



March 10, 2020

Scott Builders Inc.
8105 49th Avenue Close
Red Deer, AB T4P 2V5

Attn: Our Clients

RE: CORONAVIRUS BUSINESS CONTINUITY PLAN

Hello Everyone,

We regularly work through challenges on our projects during design and construction – and we work with our partner consultants, trades and suppliers to deliver on our commitments. This most recent Coronavirus brings some new challenges to consider.

We follow the Canadian and Albertan public health guidance which states that the risk to contract the Coronavirus is low. But even if no one on our projects gets sick, it could have a major impact on our supply chain. Please note the following:

- 1) Long Lead Items – We have many projects in various stages of design and construction. We don't know if a roof top unit's circuit boards are made in a part of China that is shut down. We don't know if the lights the electrical engineer selected will be made if they come from Northern Italy. We have asked our consultant, trade and supplier partners to review all undelivered items. They are to report to our Project Teams if there are any delays so we can review with you and make alternate plans if there are issues.
- 2) Schedules – While public health officials continue to report the risk as being low, we think the risk of schedule delay from quarantined work crews, or potential quarantined site teams to be low as well. Our projects are scheduled tightly now and if there is any delay, we will communicate it promptly to review if overtime can be authorized.
- 3) Payments – We have business plans in place to continue invoicing for the work completed, please ensure your business and any financing arrangements continue.
- 4) Employees – We follow the public health agencies advice – if you are sick do not come to site, to site meetings, or to work. If any workers or client representatives show flu-like symptoms, they will be asked to leave. We have the technology for meetings to work remotely so if any client representatives want to call in, we can do that. Also, we are adding more hand sanitizer to our sites – please use it.

We welcome feedback and questions from our clients. Please contact the Project Team you are working with or contact me directly at 403-343-7270 or at murrayc@scottbuilders.com.

Thanks,

SCOTT BUILDERS INC.

A handwritten signature in blue ink, appearing to read 'Murray Cunningham'.

Murray Cunningham, P.Eng., GSC
President & CEO

MC/lf