Project Manager Name

Date: March 19, 2020

To: {add contractor or supplier name here}

**RE: NOVEL CORONAVIRUS (COVID-19) PREPAREDNESS & PREVENTION**

The Public Health Agency of Canada is working with provinces, territories and international partners, including the World Health Organization, to actively monitor the situation. Global efforts are focused on containment of the outbreak and the prevention of further spread.

Please be advised the Ledcor Group of Companies is in the process of developing a plan of action to prevent a novel coronavirus outbreak from adversely affecting company operations at our Regional Office locations and project work sites. The plan will include multiple levels of action depending on the potential severity of the outbreak.

For the health and wellness of Ledcor employees, clients, consultants and trade and material supplier employees working or visiting Ledcor projects, we must all take proactive measures to protect against the spread of the novel coronavirus. This includes maintaining or developing good hygienic practices and other preventative procedures within your organization; determining your in-house plan of action when an individual becomes ill or shows symptoms; and, establishing a quarantine period to eliminate or substantially minimize the risk of transmission. The novel coronavirus is transmitted through direct contact with an infected individual, as well as through droplet or airborne transmission.

Through our site personnel (project managers, superintendents, coordinators, safety officer, etc.), we will continue to work with our construction partners and be ever mindful of the health and wellness of all persons. **Where it is suspected that an individual may have contracted the novel coronavirus through exhibiting symptoms, Ledcor will require that individual be removed from the work site for a minimum of 14 days in accordance with Public Health Authority recommendations or until there is proof that they are symptom free.** This is an absolute necessity to reduce further transmission of the novel coronavirus.

Ledcor expects your full cooperation with respect to our novel coronavirus COVID - 19 preparedness plan and would appreciate that you work towards establishing a plan and procedures within your own organization as a high priority. This situation is evolving, and we pledge to keep you informed of any changes.

The health and wellness of all workers is of primary importance to Ledcor – whether they are directly employed by Ledcor or employed by other contractors on our projects. We believe it is a high priority to all our construction partners as well.

As the representative for the company named above, I have read and understand this Ledcor instruction, and will abide by the requirements listed herein.

Print name: Signature: