March 06, 2020

To: All UBC Executive Secretary-Treasurers

From: Douglas J. McCarron, General President

Re: Information on coronavirus and the ITC

CC: General Executive Board, UBC Staff

I am sure you are all aware of the impact concern surrounding the coronavirus is having on people. Particularly as it relates to travel. We have had a small number of people cancel their enrollment in programs at the International Training Center.

The number of confirmed cases of coronavirus has grown and tragically so has the number of associated deaths, however, to date no epidemic or pandemic alerts have been issued by the Center for Disease Control (CDC). Even so, this situation is very concerning and full of unknowns.

The UBC remains vigilant to this outbreak and will continue to monitor the situation and react appropriately. One way to react is to ensure that clear and correct information is being shared. Individuals are encouraged to get information from reliable sources rather than from social media or unverified sites on the internet.

I encourage all UBC staff and members to take preventative steps, including regularly washing your hands and disinfecting surfaces you come in contact with, both in your home and work environments, including your cell phone (see www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html).

At the ITC, our hospitality staff, which already does an excellent job of cleaning our facility, has stepped up their efforts to disinfect surfaces such as door handles and tables. Cleaning wipes are always available at the main reception desk. Visitors, employees, members and participants who show flu-like symptoms are encouraged to stay at home and if their condition worsens seek medical attention.

Again, concern over coronavirus is understandable and reasonable steps should be taken to protect oneself. However, at this time, the situation does not appear to warrant closing the center or canceling our training programs, but we will continue to keep an eye on the situation and adjust if necessary.
If any members in your council are directly affected, please let me know by emailing the information to my Chief of Staff, Justin Weidner (jweidner@carpenters.org).

The safety and health of our visitors, employees, members and participants is our top priority. Like many of you, the UBC has been closely watching how the COVID-19 outbreak has been evolving and are making decisions about business operations and precautionary health measures for visitors, employees, members and participants. I want to take this opportunity to provide you with an update on the measures and precautions that the UBC is taking.

As it relates to travel, we have enacted the following policies:

- Restricting business travel to heightened-risk locations, based on guidance from the Centers for Disease Control (CDC);
- Requesting that visitors, employees, members and participants (or members of their households) who may have traveled to these locations prior to the restrictions being put in place, or otherwise having been exposed to the novel coronavirus (COVID-19), be put into self-quarantine for a two-week period;
- Requesting the same self-quarantine period be observed for any visitors, employees, members and participants planning personal / family travel to those locations; and
- Enacting a visitor policy with the same standards – asking that guests kindly refrain from visiting the ITC or any UBC offices if they have been to any of the high-risk locations in the last 14 days, and/or otherwise having been exposed to the novel coronavirus (COVID-19).

In the event that any employee, program participant, or a household member experiences flu-like symptoms, they are encouraged to remain home and not visit the ITC or any UBC office until free from fever or other signs of respiratory illness for at least a 24-hour period. This guidance is based on information currently available about the novel coronavirus and recommendations from both the CDC and World Health Organization.