MONTNEY COVID-19 SAFETY PLAN

Purpose: to articulate ConocoPhillips’ Montney asset defenses and COVID-19 Safety Plan in compliance with B.C. Health Class Order May 14th requiring employers to post their COVID-19 safety plans. This plan follows the six-step process outlined by WorkSafe BC regarding COVID-19 safety plans.

Approximate Area of ConocoPhillips Field Operations

9619 – 112 Street, Fort St. John
STEP 1 – Workplace Assessment

**Workplace Assessment**

Workplace assessments are ongoing and take place with personnel involved in our work including supervisors, workers and Health Safety and Environment (HSE) personnel. ConocoPhillips’ defenses to mitigate COVID-19 risks are based on input from all workers and are updated as needed. Defenses have been implemented for the following:

- High traffic areas and/or areas where the potential for gatherings can occur.
- Job tasks and process where workers may be in close contact.
- Equipment that may be touched frequently.
- High touch surfaces such as doorknobs and light switches.

ConocoPhillips has executed a phased approach to its COVID-19 response as outlined in Appendix A.

STEP 2 – Implement Protocols to Reduce the Risks

**Defenses to Support First Level Protection at Work Sites and Offices (Elimination)**

ConocoPhillips has implemented various defenses to respect physical distancing including:

- Assessing office personnel and implementing work from home or remote working.
- Fort St. John office is closed to visitors – essential personnel only.
- Deliveries are accepted through contactless methods.
- Field locations are restricted to essential personnel only – no visitors.
- Most tasks are conducted while maintaining physical distancing. When physical distancing is not possible, a specific hazard assessment is required with the implementation of additional defenses (see Appendix B).
- Alternatives to close quarters personnel transport are in place including options to respect physical distancing (see Appendix C).
- ConocoPhillips’ current staff count allows for adequate distancing in common areas including break rooms and meeting rooms located in its offices. Physical distancing requirements are regularly communicated to all personnel. Should staff count increase, additional defenses will be implemented.
- Most washrooms are single occupancy. Multiple occupancy washrooms at the camps are restricted to visitors or camp staff and are sanitized every two-hours.

**Defenses to Support First Level Protection**

ConocoPhillips has provided leadership to our remote lodging provider to ensure physical distancing is maintained including:
### in Work Camps (Elimination)

- Closing of common areas including fitness and recreation rooms.
- Significantly reducing occupancy of the dining hall including reducing the number of tables and implementing a single guest per table policy.
- Traffic through the dining room has been further reduced via the availability of take out options.

All COVID-19 defenses and lodging processes are outlined in the Horizon North COVID-19 Response Manual.

---

### Second Level Protection (Engineering)

ConocoPhillips has implemented the following engineering controls to support its COVID-19 response:

- Barriers have been installed in the lodges at the front desk and at the serving line in the dining hall.
- Barriers are currently part of the Horizon North COVID-19 response and cleaning protocols.

Engineering controls are not required or would present additional risks to workers on ConocoPhillips' worksites.

---

### Third Level Protection (Administrative)

The following rules and guidelines support ConocoPhillips' COVID-19 response:

- Workers must practice physical distancing and/or wear a mask when physical distancing cannot be maintained.
- All workers will report to a medic checkpoint and participate in screening questions and temperature checks.
- Touch points have been reduced and/or enhanced sanitization provided where contact cannot be avoided.
- Mask use is mandatory in the lodges.
- Single use gloves are required in the dining hall and lunch line in the lodges.
- Tools and equipment that may be shared are sanitized before and after each use.
- Work pods (small working groups) have been formed and are being deployed in the field.
- Any workers exhibiting illness are denied access to the worksite and are referred to our medical team for further assessment.

Guidelines and rules are communicated through signage, bulletins, daily meetings and training available at [www.conocophillips.ca](http://www.conocophillips.ca).

---

### Fourth Level Protection (Masks) and Sanitization

ConocoPhillips understands the limitations of masks to protect workers from respiratory droplets. In addition to our extensive defenses to mitigate the spread of COVID-19, the following have been implemented:

- Masks are required on ConocoPhillips work sites when physical distancing cannot be maintained.
Mask use is required in vehicles when there is more than one occupant, even with physical distancing.

