

Capstone COVID - 19 Response Update - April 16, 2020

Re: COVID - 19 in Alberta

Capstone is continuing to monitor the outbreak of a novel coronavirus (COVID-19). Currently, there are 1996 confirmed cases, 48 deaths, and 914 recovered from COVID-19 in Alberta. The Government of Alberta has declared a state of Public Emergency and has implemented response measures to protect the public; to stay up-to-date on public protection measures, recommended methods to prevent the spread of COVID - 19, and emergency financial support in regards to COVID - 19 go to the Alberta government webpage [Alberta's COVID-19 response](#) and the Alberta Health Services webpage for [Novel Coronavirus \(COVID-19\) Information for Albertans](#)

“Capstone will ensure to perform COVID - 19 response activities in a manner to protect the safety of the workers, the Public, and our client’s personnel when performing tasks and activities for Capstone and at home.”

A referenced Policy statement from the Capstone COVID - 19 Response Business Continuity Plan

Capstone is committed to protect our workers & ensure business continuity

Please adhere to these preventative measures when conducting work for Capstone:

- If you have cold symptoms or received a positive COVID - 19 test, Capstone requires you to Self-report that you may be sick or the positive test result to your direct supervisor; self-reporting information will be kept confidential and shall be used for project and response to client emergency planning processes; workers shall report in each day of work with their direct supervisor to confirm fitness for duty regarding both the worker’s physical and emotional wellbeing.
- Wash hands frequently and thoroughly with soap and water, up to wrists for at least 15 to 30 seconds;
- Cover your mouth when you cough, using a tissue or your elbow while turning away for other people; and
- Workers should refrain from touching their face with their hands or pieces of clothing that have been in contact with shared objects or equipment,
- Adhere to [physical distancing guidelines](#) of approximately 6 feet as outlined by the government of Alberta when no other physical barriers are in place; for work where physical distancing guidelines are not practical for the work, workers will be required to wear protective gloves, safety glasses, and an N95 respiratory protective mask.
- Utilize disinfectant wipes on frequently touched work surfaces such as; computers, keyboards, computer mouse, desktops, or shared countertops regularly,



- Whenever practical utilize telephone or video conferencing for group meetings and one-on-one conversation, and
- Whenever possible utilize digital or electronic documentation to reduce the transfer of COVID - 19 from worker to worker; workers should sanitize their hands immediately after handling shared documentation or objects; workers performing work on client work locations shall have a bottle of disinfectant with a minimum concentration of 60% alcohol and a package of tissues for their personal use.

Continuing business and operational activities

Currently, as measures outlined within our COVID - 19 Response Business Continuity Plan in regards to managing Capstone Business and Operations, the following response measures have been implemented:

- Capstone has assigned an Incident Commander (IC); The IC will manage the emergency as relates to any office closures, managing additional resources, communication, and reporting,
- Instruct affected Capstone personnel to work from home via the internet and digital services,
- Communicate temporary office closures to active clients and affected Capstone/DSA personnel,
- Establish office/shop contacts for Capstone personnel performing field operations that may require entry into the shop, office, or yard,
- The IC will confirm on a weekly basis the physical and emotional wellbeing of personnel required to initiate an initial response for a client Blowout Recovery emergency, and
- All presumptive or confirmed cases of COVID-19 within Capstone and our immediate families should be communicated to our direct supervisors; medically sensitive information shall be held in confidence as outlined in our Document Management - CoP and will be deemed personal and confidential.

Continuing operational activities with Service Providers

Currently, Capstone is assessing near term and upcoming project needs for services provided at a Capstone work-site, a client's work-site, and accommodations for workers performing work away from home. Capstone shall implement the following preventative measures to ensure the health and safety of our workers, the public, and our client's personnel.

- All Tier 1 service providers ([reference Tier Classification Table](#)) shall be required to confirm their workers do not have flu/cold symptoms or if any worker has received a positive COVID - 19 test result within their workforce; for service providers that have confirmed cases of COVID - 19 within their workforce, Capstone will notify the company of the return to work requirements.



- All Tier 1 service providers ([reference Tier Classification Table](#)) and service providers that provide accommodations for workers when performing work away from home, Capstone shall require an update on their COVID - 19 Business Continuity Plan in regards to protecting their workers and clients when their facilities, equipment, or services are in use.
- All service providers performing work directly for Capstone shall be required to follow the preventative measures when conducting work for Capstone.

If you require more information regarding the COVID - 19 pandemic in Alberta please visit the Alberta government webpage [Alberta's COVID-19 response](#) and the Alberta Health Services webpage for [Novel Coronavirus \(COVID-19\) Information for Albertans](#).

We appreciate the seriousness of the COVID-19 pandemic situation and Capstone commits to update our personnel and clients regarding the impacts on the health & safety of our personnel and the services we provide our clients.

If you have any further questions please don't hesitate to contact Christien Venardos at 403-392-2952 or via email at EHSleader@capstoneos.com.

Thank you



Dwight Bulloch
President
Capstone

