



Date: **March 16, 2020**

To: **Clients and Partners**

From: **OakWood**

Re: **Safety Measures Regarding COVID-19**

At OakWood, the safety and well-being of our employees, clients, trade partners and their families is our highest priority. Like all organizations in this rapidly evolving environment, we are planning, adapting, and implementing measures daily.

At OakWood we share a collective interest to effectively minimize impacts of COVID-19 for the health and wellness of our employees, clients, trade partners and communities, and importantly for business continuity. To date, business travel is limited and on an exception basis only. We have also canceled or postponed most company events. Safety is an OakWood guiding principle, and we will continue to adhere to the Centers for Disease Control and Prevention and Health Canada's guidelines to ensure health and safety for our employees and the public.

Along with these guidelines, we are taking additional precautions to protect our offices and project sites. OakWood's management is monitoring the evolving COVID-19 situation and is developing strategies to protect the health and safety of our staff and partners on a daily basis.

In addition, OakWood management is available 24 hours per day, 7 days a week to all employees providing a single point of access to senior management for all issues related to COVID19. The intent is to provide employees with quick and consistent direction regarding issues and or situations as they arise on our projects.

In efforts of transparency, we are sharing the following direction that has been issued to OakWood employees.

Your Health and Protecting Others

If you are exhibiting flu-like symptoms such as fever, coughing or congestion:

- Do not come to work.
- Contact your manager to let them know that you are exhibiting the symptoms; and consult with a healthcare professional on next steps before returning to work.
- Employees who have recently travelled and returned from a high-risk area or have potentially been exposed to the virus or exhibit symptoms of the virus, will be required not to return to work until after 14 days of isolation or until they receive medical clearance.

Workplace Rules to Reduce COVID-19 Risks

Effective immediately, the following rules apply to all OakWood employees and workplaces:

- **Business-Related Travel:** Non-essential business travel should cease until further notice. There may be some limited exceptions to this rule for unavoidable and essential company or personnel

reasons. These examples of essential business travel should be discussed with and approved by your manager.

- **Working Remotely:**
 - When required, employees supporting our project teams from our district office are encouraged to work remotely utilizing OakWood business systems including 123worx and MS Teams to help continuity of our business operations.
 - Our Business Technology team is supporting remote work arrangements as required.

- **In-Office Meetings and Events:**
 - Email, video or teleconference meetings are the preferred methods of communication;
 - Meetings and events of more than six people should not be held in person; for all remaining in person gatherings, and in work environments in general, participants should exercise recommended practices for reducing the risk of transmission as identified by the Centers for Disease Control and Prevention, Health Canada and the World Health Organization. These include:
 - avoid touching your eyes, nose and mouth;
 - cover your cough or sneeze with a tissue, then throw the tissue in the trash;
 - clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe;
 - do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
 - refrain from shaking hands with others;
 - wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing;
 - All previously scheduled OakWood social and non-essential events are canceled or postponed.

- **Site Operation:**
 - Where possible, site teams are encouraged to put forward split/alternating shifts to avoid intermingling of departments and teams where possible while taking into consideration contractual and legislative requirements as they relate to health and safety.
 - We are currently in discussions with our trade contractors and suppliers to assess potential scheduling impacts on a project by project basis.
 - Workers at sites should avoid working less than six feet from others for prolonged periods unless their role requires prolonged closer proximity. Case specific risks and solutions will be assessed for those individuals required by their roles to work within these close proximities;
 - Individuals should utilize technologies available to them such as email, text and teleconferencing to minimize direct contact with others;
 - Project teams should stagger break and lunch schedules to minimize the number of people in close proximity to one another;

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 - clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe;
 - do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
 - refrain from shaking hands with others;
 - wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing;
 - storage or personal gear such as jackets, vests and rain gear are not permitted on site.

- **Employee Personal Travel:** For Canada, individuals entering the country face recommended self-isolation periods. For the United States, individuals entering the country from certain countries face mandatory self-isolation periods. The impact of domestic travel is changing rapidly, with provincial/state and local governments beginning to impose or contemplate similar travel advisories. Overall, at this time, the risk to:
 - Your health and your family's health;
 - Your OakWood coworkers; and
 - The communities we work in created by personal travel is difficult to gauge. For these reasons, we urge employees to postpone or cancel their personal travel plans.

- **Enhanced Cleaning:** All offices and jobsites are implementing additional cleaning measures as recommended by the CDC and Health Canada. All door handles, railings and personal workstation areas should be wiped down twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area and conference rooms after their use, with disinfectant wipes.

These measures are currently considered to be in effect through April 20.

The situation related to COVID-19 is rapidly changing and we continue to monitor the situation closely and will provide ongoing updates as needed.