



March 30, 2020

Attention All Subcontractors:

Re: COVID-19

This is a notice outlining our policies and procedures regarding the novel Coronavirus.

Please note that this is an evolving situation and Keystone Environmental Ltd. will likely be making further changes. Any new changes will be communicated accordingly.

As a service provider for Keystone Environmental Ltd, we are writing to inform you that we are taking the risk of Coronavirus (COVID-19) very seriously. Our priority remains the health and wellbeing of our employees, subcontractors, clients and the community at large.

We are reviewing the requirements set out by provincial and federal legislation daily regarding risk reduction measures and aligning our internal policies.

As a valued subcontractor we are requesting that you assist us in reducing the risk of contamination by following the following action items.

- **Anyone showing symptoms of COVID-19, or anyone who has been exposed to someone showing symptoms, (cough, fever, difficulty breathing) are not come to work on Keystone Environmental Ltd. sites.** Health authorities suggest a period of self-isolation and that no person should attend work until their symptoms are gone. People should not attend work if they are taking medication to suppress any of these symptoms, as this can mask infection.
- **Anyone who has been in contact with a person who is undergoing testing or has tested positive for COVID-19 should not come to work at a Keystone Environmental Ltd. site.**
- **Notify us immediately if any of your employees or contractors who have worked on Keystone Environmental sites or may have had close contact with our employees are diagnosed with or suspected of having COVID-19.**
- **While performing work on any Keystone Environmental Ltd. work site, all workers must maintain a 2–3 meter distance as per current provincial social distancing regulations.** (Social distancing regulations are being monitored and enforced by bylaw officers who will issue fines to an individual of \$1,000 and up to \$50,000 for businesses).

- **Frequent hand washing, disinfecting and nitrile glove use shall be in place during all site activity. Please avoid touching your face.**

We will be monitoring our work sites in person for adherence to these requirements.

In addition, we encourage suppliers to review their policies related to sick leave. It is critical that people feel supported in the event of any symptoms so they can take the necessary precautions to avoid infectious spread. In addition to reviewing sick leave policies, we encourage you to ensure telework options are available whenever possible to ensure work can continue if your employees or contractors are well, but have been asked to self-isolate as a precaution.

Please note that given the evolving situation it is likely Keystone Environmental Ltd. will be providing further updates and expectations. We appreciate your support and understanding as we all work together to manage this situation.

Sincerely,

Keystone Environmental Ltd.

Ray Bertani
COO

Keystone Environmental Ltd.

Melissa House
OH&S Manager