

DuBois Logistics

April 15, 2020

Ed Auer
Tom Malick
UFCW Local 1776KS
Via email

Re: DuBois Logistics Response to COVID-19

Dear Ed and Tom:

I'm writing at this difficult time in response to Wendell Young's recent letters and to update you on what DuBois Logistics (the "Company") is doing to address the COVID-19 outbreak. As I explained earlier, we are taking the following steps:

- Increased frequency of cleaning all areas of the facility.
- Posted advisories on hand-washing and sanitation.
- Confirmed that staff understands proper cleaning and disinfection procedures.
- Following CDC guidance for preventing the spread of respiratory diseases.
- Suspended all Company events and activities.
- Implemented a no-visitor policy.

As you know, we have also agreed to provide additional paid days off and bonus payments of either \$150 or \$250 based on hours worked from March 8 through April 4. And we have just agreed to provide a 10% bonus based on all earnings this week and the next two weeks as outlined in our email correspondence.

The Company has also taken these additional steps:

- Maintenance installed "foot pulls" on the base of doors to allow employees to open doors without using their hands.
- Porters are working extra hours so that we can clean bathrooms, break rooms, locker rooms, railings, doors, etc multiple times every shift.
- We are using Triple Sanitizer throughout both buildings.
- Closed off the restrooms used by Truck Drivers and put Porta-Pots across from both buildings for truck drivers to use.
- Provided disinfectant wipes (Clorox/Lysol anti-bacterial and anti-viral) throughout both warehouses for employees to clean their hands and wipe down equipment.

- Warehouse meetings at least twice per week to re-enforce Coronavirus Protection Behaviors and CDC Guidelines.
- We are asking employees to take their temperatures at home and to stay home and contact their health care provider if they have a fever. We have ordered thermometers to distribute to anyone who may not have a thermometer.
- We have distributed disposable masks and are working to get washable masks.
- We have implemented a procedure for Touchless Unloading of Inbound Freight, so drivers do not need to come into the building.

With respect to your questions on positive test results, quarantines, etc., to the best of our current knowledge:

- No employee has tested positive for COVID-19 and no employee has been advised to be tested.
- No employees are currently out of work with flu-like symptoms.
- One employee reported being advised to stay home and monitor flu-like symptoms for approximately two weeks. That employee has since been cleared to return to work but has remained out to care for a family member.
- Several other employees (under five) have reported being advised to stay home and monitor flu-like symptoms for periods of a week or less. They have since been cleared to return to work.
- One employee reported for work with flu-like symptoms and was advised to go home and consult a health care provider. That employee was cleared to return to work in under a week.

We appreciate your involvement and your efforts in helping us keep our employees safe and service our customers under these challenging circumstances.

Sincerely,

Robert G. Sullivan
Sr. Director, Labor & Employment Law

Dubois Logistics - COVID-19 Policy/Protocols:

Following discussions with Bob Sullivan, Labor Relations Consultant, the Company will be following the below protocols as it relates to COVID-19:

Dubious Logistics - COVID-19 Policy/Protocols:

Following discussions with Robert Sullivan, Labor Relations, the Company will be following the below protocols as it relates to COVID-19:

April 13, 2020:

As we discussed, the company is implementing another “Appreciation Reward” for its frontline, non-union employees. DuBois Logistics would like to extend the same program to the employees represented by the Local 1776KS in appreciation for the very valuable work that they are doing in these extraordinary times. The outline of the program is follows:

- Eligible employees: hourly employees who are required to come to the warehouse every day (unable to work remotely), and who meet the additional employment criteria explained below.
- **Award: 10 percent of weekly earned wages (including overtime) for each of three weekly pay periods, paid and earned as follows:**
 - o **Paid April 29, 2020 on earnings April 12-April 18**
 - o **Paid May 6, 2020 on earnings April 19-April 25**
 - o **Paid May 13, 2020 on earnings April 26-May 2**
- There will be no pyramiding, meaning that “weekly earned wages” for any week does not include any Appreciation Award paid that week, nor will the Appreciation Award be considered part of the base rate of pay for calculating overtime.
- To be eligible, an employee must be employed (but not necessarily at work) on the last day of the pay week prior to the week in which payment will be made. In other words, to receive the payment on April 29, an individual must be an employee on April 25; to receive the payment on May 6, an individual must be an employee on May 2; and to receive the payment on May 13, an individual must be an employee on May 9.
- Also note that “earned wages” includes paid time off (e.g., vacation, personal, and sick days).

March 27, 2020:

As we discussed, the Company is providing certain benefits to its non-union employees in appreciation of their hard work in this difficult time and we would like to do the same for all members of the bargaining unit in DuBois. Here is what we would like to provide:

- PTO Days (to be treated the same as vacation days):
 - o Each employee who actually works 160 hours or more from March 8 through April 4 will receive two extra vacation days to be used between June 1, 2020 (or for new employees whenever the employee becomes eligible to take vacation time) and May 31, 2021

- o Each employee who actually works 80 hours or more from March 8 through April 4 but does not work 160 hours will receive one extra vacation day to be used between June 1, 2020 (or for new employees whenever the employee becomes eligible to take vacation time) and May 31, 2021
- Appreciation Bonus to be paid April 15, 2020:
 - o Each employee who actually works 160 hours or more from March 8 through April 4 will receive a bonus of \$250, less taxes and withholdings
 - o Each employee who actually works 80 hours or more from March 8 through April 4 but does not work 40 hours or more in all such weeks will receive a bonus of \$150, less taxes and withholdings

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.

Dubious Logistics - COVID-19 Policy/Protocols:

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