



Reminder: Worker Contact Information Requirement

Close contact tracing has proven to be highly effective in preventing the spread of the COVID-19 virus. Enabling this requires access to individual information so that timely contact can be made with potentially affected individuals.

Alberta Health Services (AHS) requires all operating companies in Alberta to ensure that worker contact information is readily available for all workers at their sites and lodges (see attached AHS document). This contact information will be used in the event of a COVID-19 outbreak and would be gathered by Suncor and shared with AHS if necessary.

AHS defines worker contact information as:

1. Full name
2. Phone number
3. Email address
4. Full home address (primary residence)

Worker contact updates requested for all Alberta suppliers

To support Suncor's COVID-19 rapid antigen screening program, Suncor requires all supplier personnel working at our Alberta sites to register a profile within Suncor's [COVID Management EHS Portal](#) to collect worker contact information as per AHS requirements.

Current worker contact information is important in the process of gathering information for submission to AHS when positive COVID-19 cases are identified as a direct result of the rapid antigen screening program.

The key **benefits** of Suncor proactively collecting this information digitally are:

- Reduces the time required to respond in the event of an outbreak and will reduce the health and safety risk for all workers at a work site
- Increases security of contractor information since access to the portal is provided to Suncor's COVID-19 response management teams only
- Enables supplier personnel to more easily participate in potential future initiatives related to COVID-19 management.



Suppliers have the following options for providing their personnel's contact information:

- Option 1 – Supplier personnel to individually login to the portal and register their own accounts
- Option 2 – Supplier representative to register portal profiles on their personnel's behalf

Ensuring privacy will be maintained

Any personally-identifying information being gathered is required, on an urgent, exceptional and temporary basis, in order to enable COVID-19 pandemic response efforts to manage workplace and workforce safety. All personally-identifying information collected by Suncor shall be treated as sensitive, personal information and shall be protected from any unnecessary disclosure. This information will only be retained for the duration of the pandemic response, after which it will be deleted. This information will not be used for any other purpose. In the interests of transparency, we support that you notify your personnel of this public health requirement and data collection by Suncor.

Ongoing awareness

Please note that this requirement will be relevant for the foreseeable future. All supplier personnel are to have a profile registered in the portal before arriving at site.

Thank you for your ongoing support and collaboration in working together with us to keep people safe and healthy. Please continue to check out our COVID-19 response section on [Suncor.com](https://www.suncor.com) for current updates.

Regards,
Joe Vetrone, SVP, operations services