



March 10, 2020

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

Attn: Scott Builders Partners  
(Trades, Suppliers, Consultants, Vendors)

**RE: CORONAVIRUS BUSINESS CONTINUITY PLAN**

Hello Everyone,

As a contractor we regularly work through challenges on our projects and we value your input as a partner to solve those challenges and deliver for our clients. The most recent challenge is the Coronavirus.

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. Please review every item your company has committed to deliver to us and advise us if any items are affected. Please communicate this to the SBI Project Team you are working with.
- 2) Invoicing and Paperwork – It is critical that paperwork for monthly billings is in before cut off dates to assure prompt billing to our clients. We do not want to delay any part of our process.
- 3) Planning your business – Please review your business risk for the Coronavirus and communicate it to your employees. If you need any assistance our Project Teams and Safety Advisors are happy to share what we are doing. You are an important partner for us – please take the appropriate steps to continue providing us the great service you do.
  - a. Example – if you are a demolition contractor hopefully you have a good supply of masks in your warehouse.
- 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 show flu-like symptoms, their manager will be contacted, and the individual will be asked to leave. We have the technology for meetings to

work remotely so if anyone wants to call in, we can do that. Also, we are adding more hand sanitizer to our sites – please use it.

- 5) Our Client Communication – We are letting our clients know we are taking these steps so they can be part of the solution.

We welcome feedback and questions from our partners. Please contact the Project Team you are working with or contact me directly at 403-343-7270 or at [murrayc@scottbuilders.com](mailto:murrayc@scottbuilders.com).

Thanks,

SCOTT BUILDERS INC.

A handwritten signature in blue ink, appearing to read 'Murray Cunningham', is positioned above the typed name.

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

MC/lf