

From: Desmond, Kevin <Kevin.Desmond@Translink.ca>
Sent: Sunday, November 8, 2020 12:53 PM
To: Translink All
Cc: McDaniel, Michael; LADRAK MICHEL; Dave Jones
Subject: Mask policy update for TransLink employees effective Monday

Good afternoon,

Yesterday afternoon, Dr. Bonnie Henry and Health Minister Adrian Dix announced an additional 567 new cases of COVID-19 along with new COVID-19 restrictions for residents living in the Vancouver Coastal Health and Fraser Health regions as we have continued to see COVID-19 cases surge over the past several weeks. The new restrictions took effect yesterday evening at 10 p.m. and will be in effect until Monday, November 23 at noon.

New Provincial Health Order

The new orders focus on social gatherings, travel, indoor group exercises and workplaces. You can find more information on the new restrictions [here](#).

In Dr. Bonnie Henry's update, she re-iterated her expectation that British Columbians wear masks while indoors, maintain appropriate physical distancing, and be especially vigilant in small office spaces, in break rooms and kitchens where appropriate to help stop the spread of this pandemic.

We are continuing to review this Provincial Health Order and determining if we need to make any further changes to our day-to-day operations and existing safety plans. We will continue to work with British Columbia's health officials to ensure we are doing everything we can to continue to keep our employees and customers safe.

Mask policy update for employees

As a result, new recommendations regarding an indoor mask wearing policy have been approved by the executive leadership team.

Effective start of business on Monday, November 9, anytime you are mobile in your worksite, the expectation is for you to wear a non-medical mask to stop the spread of COVID-19 droplets and aerosols. This mask policy applies to all employees, as well as visitors and contractors that are at a TransLink workplace.

This policy requires you to wear a mask in all common areas such as hallways, washrooms, stairwells, printer and coffee rooms. You may choose to use one of the reusable non-medical masks already provided to all employees or one of your own. When you are stationary at your desk or work area and not within two metres of a colleague you will not be required to wear a non-medical mask.

In addition, those employees who are currently working remotely should continue to do so, but discontinue going into the worksite unless there is a critical operational requirement.

Please share this information

We also ask that all managers and supervisors review this information with your employees during your next team or departmental meeting to ensure everyone receives this information.

Every one of us has the responsibility to keep our fellow colleagues safe. Wearing a mask indoors is recommended by health professionals as another step to stop the spread of this virus – one that we as leaders of this company wholeheartedly endorse. Please remember that if you need support at any time, you can call Homewood Health, our Employee and Family Assistance Program provider, at 1-800-663-1142.

If you have further questions that are department specific, please reach out to your supervisor or manager.

I hope you are staying safe and well,

Kevin

Kevin Desmond

Chief Executive Officer

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