

This Protocol aligns with the guidance and policies issued by the health authorities at the time of writing, but may be revised in response to changing circumstances and conditions related to COVID-19 and updated guidance from public health authorities.  
As printed copies of this Protocol are uncontrolled, users are responsible for ensuring they have the most up-to-date version.

# 1 Contractor Requirements for Managing COVID-19 Cases

## About this Protocol

This Protocol outlines the Contractor reporting requirements related to COVID19 cases for staff working on Suncor’s sites and describes the process for managing COVID-19 cases as shown in [Appendix A](#).

Each area should follow local jurisdictional Requirements and develop site-specific practices to meet these Requirements.

**Note:** All capitalized terms in this document are defined in COV19-00014 – COVID-19 Terminology Protocol.

## 1.1 Contractor Requirements

### Contractor Requirements

The following provide the Contractor Requirements.

- 1.1.1 Conduct pre-access self assessment prior to reporting to site.
- 1.1.2 Participate in Temperature Screening as per COV19-00011 Temperature Screening Protocol.
- 1.1.3 Report on the following cases:
  - Symptomatic (on-site or within 48 hours of leaving a Suncor site or a lodge) or Confirmed COVID19 positive test results
  - Close Contact with Confirmed case. Refer to on-site processes for managing symptomatic Workers and Close Contacts.

**Note:** If a worker is Symptomatic on site or in a Lodge, Contractors must immediately notify their Suncor contact, in addition to completing the reporting tool.

- 1.1.4 Contractors will use the Contractor reporting tool to capture the following information:
  1. Suncor site
  2. Company name
  3. Contractor company contact

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4. Suncor leader name and contract administrator name
  - COVID-19 related information
    1. Symptomatic case(s)
    2. