



CWA Local 4502
399 East Main Street, Suite 200
Columbus, OH 43215
PH: (614) 485-1265
FAX: (614) 485-1165

March 10, 20120

Director Nicole Brandon
Human Resources Department
77 North Front Street
1st Floor Suite 101
Columbus, OH 43215

Dear Director Brandon:

re: Pandemic Protocols for CWA Local 4502 Represented Employees

CWA is concerned with the health and safety of the membership we represent. Our goal is to make sure we are providing our membership, your employees the most comprehensive safety and prevention measures in an environment that encourages our membership to engage in open and free communication without fear of reprisal or negative impacts on pay or continued employment.

In an effort to ensure that CWA is aware of the City's protocols in place to protect and prevent spread of the Coronavirus, the Union needs to get answers and have discussion around the questions listed below.

1. What are the employer's current protocols?
2. Are the safety teams trained on the protocols?
3. What specific safety measures are in place to prevent infection while at work? Increased cleaning of hand rails, door knob, elevator controls? Safety equipment?
4. Is there a contact tracing process in place?
5. Is there a symptom or exposure reporting protocol or process?
6. Do you have a business/work contingency plan in case of a required shutdown?
7. What safeguards are in place to protect customer facing employees? (One Stop Shops, Home Visits, Impound Lot, etc.)
8. How will employees be paid in case of a shutdown?

9. How will employees be paid in case of employees with positive tests? Confirmed exposure? Quarantined? Cleaning/disinfection of the facility?
10. How will attendance absences/occurrences be handled as a result of any of the incidents in #8 and #9 above?
11. How has the above information been communicated to the Local Union leadership?
12. How has the above information been communicated to the employees?
13. Will employees with at risk immune systems be allowed to telecommute if the nature of their job permits this?
14. What steps should those with at risk immune systems be doing now to notify the employer of their concerns/needs?

The Union is available to discuss issues or concerns that arise in the future regarding protocols or processes as events change. Thank you for your cooperation and prompt attention in advance.

Respectfully,

A handwritten signature in cursive script that reads "Susan Wilson".

Susan Wilson

President, CWA Local 4502