



HEALTH & SAFETY COMMUNICATION: COVID-19

March 13, 2020

Parkland is committed to the safety and well-being of our employees and contractors. We are closely monitoring the current outbreak of COVID-19 (also known as Coronavirus) and recommendations of public health organizations such as the Centers for Disease Control (CDC), the World Health Organization (WHO) and government agencies. As we continue to monitor the situation, we will provide updates as they are needed.

How COVID-19 spreads

When a person who has COVID-19 coughs or exhales, they release droplets of infected fluid. Most of these droplets fall on surrounding surfaces such as desks, tables or telephones. It is possible to catch COVID-19 by touching contaminated surfaces or objects and then touching your eyes, nose or mouth. If a person is standing within one meter of a person with COVID-19, they can catch it by breathing in droplets coughed out or exhaled by them. At this time, there is no evidence of widespread transmission of COVID-19 in British Columbia. Without sustained human-to-human transmission, most workers are not at significant risk of infection.

How to Protect Yourself

The World Health Organization provides the following advice to reduce the risk for COVID-19 or any other infectious disease:

- Make sure your workplaces are clean and hygienic;
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
- Stay home if you are sick;
- When coughing or sneezing, cover your mouth and nose with your arm to reduce the spread of germs;
- Dispose of any tissues you have used as soon as possible and wash your hands afterward;
- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Avoid visiting people in hospitals or long-term care centres if you are sick;
- Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

If COVID-19 starts spreading in our communities, anyone with even a mild cough or low-grade fever (37.3°C / 100.4°F or more) needs to stay at home or work from home until they are free from fever, or any symptoms for 24 hours without the use of fever-reducing or other symptom-altering medicines such as paracetamol/acetaminophen, ibuprofen or aspirin, or cough suppressants, which may mask symptoms of infection. Employees should notify their supervisor, seek medical attention and stay home if they are sick.

Parkland Refinery

Parkland has set up several teams to help manage the COVID-19 Pandemic. There is a Corporate team that has local refinery HSE and HR representation including a Doctor. This team is closely monitoring the situation and providing guidance to both the corporation and the refinery.

We have also set up a local Business Continuity Team that is helping to manage the situation with direct input from the Corporate COVID-19 Response Team (mentioned above). We will be sending regular communications to the entire workforce for as long as required.

Our local medical team (Paramedics) have extensive training and are following a standard protocol for screening for COVID-19.

Any employee or contractor that is not feeling well or suspects they may have been exposed to COVID-19 should report to their supervisor and First Aid immediately. First Aid has direct access to our doctor 24 hours a day, and will take appropriate measures if a COVID-19 infection is suspected. At no time will workers suspected of being infected be directed to return to work.

It is essential to maintain proper hygiene and a sanitized workplace to prevent the spread of the virus. We have increased the cleaning frequency of our buildings and will be providing portable cleaning stations for workers to utilize in their work areas. We have also provided portable hand sanitizing stations throughout the refinery along with extra hand sanitizers at the SOLO building. We are all responsible to help manage the situation, please follow the guidance provided above regarding personal hygiene and workplace cleanliness.

If you have questions, please reach out to your Supervisor, or contact the Parkland HSE Team.