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COVID-19 Actions as of March 16, 2020 for Roseau Electric Cooperative, Inc

As our nation and state respond to COVID-19, we want to assure you that your cooperative will continue to provide you with high-quality service and reliable electricity. While we continue to follow through on that, we are now seeking to maintain a virus-free workforce and workplace. The challenges of doing so, will require some changes in the way we conduct business. The following changes in practice will be in force through Friday, April 3, and may be extended.

Cooperative Actions

We have our jobs to do, but we can take actions to reduce health risk exposure to our entire workforce. Therefore, the cooperative will be:

- **Postponing our Annual Meeting.** Our next annual meeting is scheduled for Saturday, April 4, 2020. Because of actions of the State of Minnesota to close schools, the guidance of the state and federal government on distancing, and concern for the welfare of our members, your board of directors has elected to postpone the annual meeting, and will set a new date once state and federal state of emergency declarations have been rescinded.
- **Limiting size/cancelling of employee/director meetings.** All non-essential in-person meetings should be cancelled, rescheduled or conducted remotely. Board meetings will be held via conference call, with all the same materials available to our directors as if on-site. Attendance at external meetings will be curtailed with an attempt, where the meeting is necessary, to conduct the meeting using voice or video options.
- **Cancelling community meetings.** The spaces within our office, often reserved and used for community meetings, will be unavailable until further notice.
- **Adding aggressive cleaning measures.** The common employee areas, such as coffee area, kitchen, water dispensers, etc. will receive extra attention by cleaning crews, including wipe down of counters and surfaces during evening cleaning hours. Wipes will be made available throughout the co-op for employee's use to wipe down surfaces.
- **Addressing possible exposures.** Some staff who work in metering, key accounts, member service, reception, and others have jobs requiring them to interact with members and the public. In order to protect our workers, please consider the following:
 - 1) If your *sole purpose* in entering our office is to *pay your bill*, consider using our **drop box**.
 - 2) If you must enter our offices, practice social distancing from other customers, and where possible, our employees.
- **Reviewing policies.** We are reviewing our leave/time off policies to ensure they are adequate to support potential extended absences.

Roseau Electric Cooperative is committed to providing its member-owners low cost, high quality, safe and reliable electricity with friendly, efficient and knowledgeable service.