

*Please note:*

*The below letter should be sent to an employer only after consulting with your staff representative.*

I am writing about the ongoing concern about COVID-19 and its potential impact on OPEIU Local 2 represented employees at \_\_\_\_\_\_\_\_\_\_. We know that both OPEIU Local 2 and \_\_\_\_\_\_\_ share a mutual concern for the safety and health of the employees at \_\_\_\_\_\_\_\_\_\_.

In order to effectively represent the bargaining unit, and assess the Employer’s preparedness for the current COVID-19 outbreak and its impact upon OPEIU Local 2 members employed by \_\_\_\_\_\_\_\_\_\_, the Union hereby deems the following information to be necessary and relevant:

We would like a response to the following questions by\_\_\_\_\_\_\_\_\_\_\_\_2020:

1. What is the Employer’s plan to prevent employee exposure to COVID-19 in the workplace?
2. What is the Employer’s plan and safety protocol if an employee is infected with COVID-19?
3. Are the employees being provided with updates regarding the Employer’s preparations for the COVID-19 outbreak? Please provide copies of any material and/or information being distributed to employees.
4. Are employees being trained on COVID-19 risks, precautions, etc.? Please provide copies of any materials being used in connection with the training provided.
5. Are employees being provided personal protective equipment (PPE) as per the CDC guidelines? Please list the PPE items that are being distributed to employees.
6. Are employees being trained on how to properly use and fit PPE? Please provide any materials being used in connection with the training.
7. Will there be a flexible approach to sick leave for illness and/or “work from home” arrangements?

We understand that this is a developing situation. To the extent that educational materials, supply levels, and policies may be in flux, please consider this information request to be ongoing and provide additional materials as they become available.

Please also consider this to be a formal request for the Union to delegate one of our members to attend all meetings and/or committees where COVID-19 will be on the agenda.

If any part of this request is denied, or if any material is unavailable, please communicate that fact to me in writing, by \_\_\_\_\_\_\_\_\_ along with the reason(s) for the denial or unavailability of the requested information, and please provide the remaining items by the same date. The Union will accept partial fulfillment of this information request without prejudice to its position that we are entitled to all documents and information called for in the request.

The Union reserves the right to request additional information if necessary. To the extent that any of the above information can be provided in electronic format, please do so.

In addition, the Union requests to bargain immediately over any policies or procedures that the Employer has or is considering implementing in response to COVID-19. Please let me know your availability to bargain.

If you have any questions, please do not hesitate to contact me at \_\_\_\_\_\_\_\_\_\_.