- Mask use is mandatory in the lodges.
- ConocoPhillips COVID-19 training includes mask use and limitations. Mask use and cleaning instructions are included with every mask (see Appendix D).

ConocoPhillips has implemented the following to reduce the risk of surface transmission through effective cleaning and hygiene practices:

- Handwashing facilities are stocked and available to staff on site.
- Frequent handwashing is discussed at meetings and reinforced through posters and training to reduce the spread of the virus. This messaging is also communicated through daily shares and daily meetings.
- Cleaning protocols are in place. Even in low traffic environments, such as offices with minimal use, cleaning and sanitization of high touch areas occurs two to three times per day. In high traffic areas, such as the lodging lobby or work permit desk, cleaning and sanitization occurs every one to two hours.
- The dining hall has moved to single use packets of condiments. Previous self-serve items, such as cereal or peanut dispensers, vegetables and fruits, are now pre-packaged.

Cleaning protocols are as follows:

- High touch surfaces are cleaned and sanitized twice daily by the office administrator. High touch surfaces include light switches, doorknobs, photocopier, microwave, coffee machine and meeting room.
- Field offices are cleaned by the local lodging staff at a frequency of twice daily and increased as occupancy levels increase.
- In early June sanitizing foggers will be deployed for use by cleaning staff to sanitize common areas.

**STEP 3 – Policy Development**

<table>
<thead>
<tr>
<th>Policies Supporting ConocoPhillips COVID-19 Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>ConocoPhillips has implemented several policies to manage the workplace including the following:</td>
</tr>
<tr>
<td>- Site access</td>
</tr>
<tr>
<td>- Daily screening</td>
</tr>
<tr>
<td>- Mask distribution and use</td>
</tr>
<tr>
<td>- Illness reporting</td>
</tr>
<tr>
<td>- Onsite medical personnel</td>
</tr>
<tr>
<td>- Responding to symptoms or illness</td>
</tr>
<tr>
<td>- COVID-19 training (available at <a href="http://www.conocophillips.ca">www.conocophillips.ca</a>)</td>
</tr>
</tbody>
</table>
On-site Medical Personnel

ConocoPhillips, in partnership with International SOS, operates an on-site clinic staffed with advanced care paramedics, who are supported by off-site medical staff, to protect the health and safety of our workforce and support our COVID-19 response. At Montney:

- On-site medical staff are contracted through ISOS.
- The on-site clinic is staffed 24 hours a day by staff supervised by an advanced care paramedic (ACP) who in turn is supervised by a medical director.
- ConocoPhillips’ corporate doctor also provides support.
- The on-site medical team is supplemented by industrial medics.

Under the direction of ISOS, personnel arriving to Montney undergo COVID-19 screening prior to starting work or entering the lodges. There are currently six screening check points located in the field. Further details are provided below.

Enhanced Pre-Site Access Screening and Screening Procedure

Pre-site access and screening at Montney are executed per Appendix E and as follows:

- Supervisors communicate pre-screen requirements to all workers prior to reporting to site through the COVID-19 Pre-Screening Questionnaire (Appendix C). Workers who do not pass this pre-screening will be informed they are not to deploy to site.
- Upon arrival to site, workers will be required to present their COVID-19 Pre-Screening Questionnaire to the medical team, or in the event they do not have it, they will complete a new one.
- An on-site assessment will be conducted by a member of the medical team and the second page of the COVID-19 Pre-Screening Questionnaire will be completed including a body temperature check.
- Workers who do not pass the on-site assessment will be denied access.
- Workers who pass the on-site assessment will be issued a Screening Clearance letter if accessing multiple sites (Appendix D). If single site access is required, they will be granted access to the site or permitted to proceed to camp check in.
- Camp check in will only be permitted with approved screening results.

