



Dave Horwood

Strategic Procurement & Contracts Manager, Supply Chain Management

March 13, 2020

Via E-mail/Facsimile

**Re: Chevron Canada Communication
Preparedness, Readiness and Response Actions for COVID-19**

Chevron has stood up the Corporate Pandemic Response Team in response to the COVID-19 (Coronavirus) outbreak. The Canada Business Unit (CBU) is working closely with its Enterprise Health group as well as key CBU functions to monitor the evolving COVID-19 situation globally and within North America. At this time, Canada remains at low risk; we are taking actions to ensure CBU office-based personnel and our workforce across Canada are prepared and informed.

The purpose of the letter is to set up a communications protocol with key Business Partners so we can all stay informed as the COVID-19 Outbreak unfolds in Canada. Supply Chain Management ("SCM") will be the direct link with all Business Partners and will provide information to the Crisis Management Team as applicable.

CBU is seeking two key pieces of information from each of its key Business Partners:

- Business Continuity Plan (BCP) regarding readiness for COVID-19.
- Business contact person responsible for communications related to this issue.

If your organization could please provide this information as soon as possible to ensure CBU has access to the right people, it would be appreciated. Information can be sent to SCM at SCMCanada@chevron.com. A telephone number will be available in the coming days. Please reach out to this email for update requests.

Best Regards,

Dave Horwood

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