

IMPORTANT NOTICE

RECIPIENTS: Staff, contractual employees, board of directors, and Quebec Holstein clubs
SENDER: Valérie Tremblay
DATE: 16 March 2020
SUBJECT: **COVID-19 Pandemic – Instructions and guidelines from Holstein Québec**

The spread of COVID-19 remains a serious concern. The government is adopting all necessary measures to limit contagion as much as possible. All citizens and employers must adapt their practices regardless of the inconveniences and disruptions arising from these exceptional circumstances, and we must behave appropriately and responsibly.

The Quebec premier is calling for solidarity in our efforts to avoid the unenviable scenarios playing out in other countries. In the current situation, recommended practices are based on the principle of “social distancing”, which means applying measures aimed at minimizing interaction and physical contact among citizens. This rule applies to Holstein Québec and its network of Holstein clubs as well, and as an employer and a citizen, we are required to implement measures that support efforts to reduce the spread of this virus. Community is an important value in the dairy industry, one that we often emphasize. Now is the time to demonstrate that we believe in that community and stand together in adopting the recommended measures in our society.

The following measures are recommended and will be implemented by Holstein Québec:

1- Events

- The Government of Quebec prohibits all indoor gatherings of more than 250 people. It is also strongly recommended that all nonessential gatherings be cancelled in order to reduce the risk of spreading the coronavirus.
- We have complied with this measure by cancelling the Spring Show after consulting with the other breed associations involved in organizing the event. A notice explaining the situation was sent to you all.
- For all other events, we ask that, whenever possible, they be deferred or held using a telephone conferencing system. In the case of barn days, breeders’ cups or other similar activities, we recommend that all nonessential activities be postponed. If you decide to hold an event, we

recommend that contingency measures be implemented: limit attendance, practice social distancing between participants, provide hand sanitizer, etc.

2- Services

- Unless otherwise indicated by the Government of Quebec, Holstein Québec will remain operational. Staff, although sometimes reduced in numbers, will answer emails and telephone calls. Working from home is permitted.
- We have asked our employees to postpone any non-urgent farm visits.
- If visits are deemed necessary, our staff members will ensure they are symptom-free. They will confirm that you are willing to receive them. If you or any of your family members develop COVID-19-related symptoms, we encourage you to contact us to postpone any scheduled visits to a later date.
- I have asked our employees to revise and lighten their schedules for the next two weeks (until April 1), taking into consideration the risks involved. All nonessential activities must be deferred. Employees can be contacted by telephone and email.
- During this same period, we ask our staff to avoid, whenever possible, any activities involving more than 25 people. At Holstein Québec, we are supporting our team to ensure that our employees are working in a healthy and safe environment. This measure will remain in place until further notice from authorities.
- We ask that clubs be understanding when an employee or person designated by the association is unable to attend an activity; our role as an employer is to protect our employees and, in doing so, protect you as well. Measures are thus taken in that sense.
- Given that Holstein Québec is an employer that promotes measures to encourage work/life balance, staff will be limited while schools and daycares remain closed. Despite the dedication and best efforts of our employees, work schedules will be disrupted and we are cognizant of the situation.
- We now have a shared work schedule available for consultation by the team. Employees are expected to keep the schedule up to date. The calendar will indicate whether each person will be present at or absent from scheduled activities, as well as the days when employees will be working from home. This will help us keep track of each person's timetable.
- Employees who have contracted the virus or have been in contact with infected individuals must comply with mandatory quarantine measures.

3- Travel

- Although it is a matter of personal choice, we recommend that all of our employees and directors avoid travelling outside the country for professional or personal reasons until April 12.

- Employees must advise management of any travel scheduled during this period or in the weeks that follow.
- As dictated by the Government of Quebec, isolation measures will be mandatory after travelling outside the country.

4- Hygiene

- Basic hygiene measures obviously apply: wash your hands often, for at least 20 seconds with soap and water, and avoid touching your face; this is the most effective way to reduce the spread of the virus.
- Avoid greeting people with handshakes, hugs or kisses.
- If you are experiencing symptoms of respiratory illness (e.g., fever, cough, shortness of breath, etc.), please stay home and take steps to obtain medical treatment.

We thank you for your cooperation and understanding. This collective effort will require adjustment from the entire population. We trust that we will be helping to contain the spread of this virus if we all do our part in complying with the measures dictated by the Government. To do that, we need to be responsible and civic-minded citizens.

We will be consulting with counterpart organizations and with Holstein Canada to harmonize our actions as required.

In these rapidly evolving circumstances, we will do everything possible to monitor the situation closely. Hence these guidelines may be revised or modified, and you will of course be informed of any changes.

I invite you to consult the websites below for more information:

- 1- CNESST: www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Pages/covid-19.aspx
- 2- www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/ - the reference for instructions and measures taken by the Government of Quebec.

Please don't hesitate to contact me if you have any questions.

Valérie Tremblay, agr.
General Director