

# UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA



## CARPENTERS' DISTRICT COUNCIL OF ONTARIO LOCAL 494

ESSEX & KENT COUNTIES  
OFFICE: 2179 FASAN DR., TECUMSEH, ONTARIO N0R 1L0  
PHONE 519-737-1101 FAX 519-737-1102

Friday June 12<sup>th</sup>, 2020

### **Policies for guests at Local 494 Offices located At 2179 Fasan Drive, Tecumseh, On.**

- 1) PLEASE DO NOT VISIT OUR OFFICES IF YOU HAVE COLD OR FLU SYMPTOMS, FEVER, HAVE A NEW OR PERSISTENT COUGH, FEEL ILL OR HAVE REASON TO BELIEVE THAT YOU HAVE BEEN IN CONTACT WITH SOMEONE THAT HAS TESTED POSITIVE FOR COVID-19 IN THE PAST 14 DAYS. SEEK MEDICAL ATTENTION AS SOON AS YOU ARE ABLE TO.
- 2) Local 494 staff are able to perform most of their regular duties to assist you with your needs over the phone or via email. If you must attend the office in person, please respect the staff and others that may be on the premises by sanitizing your hands when entering the building. Hand sanitizers are located at all entrances to our building.
- 3) While on the premises, please respect current social distancing recommendations by maintaining a minimum 2-metre (6 feet-6inch) distance from ALL people. No more than two people will be allowed in the lobby area at this time. If there are two people in the lobby when you arrive, please wait outside until at least one person has left.
- 4) At this time there will be “NO” walk-in appointments for members permitted past the lobby to meet with staff, reps or the local coordinator unless they have made a previous appointment by phone or email with that individual.
- 5) Masks are not mandatory at this time, but are available if individuals wish to utilize them. You may also wear your own mask if you would prefer to.

6) Credit and Debit cards, Cheque or Cash will now be accepted in person in the lobby of the office. Credit cards are accepted over the phone, but Visa Debit cards are not able to be accepted over the phone.

7) All staff can be reached by email or messages can be left at our desk extensions at any time. We are regularly checking messages and will respond to you as soon as possible.

8) Members should contact the Union Office or a Representative for any jobsite concerns and we will make every effort to visit your jobsite as soon as possible.

**Pension/Vacation Pay office procedures:**

For pension, vacation pay or retirement inquiries, please call or email for an appointment with Tamara Fick at [benefit@local494.ca](mailto:benefit@local494.ca) or 519-737-1533.