



## Memorandum to Membership

Date: March 16, 2020

To: All ACRC Membership

From: Debra Romero

### Re: ACRC Office Coronavirus (COVID-19) Protocol

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I am writing you to inform you of the precautions being taken by the ACRC offices across Atlantic Canada with respect to the prevention of the coronavirus. The coronavirus is a very serious matter with consequences that have the potential to greatly affect the ACRC on multiple fronts. As such, the measures being taken by the ACRC require the full participation of staff and all members across the Atlantic Provinces. With the closing of our first jobsite, we must turn our mind to curbing the spread of the virus to hedge against the possibility of further jobsite closures. For the safety and financial wellbeing of our members, please take the time to read and comply with all preventative measures being put in place by the ACRC offices.

Keeping this in mind, the ACRC offices are taking action against the spread of the virus by implementing the following precautionary measures:

- Until further notice all ACRC offices will be closed to the general public, membership, and non-essential staff. The members are asked to avoid the offices for the time being unless there is an emergency situation that requires the member to be present at the ACRC office. In the case of an emergency, please call the office in advance to receive instructions on how to proceed.
- All union business that can be done by phone, should be done by phone. We ask that you turn your mind to this precautionary measure in particular during this time to promote social distancing and lessen the chances of potential spread or quarantine. Your union Representatives are still working extremely hard to give you the best representation possible. In order to do so, they need to be in good health and able to avoid quarantine.
- All payment of dues should be done without coming to the offices. We ask that you use one of the following methods to pay your dues until further notice. The alternative methods to pay dues include:
  - Bill Payments through your financial institution. We have registered with many of the major Canadian financial institutions for online bill payments. To do so, search for “Atlantic Canada Regional Council” or “Atlantic Council of Carpenters” and use your UBC I.D. number as your account number.

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- Pre-authorized debit plans. Please call the offices for procedural inquiries related pre-authorized debit plans.
  - Paying by credit card over the phone by calling the union office at (506) 450-4024 ext. 2401. We accept Visa or Master card.
  - Mailing a cheque or money order payable to “Atlantic Canada Regional Council” to the ACRC offices at 82 Timothy Avenue South, Hanwell, New Brunswick E3C 2B8. Please include your name and union I.D. number.
  - E-transfer to Viola Spencer at Vspencer@ACRC.ca. E-transfers to Ms. Spencer will only be available for dues payment while the coronavirus protocol is in place, and only available for those currently in or approaching arrears or suspension. To ensure Ms. Spencer is able to efficiently process the ACRC financials we ask that members who are not currently in or approaching arrears or suspension use another method of payment. Please include your name and UBC I.D. number in the transfer to ensure efficiency in processing.

In following the Government of Canada’s and P.E.I.’s recommendation and the Government of New Brunswick, Nova Scotia, and Newfoundland’s directive the ACRC is making a fourteen-day quarantine mandatory following international travel, or travel to an affected area. If you choose to travel while the coronavirus protocol is in effect, please inform your union Representative and your then employer immediately upon return. Do not return to the jobsite prior to completing the fourteen-day quarantine period. The ACRC mandatory quarantine has been put in place to protect its members from worksite closure and potential infection.

Thank you in advance for your participation in adhering to the ACRC coronavirus protocol. I understand that the precautionary measures put in place for the ACRC offices are unlike our usual approach to servicing our membership, but the safety and financial stability of our membership were the most important factors in our decision. Without taking serious steps to prevent the spread of the coronavirus we could have jobsites with work stoppages for an undetermined amount of time, which would be extremely detrimental to our members. I hope that each member sees the importance of these precautions and will adhere to them.

I want to thank you for taking the time to read this memorandum and consider the potential consequences of each member’s actions. Each and every person’s actions matter at times where we face great peril. With the support and trust of our members, the ACRC will continue to strive to be an organization that makes each member proud to be a part of the ACRC family. We ask that you continue to put your trust in us to ensure that goal is met, and we continue to be a union at the forefront of our industry and place in time.

In Solidarity

Debra Romero  
Executive Secretary – Treasurer  
Atlantic Canada Regional Council

- Cape Breton
  - New Brunswick
  - Newfoundland & Labrador
  - Nova Scotia & Prince Edward Island
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