canada (ESDC) Facebook page at: <https://www.facebook.com/ESDC.GC/>

4) Physical Distancing

a) How COVID-19 spreads: COVID-19 most commonly spreads from an infected person to another person through the following.

- **Close contact:** Breathing in someone's respiratory droplets after they cough, sneeze, laugh or sing.
- **Contaminated surfaces:** Touching something with the virus on it, then touching your mouth, nose, or eyes with unwashed hands.
- **Common greetings:** Handshakes, hugs, or kisses

b) Risks of getting COVID-19: The risk of getting COVID-19 is evolving daily and varies between and within communities. Overall, the risk to Canadians remains high. This does not mean that all Canadians will get the disease. It means that there is already a significant impact on our health care system.

To stay healthy and to protect ourselves and others, we must be mindful of the ever-present risk of exposure to the virus. Some settings and situations increase the risk, such as being in:

- closed spaces with poor ventilation
- crowded places where a large number of people gather
- close contact where you cannot keep 2 metres apart from others

Continue to maintain a physical distance of 2 metres from people outside of your household.

5) Masks: Wear a 3-layer medical mask when you are in the stores (including the garden centres) or cannot maintain distance. A cloth mask may be worn, but it must be in conjunction with a medical mask (ie. over or under). A few reminders of do's and don'ts regarding masks usage.

Do's

- When putting on a mask clean your hands and put your mask on so it fully covers your mouth and nose (under your nose is not permitted).
- When removing masks clean your hands and only touch the straps or ties.
- You can store cloth masks in a clean plastic, sealable bag if not dirty or wet and you plan to reuse.
- Wash cloth masks in soap or detergent preferably with hot water, at least once a day.
- Medical masks may be re-worn between uses provided they do not get too dirty.

Don'ts

- Wear your mask under your nose or mouth
- Allow straps to hang down
- Touch or adjust your mask without cleaning your hands first.
- Wear your mask around your neck or arm.
- Use a mask that has been damaged.
- Wear a loose mask.
- Remove a mask when you are within 2 meters of other people.
- Use a mask that is difficult to breathe through.
- Wear a dirty or wet mask.
- Share a mask with others.

6) Know what to do: Know what the plan of action is if you get sick at work.

- Isolate yourself from others the minute you start feeling unwell using the most direct route.
- Notify a store manager and your supervisor to review what assistance you need to go home.
- Avoid public transportation and take measures to protect others around you.
- Inform Human Resources and your Supervisor if you get a Covid test for any reason. Copies of negative results must be provided prior to returning to work.
- At all times follow the advice of telehealth or your family doctor and keep your employer informed of your progress.

7) Free Apps-A couple free apps all employees are encouraged to download onto their smart phones:

Canadian Red Cross First Aid



The official Canadian Red Cross First Aid app puts lifesaving advice in your hands. Available for Apple and Android mobile devices, the app helps you maintain your first aid skills and respond to everyday emergencies. By downloading the app on your smartphone or tablet, you get instant access to videos, interactive quizzes and simple step-by-step advice to help you maintain your life-saving skills and respond when needed. Download the app to keep lifesaving help in your hands.

Features

- Simple, step-by-step instructions guide you through everyday first aid scenarios.
- Fully integrated with 911, so you can call EMS from the app at any time.
- Videos and animations to help you sharpen your first aid skills.

- Safety tips for everything from severe winter weather to hurricanes, earthquakes, and tornadoes, to help you prepare for emergencies.
- Preloaded content means you have instant access to all safety information at any time, even without reception or an Internet connection.
- Interactive quizzes allow you to earn badges that you can share with your friends and show off your lifesaving knowledge.

Canada Covid Alert App



All employees are encouraged to download the covid alert app and research more information if you are hesitant to do so. COVID Alert helps us break the cycle of infection. The app can let people know of possible exposures before any symptoms appear. That way, we can take care of ourselves and protect our communities. Find out more at:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>