For all workers who commute to work daily, delivery personnel, visitors to site and/or those workers who will only be on site for the day and not residing in the camp facilities, an on-site assessment by the medical team will be conducted prior to site access.
Symptomatic Workers On-site

Mandatory reporting of illness or symptoms is required sitewide. This is consistent with ConocoPhillips’ culture of immediately reporting injuries, near misses and or unsafe conditions. Reporting is summarized as follows:

- If a worker becomes symptomatic while working on site, the worker must immediately notify their supervisor and report to the medic.
- All workers within the camp facility are required to wear face coverings while in common areas.
- A worker who is symptomatic must immediately self-isolate in their camp room and notify the clinic to report their illness.
- If a worker has presented to the medic with symptoms, the worker will be managed under International SOS symptom management protocols during the assessment process.
- If possible, clinic medical staff will assess the worker over the phone to determine if the symptoms are cold and/or flu like, at which time the worker will be instructed to self-isolate. If COVID-19 is suspected, the worker will be tasked with completing the Close Contact Detail Log identifying all close contacts they have had within the previous 14 days.
- The medical team will perform an additional assessment and the worker’s supervisor will be notified for offsite transport. In the event of delayed transport, the worker will be housed in the Montney Lodge Isolation wing and cared for by regular medical personnel. They will be provided with food and water delivery service.
- Clinic medical staff will notify Northern Health per established protocols (see Appendix F).

On-Site Communication Protocol

The following communication protocol is used when a symptomatic worker presents to the clinic, the clinic staff will notify the worker’s supervisor that the worker must isolate.

- Clinic staff will contact the HSE Lead.
- An isolation room will be arranged through the Operations Services Lead and lodge management.

The symptomatic worker’s room will be locked down to execute sanitization process.

Isolation and Quarantine

Isolation and quarantine processes for Montney are summarized as follows:

- Clinic medical staff will notify Northern Health per established government notification requirements.
- Individuals requiring isolation and/or quarantine will be isolated in the “I Dorm” at the Montney Lodge.
- Any workers staying at the 13-22 camp deemed to require isolation will be transported to the Montney Lodge “I Dorm”.
- The worker will be required to wear a mask and gloves during transport to the isolation room. The isolation room will be utilized in the event of delayed offsite transport by the worker’s supervisor or company.
- The I Dorm Isolation Wing consists of 10 private rooms with personal washrooms and shower facilities. There are no common use areas. There is a maximum of one person per room.
- The following services as guided by Horizon North procedures will be provided by hospitality staff who will not have direct contact with workers:
  1. Food and linen door drop services.
  2. Garbage and soiled linen removal services.
- During the worker’s stay in isolation, cleaning supplies and fresh linens are provided via bed drops for them to perform their own cleaning.
- After a worker is transferred to the isolation wing from their original dorm room and after a worker is released from the isolation wing, enhanced cleaning is conducted as per Horizon North procedures.
- Individuals in isolation or quarantine will receive a minimum of two wellness phone calls per day from the clinic medical staff.

In the event symptoms worsen, the medical team will contact 911 and provide ongoing care until emergency services arrive. In the event of escalation to an immediately dangerous to life situation, the worker will be transported via the on-site ambulance by medical staff.

STEP 4 – Communication and Training

**Communication Plan**

- Daily Business Continuity Support Team meetings
- Daily Share providing direction to workers
- Posters
- Signage in the workplace
- Signage at camp indicating restricted personnel
- Screening processes do not permit visitors to work site

**Training**

ConocoPhillips has required all workers to participate in COVID-19 training as posted on [www.conocophillips.ca](http://www.conocophillips.ca).
## STEP 5 & 6 – Monitoring and Ongoing Assessment

<table>
<thead>
<tr>
<th>Monitoring and Assessment</th>
<th>ConocoPhillips will adapt and adjust as circumstances or government recommendations change through:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ Direction received through the ConocoPhillips Business Continuity Support Team.</td>
</tr>
<tr>
<td></td>
<td>▪ Direction received through government advice and/or orders.</td>
</tr>
<tr>
<td></td>
<td>▪ Changes in work activities that may require changes in process.</td>
</tr>
<tr>
<td></td>
<td>▪ Additional defenses are implemented based on change assessment.</td>
</tr>
</tbody>
</table>
## APPENDIX A – ConocoPhillips Phased Implementation of Defenses

