



Dave Horwood

Strategic Procurement & Contracts Manager, Supply Chain Management

March 27, 2020

Via E-mail

**Re: Chevron Canada Communication
Travel Guidelines for COVID-19**

Due to the high potential of contact with the COVID-19 virus during air travel (airplanes and airports), Chevron Canada Limited (Chevron) strongly discourages domestic air travel within Canada if returning to a Chevron work site.

To help minimize our exposure and risk of spread of COVID-19 on Chevron's sites, Chevron is requesting that all personnel travelling interprovincially travel by car and not plane. Chevron managed air travel within Alberta (Calgary/Whitecourt/return) is approved due to the screening process put in place by Chevron/Knight Aviation.

If travel by air is the only feasible mode of transportation, the employee or subcontractor must contact their company supervisor/manager who must in turn contact Leanne Markowsky (403-333-7391) or Danielle Leask (587-215-2685) ahead of booking travel to discuss the situation and possible options. The worker may be asked to self-isolate for 14 days prior to working or accessing Chevron's sites. Any restrictions placed on access to Chevron's sites is to ensure the health and safety of all personnel at the site.

In addition, any personnel returning from international locations or exhibiting any flu-like symptoms must follow the Federal and Provincial guidelines on self-isolation prior to returning to site. Chevron asks that contractors ensure their employees and subcontractors comply with all existing as well as new Provincial and Federal guidelines in respect of COVID-19 as they develop.

All employees and subcontractors performing field work will be required to complete a pre-screening health questionnaire and temperature screening administered by a health professional or a designate before being admitted to the work site. Any persons who refuse to complete the questionnaire, report flu-like symptoms, report international travel in the last 14 days or report potential contact with COVID-19, will be denied entry to the site for a specified period.

We realize that increased driving is a high-risk activity, therefore we ask that any employees or subcontractors who are driving are fit for duty, take proper breaks when driving long distances and leave sufficient time for rest between driving and commencing work.

We understand these changes may not be easy for your employees and subcontractors, but we ask for your cooperation in helping us do everything reasonably practical to limit the spread of this virus and keep our workers safe and healthy.

Best Regards,

Dave Horwood
Strategic Procurement & Contracts Manager