



March 18, 2020

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

Attn: Our Clients and Partners

RE: CORONAVIRUS BUSINESS CONTINUITY PLAN – UPDATE 2

We continue to actively monitor the changing conditions around the coronavirus disease (COVID-19). Based on the international spread, we feel very fortunate to be in Canada and Alberta during this very challenging time.

We will continue to provide a safe place to work and continue our business for all our trades, suppliers, and vendors so we can keep delivering our projects for our clients. We are implementing the following changes effective today so we can keep working safely. These changes are effective on all our projects wherever they are.

The changes we made March 10th and March 13th are still in effect. These are from March 10th:

1. Identify all long lead items within projects and make alternate plans if there are issues.
2. Identify any schedule delays from quarantined crews or site teams.
3. Ensure all payment paperwork to Scott Builders from clients is in order and all vendor paperwork is as well. We need all payments to flow smoothly and timely.
4. If you are sick do not come to work.

And from March 13th:

5. After March 12th anyone returning from out of country to self-isolate for 14 days.
6. Limiting meetings and attendance at meetings and use technology in place of meetings and visits wherever possible.

As of the evening of March 17th, these additional changes are in effect. We have reviewed the latest information from GovAB and GovCan today as well as the Public Health Agency of Canada and Alberta Health Services websites.

7. Meetings:

- a. Attendance to conferences, training, open houses, networking events is suspended until further notice. All international travel is suspended. All travel between provinces must be preapproved by management.
- b. Eliminate all in-person meetings unless absolutely necessary to inspect work – use technology to connect. Recommend three people max from Scott Builders at a meeting with proper social distancing.
- c. We allow meetings and site visits and inspections to continue to happen where there is no alternative to do it remotely. Follow social distancing recommendations and ask people beforehand if they are well enough to meet.

8. Office Staff:

- a. All offices go to half capacity, so half our staff is always out of the office or working from home. Managers in each branch to sort this out. The objective is to improve our social distancing, build redundancy, and reduce transmission opportunities.

9. Site Access and Site Meetings:

- a. Post signs at all site entrances that say, “Site Sign in/out by texting Supervisor at ____”. Site supervisor to update sign-in log regularly throughout the day to know who is at site.
- b. All site orientations to be done verbally without signature outside the job shack. No transfer of papers, we sign on their behalf.
- c. Job toolbox meetings to be held outside or with appropriate social distancing or have people call in. No signatures or transfer of documents. We sign on their behalf.
- d. Hazard assessment’s and other paper submission documents boxes to be moved outside with two boxes – so we can get the documents 24 hours later.
- e. When arranging necessary inspections from consultants or authorities having jurisdiction, indicate to them they will not be allowed to visit our site if they are showing any signs of being sick or can’t meet our March 12 international travel ban.

10. Social Distancing Guidelines for our Workplaces:

- a. In addition to the enhanced sanitizing, these guidelines help us stay below the 50 person limit to gather. Our goal will be to have less than 10 people in any ‘gathering’ area.
- b. Large job shacks limited to maximum 5 people and small job shacks limited to maximum 3 people. Social distancing required.
- c. Site restraints are based on site size using appropriate social distancing. Guidelines are no more than 3 or 4 people working in 1000 sq. ft. of space, or 10 people working in 10,000 sq. ft. Examples and exceptions:
 - i. Tradespeople working in teams to do work (Carpenter and Apprentice) must know each other well enough to be sure of the proximity risk of working together.
 - ii. For larger groups working together (concrete placement crews) who cannot manage social distancing to do their work must have a conversation with the Safety Advisor and the Project Team to ensure we can proceed with the work safely. Crews that work together all the time will have a lower risk than hastily assembled crews.

11. If we suspect someone is sick in our Workplace: We want to protect our workplace and provide good solutions for our workers.
 - a. "Sick" means coughing or sneezing more than explainable from dust or environmental issues. It could be the common cold or the flu, either way if we think someone is sick, we are sending them home. The risk is we have staff who need a weekly pay cheque who will not self-identify as sick – this clarifies what we do.
 - b. If a trade partner is suspected as sick, send them home and notify their manager.
 - c. If an SBI employee who can work from home effectively is identified as sick they will be sent home and use technology to continue to work.
 - d. If an SBI employee who cannot work from home effectively is identified as sick they will be temporarily laid off so they can recover. We will issue a ROE for medical reasons and can top up their wages to 95% during this period. The goal is to cover most of an employee's expenses while they recover safely away from our workplace and then return them to work after they are well.
 - e. Anyone who goes home as sick or is sent home as sick must take the online test to see if they should get further COVID-19 testing. If they do not require further testing, they may return to work after showing no symptoms for 24 hours. Report this to our HR Manager, your supervisor and your Safety Advisor.

12. What will we do when we get a confirmed COVID-19 case: The projections show that 30-70% of the population will ultimately get this illness. All the measures we are implementing are to slow the spread to ensure the medical system has the capacity to treat those who need it when they get it. This is what we will do once we get a confirmed case:
 - a. We will notify everyone by email as soon as it is confirmed. It is important we communicate well through this so you will be the first to know. Spreading rumors does not fit our values.
 - b. We will follow the guidelines that Alberta Health Services provide which may alter the information following.
 - c. All research is showing the virus lasts max 72 hours without people so we would shut down the workplace for 72 hours. After we would go in and disinfect the hard surfaces like door handles to be sure, but it would be safe to continue work there.
 - d. If we have a crew or entire worksite that is quarantined, we will quarantine them for 14 days, shut down the site for 72 hours and restart it as above with a substitute crew to keep work proceeding.

Social distancing means we stay 10 feet away from others, wash hands often, disinfect hard surfaces regularly, and use hand sanitizer frequently.

The research on this virus shows it to be similar to other coronaviruses. Within about 12 hours it dies on most soft surfaces and less time on clothing. The harder the surface, the longer it lasts. For example it lives about 24 hours on cardboard and up to 72 hours on stainless steel. It survives longer in colder temperatures, but sunlight speeds up the killing process – so our outdoor work is being sanitized by UV rays every day.

What else can you do? Stay healthy and stay positive. In crisis times it is important to remember that when the flight attendant gives the speech before you take off, they always tell you to put on your oxygen mask before assisting others. Please make sure you are ready to help others.

We will continue to make adjustments to provide a safe working environment for our people and our partners. We have received excellent support so far to comply with our requirements, please keep up the great work and stay safe and healthy out there.

As always, call or email me (murrayc@scottbuilders.com) or your project team for more information or if you have questions.

Thanks,

SCOTT BUILDERS INC.

A handwritten signature in blue ink, appearing to read 'Murray Cunningham', written over a white background.

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

MC/lf