<table>
<thead>
<tr>
<th>Montney Ops</th>
<th>Common</th>
<th>Capital Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 – Awareness</strong></td>
<td><strong>Level 2 – Guarded</strong></td>
<td><strong>Level 3 – Elevated</strong></td>
</tr>
<tr>
<td>Provincial HS Risk - Low</td>
<td>Provincial HS Risk - Medium</td>
<td>Provincial HS Risk - High</td>
</tr>
<tr>
<td>Daily cleaning of front desk and all door handles with disinfectant wipes</td>
<td>Initiate contractor and employee prescreening before allowing travel to field locations.</td>
<td>Implement essential personnel staffing plans</td>
</tr>
<tr>
<td></td>
<td>Worker to go medical clinic at the camp or home if they are in PPE to see a nurse. Follow instructions to call occupational health.</td>
<td>Implement Calgary based support personnel for Montney Operations. Stop all work in areas below minimum staffing per prioritized list and send affected contractors’ home.</td>
</tr>
<tr>
<td></td>
<td>Deep cleaning of PPE office and field control room to be increased to every 2 days</td>
<td>Shut in water hub. Divert water to PW tanks. Look at disposal options. PW tanks would be full in 1.5 days</td>
</tr>
<tr>
<td></td>
<td>Daily cleaning of front desk and all door handles with disinfectant wipes</td>
<td>Field - prioritize activity. (POD, pipelines)</td>
</tr>
<tr>
<td></td>
<td>Evaluate Calgary based support personnel for Montney Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>External meetings over the phone or via Skype / Teams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject Worker area closed, and deep cleaning of the work area conducted.</td>
<td></td>
</tr>
<tr>
<td>Wells</td>
<td><strong>Level 2 – Guarded</strong></td>
<td></td>
</tr>
<tr>
<td>Provincial HS Risk - Medium</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initiate contractor and employee prescreening before allowing travel to field locations.</td>
<td>Perform operation review to the manager level to determine shut down points for the operation prior to Level 4</td>
</tr>
<tr>
<td></td>
<td>Field workers are removed from site with confirmed cold/flu like symptoms</td>
<td>Evaluate Calgary based support personnel for Montney Operations</td>
</tr>
<tr>
<td></td>
<td>Deep clean all well-site trailers/offices and bunk</td>
<td>Vendors to well-sites restricted to business critical only</td>
</tr>
<tr>
<td></td>
<td>Vendors to well-sites restricted to business essential only</td>
<td></td>
</tr>
<tr>
<td>Capital Projects</td>
<td><strong>Level 3 – Elevated</strong></td>
<td><strong>Level 4 – BCP Activated</strong></td>
</tr>
<tr>
<td>Provincial HS Risk - High</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No quarantine capacity at Montney camp</td>
<td>Implement essential personnel staffing plans</td>
</tr>
<tr>
<td></td>
<td>contact Provincial Health Services.</td>
<td>Stop all work in areas below minimum staffing per prioritized list and send affected contractors’ home.</td>
</tr>
<tr>
<td></td>
<td>Implement increased cleaning and sanitation (Library, Theater, Games Rooms, Small Gyms, Skating Rink) and consider closing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initiate contractor and employee prescreening before allowing travel to field locations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increase number of available medical personnel in anticipation of increased workload</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject Worker area closed, and deep cleaning of the work area conducted.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B - Physical Distancing Requirements

Physical Distancing at ConocoPhillips

Physical distancing is intentionally increasing the physical distance between individuals to avoid spreading illness. Slowing the spread, also referred to as flattening the curve allows our healthcare system more time to prepare and readily care for patients over time.

A model showing why one day of social distancing makes a huge difference in slowing the spread of coronavirus.

Tactics:
- Wash your hands frequently – minimum 20 seconds (closer to 45 seconds to thoroughly wash your hands).
- Avoid touching your face (nose, mouth, eyes).
- Wipe down surfaces more often.
- Increase the distance between individuals to at least 2 meters (6 feet) whenever possible.
- Conduct virtual meetings and phone calls rather than in person.
- Consider video chatting with friends and family.
- Avoid directly touching objects that are frequently touched by others if you cannot wash your hands immediately after (elevator buttons, gas pumps, credit card machine screens etc.)
- Go outside daily, exercise and boost your immune system.
- Take food out rather than eating in dining facilities.

