



March 16, 20

KRAWFORD CONSTRUCTION'S COVID-19 PROTOCOL

Krawford's commitment to your health and your family's health during the COVID-19 pandemic is our highest priority. Here are some important notes regarding our current approach:

- Please note that the situation is fluid, changing by the hour. Krawford will provide updates as they become necessary.
- Krawford is following all Federal, Provincial and Local Government (Government of Canada, Alberta Government, City of Edmonton, City of Calgary, any other local jurisdiction) regulation and recommendations and encourages all employees to read updates daily.
- Employees are to stay home and away from work and others if you are experiencing feelings of fever, cough, shortness of breath, sore throat, etc.). Employees are to take the COVID-19 SELF ASSESSMENT (<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>) and follow Alberta Health Service's Recommendations.
 - To maintain a safe work environment, any employee staying home from work due to symptoms noted above is to stay home for the recommended 14 days unless notified otherwise.
 - Employees are to report absenteeism from work to their direct supervisor as well as via email to payroll@krawford.com
- Offices and sites remain open and will remain open until recommended or directed otherwise by the government (or client if applicable).
- Preparations are being made with office staff to work from home (Project Management, Accounting, Safety, Payroll, Administration)
- Preparations are to be made onsite to address a sudden closure or shut down if directed from a Government agency or client.
- All unnecessary and/or unplanned visitors to Krawford offices or project sites are to be turned away.
- Meetings should be cancelled or changed to conference calls. Any critical meeting must be in a room large enough to accommodate 1m between all participants.
- All work travel is to stop immediately. Employees are to travel to their place of work only (i.e. Site staff travel to site, Project Management travels to office).
- Personal travel is to be cancelled in accordance with the Health Minister's recommendation.
 - If you choose to travel internationally (including the USA) after March 12th – you will be required to undertake the recommended 14 day self isolation, unpaid, to ensure the safety and well being of our staff and families.