



March 13, 2020

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

Attn: Our Clients and Partners

RE: CORONAVIRUS BUSINESS CONTINUITY PLAN – UPDATE 1

Hi Everyone, this is an update from our communication earlier this week.

The coronavirus situation is changing rapidly, and we need to change some of our approaches. We are lucky to reside in a country and province where we have a great medical system and are getting clear guidance from our Chief Medical Officers. While the risk in Alberta is still classified as low, we are following their recommendations.

Yesterday afternoon the Alberta Chief Medical Officer recommended Albertans who are returning from outside the Country self-isolate on their return for 14 days. We are mandating that all staff, workers, subtrades, or visitors to our workplaces or worksites confirm whether they have just returned from out of country.

The recommendation starts March 12. Anyone who has returned to work from vacation on March 12 or prior to March 12 who is feeling well may return to our workplaces and assume normal duties. Anyone after March 12 must confirm they have self-isolated for 14 days before returning to work. As before anyone who is sick should stay home and if you have flu like symptoms call Alberta Health Link.

Our office and field supervisory staff will be asking workers and visitors when they arrive at our sites and offices if they have just returned from outside Canada. We will be posting signs to our job-shacks and at our offices that says “If you travelled outside Canada after March 12, 2020 you are denied access here until you have completed a 14 day quarantine and are feeling well without flu symptoms”. This information will also be added to our worker orientation.

There is also new advice about social gatherings. Effective March 12 we are not attending any conferences or meetings where there may be more than 250 people there. Please continue with

handwashing frequently, disinfecting, using sanitizer and not shaking hands and maintaining personal distance where you can.

The advisory is clear that meetings and gatherings under 250 people is low risk, including shopping, attending church, or attending school. We are extending this advisory to our client meetings, site visits, or meetings outside Scott Builders workplaces. We consider these low-risk if proper social distancing is followed. That said, please limit these meetings, limit the attendees to who is necessary, and use technology in place of meetings and visits wherever possible.

We consider a meeting or visit to be different than work. If we are working (anything more than a day) in another company's workplace with renovations, special projects, or service and maintenance – we need to confirm the client and others at the workplace meet our travel advisory guidelines. If they do not, we will shut down the work until we can confirm it.

Remember, the risk in Alberta is low. We are following the recommendations of the health professionals and will continue to do so. If you have any questions please contact your project team or me directly at murrayc@scottbuilders.com.

Thanks,

SCOTT BUILDERS INC.

A handwritten signature in blue ink, appearing to read 'Murray Cunningham', with a stylized flourish at the end.

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

MC/lf