Encouraging Physical Distancing At ConocoPhillips:
- Providing regular information and signs about physical distancing.
- Spacing tables in dining facilities and encouraging take out.
- Green card/red card (x) system for dining room table to communicate sanitation.
- Mandatory hand sanitizing when entering dining facilities.
- Alternative fitness options while gyms and recreational areas are closed.
- Some site staff working from home.
- Providing regular information and signs about physical distancing.
- Screening employees before and when they arrive at site.
- Monitoring critical supplies daily.
- Wiping down shared surfaces more often and reducing high touch points.
- Observe personnel for signs of cough, fever, fatigue and anxiety.
- Communicate frequently.

Your actions and support will “flatten the curve”

At ConocoPhillips, our work is never so urgent or important that we cannot take the time to do it safely and in an environmentally responsible manner.
APPENDIX C - Physical Distancing in Vehicles

**Physical Distancing in Vehicles**

Social distancing can reduce virus transmission by increasing physical distance or reducing frequency of congregation in socially dense community settings, such as schools or workplaces.

Fifteen studies were evaluated. They represented 12 modeling and three epidemiological studies. The modeling studies estimated that workplace social distancing measures alone produced a median reduction of 23% in the cumulative influenza attack rate in the general population. It also delayed and reduced the peak influenza attack rates “flattening the curve”.

Social distancing is one of the many tools available to reduce virus transmission risks.

**Vehicle Travel:** While travelling in site vehicles please adhere to the social distancing requirements in the diagram attached.

**Meeting Guidance:** It is recommended that team members attend meeting virtually rather than face to face. It is the meeting Chair’s responsibility to ensure that the physical attendee list does not exceed 15 people as per AHS.

Remember: COVID-19 Worker Face Coverings FAQ Section 6. Q: If workers can physically distance in a vehicle (such as one person per row and staggered seating), do they need to wear masks? A: Yes. Workers are expected to wear masks in vehicles occupied by more than one person. This includes shuttles to and from site.

**Wildfire Danger: High**

At ConocoPhillips, our work is never so urgent or important that we cannot take the time to do it safely and in an environmentally responsible manner.
APPENDIX D - Montney Cloth Mask Distribution Process and Mask Requirements

**MONTNEY CLOTH MASK DISTRIBUTION**

**INTERNAL PROCESS GUIDELINE**

---

**Purpose:** To outline the process for preparation and distribution of cloth mask packages for the Montney Asset.

**Mask Package Supplies**

Procurement of mask package supplies is currently managed by the BCST and Surmont warehouse. Montney Ops Services Lead is awaiting receipt of supplies including:

- Cloth masks
- Plastic PPE storage bags

*Receipt of supplies is anticipated by Tuesday April 21. Based on this packaging should occur on the 22-23 in anticipation of 24th distribution. Subject to change.*

**Components of a Cloth Mask Package**

Components of a cloth mask package include:

- 4 cloth masks
- 1 spare plastic bag for storing used masks
- 1 Guideline titled: “COVID-19 Worker Cloth Mask-Up Requirements” including cleaning instructions.
- 1 plastic bag to hold kit components

An FAQ sheet will be provided to supervisors with additional information.

**Assembly of Cloth Mask Packages**

Assembly of cloth mask packages will take place upon receipt of supplies as follows:

- In area free of contaminants (i.e. Fort St John Office conference room)
- The table will be sanitized, and workers will wear rubber gloves
- The cloth mask kit will be assembled and stored free of contaminants until distribution.

