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March 25, 2020

Greetings Brothers & Sisters,

The International has assigned an International Representative to work full time with John Hubert who is a Caterpillar upper management employee, so we now have a full-time liaison to run our complaints through.

The following is a list of what should be done in every facility:

1. All vacation time released to use now if desired.
2. After your vacation time is all used, unlimited unpaid time off will be provided. If anyone is denied, please let me know immediately.
3. Paid time off will be provided in a medical quarantine/isolation situation.
4. Cleaning supplies, hand sanitizers etc. should be readily available. If they are not it needs to be brought to the company's attention immediately. If there is a pushback or non-compliance, I need to be made aware of it. Article 8 Health and Safety complain procedure is there to be utilized if needed as well.

If each safety unit representative has not received a copy of the facility pandemic response plan, please request it from the company. It should also be available in more detail in the COVID-19 response section on [cat@work](mailto:cat@work).

If there are recurring issues happening in your unit, I encourage the chairman to request daily meetings with your labor representative to share your concerns.

So, as always feel free to contact me particularly about the above items, but don't hesitate to ask for your union representative also because that is who will ultimately represent you. The number at the hall is (309) 694-3151. I will be on a TLO next week so if you call over here next week ask for Bobby Koller or Mike Atkinson.

In Solidarity,

Randy Diehl

RD:sdl/opeiu#9/afl-cio-clc