**Distribution of Mask Packages**

The following process will be used for Montney Mask Distribution:

- Upon completion of package assembly, a bed drop will be organized for camp residents in the Montney Field.
- Packages will be placed at the check-in desks at Montney Lodge, and 13-22 Wonowon Camp for new guests checking in.
- Packages will be issued to Montney Plant and Field Leads for distribution to their teams. Extras provided for “one off” service providers.
- The respective HSE Coordinators will be supplied with packages for distribution to their respective sites (i.e. completions, drilling, capital)
- Lease construction supervisor will manage their team.
- Additional kits available at Montney Lodge Medic.
**COVID-19 Worker Cloth Face Coverings/Masks**

**Canada HSE Procedure**

**Purpose:** The US Centers for Disease Control and Alberta Health Services recommend wearing a cloth face covering/mask in order to slow the spread of COVID-19. To improve the safety of our workers, their families and the community, ConocoPhillips sites will now be following these recommendations. While face coverings/masks are not the primary means of protection for the wearer, they may prevent the spread of the virus from those who are asymptomatic as they will limit infection through respiratory droplets when someone speaks, coughs, or sneezes. Face coverings/masks do not replace physical distancing as the primary means of protection and are not considered a respirator.

**Face Coverings/Masks are Required**

Face coverings/masks are required on ConocoPhillips locations when physical distancing cannot be controlled, and workers will be less than 2 metres (6 feet) from each other for 15 minutes or greater. Including:

- All common areas in camps except when seated in the dining hall to eat.
- Close proximity work such as working on the same piece of equipment.
- Vehicle travel involving more than one person regardless of the duration including trucks, shuttles, and buses.
- Meeting rooms and/or common areas that cannot be arranged so that physical distancing can be controlled.
- When face coverings/masks are identified as a defense against COVID-19 transmission in other situations by conducting a risk assessment/FSHA.

Wearing a face covering/mask is recommended during air travel and while in airports.

Exceptions to this include:

- Housekeeping and security staff in the normal course of their duties/rounds when physical distancing is maintained.
- Staff protected by other physical shielding at their workstations.

**Wearing Face Coverings/Masks**

When wearing face coverings/masks:

- When possible, wash/sanitize your hands before putting face coverings/masks on to ensure you do not spread contamination to yourself.
- Minimize moving or adjusting the face coverings/masks.
- Place worn face coverings/masks immediately in the USED face covering/mask bag and seal it.

**Maintaining Face Coverings/Masks**

Perform the following when maintaining face coverings/masks:

- Do not loan your face covering/mask to anyone.
- Face coverings/masks must be washed daily with soap if used. A sink or washing machine will suffice. Hang or machine dry.
- Two bags will be provided: one bag for CLEAN and one bag for USED to store face coverings/masks.
Precautions

Consider the following precautions when wearing face coverings/masks:

- Face coverings/masks that become soiled during use in plant or field locations should not be worn in the camps or in lunch areas for hygienic reasons.
- Face coverings/masks that become contaminated with hazardous chemicals must be changed immediately with a clean face covering and discarded.
- Face coverings/masks may cause fogging of safety glasses. Treat safety glasses with an antifog cleaner or remove yourself from the area to defog your safety glasses.
- Face coverings/masks are not fire retardant. Ensure defenses are implemented as determined during risk assessment/FLHA process.

**WARNING:** Face coverings must not be worn to protect from chemical substances (e.g. H2S, Benzene) or as emergency escape equipment. Do not wear face coverings under other face coverings such as half or full-face respirators or SCBA/SABA respirators.

How to Wear Face Coverings/Masks
APPENDIX E - Screening Questionnaire and Contractor Communication

Updated May 13, 2020
COVID-19 Pre-Screening Questionnaire

Name (please print):

Company:

Supervisor’s Name:

Supervisor’s Contact Number:

Pre-Access (Part A)

Complete the below questions and discuss with your supervisor any “Yes” answers prior to travelling to any ConocoPhillips site. You will need to bring this form with you to site.

NOTE: Failure to respond truthfully to any of the questions on this form is grounds for removal from any ConocoPhillips site.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you, or anyone in your household, been outside of Canada in the past 14 days? (Ex. if you returned to Canada 14 days ago you must wait 3 more days prior to coming on site)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you, or anyone in your household, been in close contact in the past 14 days with someone currently in the provincial queue for COVID-19 testing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you, or someone in your household, been in close contact in the past 14 days with someone with a confirmed or suspected (as determined by Provincial Health Authority) case of COVID-19?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you been in close contact with someone who has a respiratory illness AND has been outside of Canada in the past 14 days? (Symptoms either started after they left Canada or after returning to Canada).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Have you had any of the following symptoms that started less than 10 days ago (Ex: if you began to experience any of these symptoms 7 days ago, and are feeling fine, you must wait 3 more days prior to coming on site)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) If working in British Columbia: cough, stuffy or runny nose, shortness of breath, fever, sore throat, painful coughing, chills, loss of sense of smell, headache, muscle ache, fatigue or loss of appetite.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) If working in Alberta: cough, runny nose, shortness of breath, fever, or sore throat.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are you currently being evaluated at having a suspected case of COVID-19 (close contact or in queue for testing)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you tested positive for COVID-19 within the last 10 days?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the response is YES to any of the above questions, you will not be permitted access to the ConocoPhillips site or take ConocoPhillips provided transportation (e.g. shuttle).

You are advised to call Public Health (811) if you have any symptoms listed in Question 5.

MANDATORY SELF-ScreenING DIRECTION:

AB only: If you currently have, or develop the following symptoms while on location you must report to the medical team on site, and will be asked to isolate: chills, painful swallowing, stuffy nose, headache, muscle/pain in chest, feeling unwell/fatigued, loss of sense of smell or taste.

BC and AB: If you currently have, or develop the following symptoms while on location, you must report to the medical team on site, and you will be asked to isolate: conjunctivitis (pink eye), nausea/vomiting/diarrhea.
Updated May 13, 2020
COVID-19 Pre-Screening Questionnaire

* Close contact:
1. Providing care for the individual, including health care workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR
2. Living with or otherwise had close prolonged contact (within 2 meters) with the person while the person was infectious with any respiratory illness OR
3. Having direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment

On-Site Assessment (Part B – OFFICE USE ONLY)
Must be completed by Health Practitioner.

<table>
<thead>
<tr>
<th><em>Body Temp.</em> °C</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Range: 37.5°C</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Based on confirmation of responses to the above Pre-Access questions and the individual’s body temperature, are they cleared to work on a ConocoPhillips worksite? □ □

2. Is an assessment at the on-site medical clinic required? □ □

Health Practitioner Comments

---

Health Practitioner Name (please print):

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Consent and Disclosure Agreement due to the Circumstances and Impact of COVID-19

PRESCREEN

In the interests of protecting the health and safety of all personnel at ConocoPhillips (COP) worksites during the COVID-19 pandemic, all individuals who enter our site will be required to comply with Company and government directed screening and protective measures as they pertain to COVID-19.

By accessing our worksite you are agreeing to and will comply with the following:

1) If directed by provincial health authorities, I will undergo COVID-19\textsuperscript{1} testing.

2) I will disclose all COVID-19 like symptoms to the onsite occupational health professionals (symptoms include cough, runny nose, shortness of breath, fever or sore throat, loss of smell, loss of taste).

3) I will disclose all COVID-19 test results to the onsite Occupational Health Professionals.

4) I will complete the ‘Close Contact Log’ should I present with COVID-19 symptoms which is used to help identify and manage those persons that may be exposed to COVID-19.

5) If required, I will self-isolate as mandated by Government of Canada and provincial health authorities.

6) I understand that certain personal & medical information as it pertains to isolation, transportation, and COVID-19 testing and results may be exchanged between COP Occupational Health professionals, COP Leadership and other individuals, agents, and consultants acting on behalf of ConocoPhillips. I consent to the collection, use and disclosure of such information to the extent necessary to enable COP to manage COVID-19 at the worksite. Confidentiality will be maintained to greatest extent possible, while still allowing for operational management of COVID-19 cases and symptoms.

\textbf{NOTE:} Occupational Health and those required to have this personal information will share the minimum amount of information necessary to ensure your health and safety, and the health and safety of those at site.

Thank you for your cooperation in helping keep our site safe and preventing the spread of COVID-19.

\textsuperscript{1} Any test administered by a health care provider or otherwise intended to help determine the existence of a COVID-19 infection or anti-bodies related thereto, or any other test relating to COVID-19.
Subject: Important UPDATE: ConocoPhillips Work Locations

March 19, 2020

Dear Sir/Madam,

On behalf of ConocoPhillips Canada we would like to thank you for your support in adhering with our protocols designed to safeguard people, operations and camp environments while preventing the spread of the coronavirus (COVID-19) outbreak.

This situation continues to evolve and as such we will frequently update our protocols and screening based on guidance from government and health authorities.

It is CRITICAL that your company support and adhere to these protocols to ensure the wellbeing and safety of our workers, their families and our larger community. ConocoPhillips Canada has enacted site screening in order to accomplish these goals. Our expectation is that your company is screening your staff before they report to a ConocoPhillips Canada site or any group transportation en-route to a ConocoPhillips Canada site. Any worker who answers yes to the questions in the attached pre-screening questionnaire should NOT report to transportation, camp or any ConocoPhillips Canada site. Workers should show up for transportation to site or at the ConocoPhillips site with the pre-screening form filled out.

Further guidance includes:

- Personnel are encouraged to take preventative actions – including hand washing and curtail attendance at large gatherings – to minimize health risks.
- Personnel may be subject to screening and wellness protocols at our work sites. We stress that it is essential that all questionnaires are answered truthfully. Falsifying answers will be grounds for denial of entry or removing the worker from site.

We hold our strategic partners accountable to communicate and enforce these protocols with all workers. ConocoPhillips will continue to monitor this evolving situation and will provide updates as required.

Thank you for your attention to this important matter.

General Manager, Supply Chain – Canada
APPENDIX F – Medic Process Flow

Montney Medical Responsibilities / Montney Patient Assessment and Release Procedure

Medical Clinic identifies a worker with cold or flu-like symptoms.

**Responsible Manager:**

1. HSE Lead is notified
   a. HSE Leads contact HSE Director & Area Supervisor.
2. Clinic Staff notifies ISOS Medical Director, if required, to concur on recommendations to have worker transported offsite.
3. HSE Lead & HSE Director will work with Area Supervisor to arrange transport.
   a. If travel delay occurs, HSE Director works directly with Ops Services Lead to arrange temporary isolation room & transport offsite.
4. HSE Director notifies Calgary Manager, HR SVCS & OCC Health.

**Responsible Manager:**

5. Director, HR SVCS & OCC Health will update corporate report sheet as required.
6. Director, HR SVCS & OCC Health updates BCST.

---

[Diagram of the Medic Process Flow is shown here.]
APPENDIX G – Lodging Defenses

ConocoPhillips Canada Camps
Working Safely During COVID-19

As part of the global effort to stop the spread of COVID-19, we are taking the following steps at our Surmont and Montney camps to help keep our staff safe and healthy. Thank you for practicing physical distancing and following both company and public health guidelines during this difficult time.

**DISTANCE MANAGEMENT**
Lines on the floor in front of the Reception Desk and in the food service area to keep guests six feet apart.

**TABLE MANAGEMENT**
Tables in the dining room are limited to two guests seated opposite each other. Guests are to only sit at tables that are green marked “sanitized.” After dining, the guests flip the sign showing the cleaners which tables need re-sanitization, marked with a red X.

**TRAFFIC FLOW**
The one-way traffic through the dining room entrances reduce the number of guests who pass by each other.

**HAND SANITIZERS**
Hand sanitizer pumps were posted at the dining room and dorm entrances. Security is stationed at the dining room entrance during meal times to ensure compliance.

**FOOD SERVICE**
Fruits and veggies in the bag are now pre-portioned by catering staff. This eliminates mass usage of self-serve tongs.

**COMMON AREA CLOSURES**
Common areas such as the fitness facility and the recreation room are now closed.

Additional health and safety measures implemented to protect our field workers:
- Practicing good operational/social distancing
- Additional contract medical staff hired at both Surmont and Montney
- Procurement of additional PPE in the form of masks, gloves and disinfectant tools
- Cross training Operations employees in health safety while we operate at lower production levels in Surmont

This document is uncontrolled when printed.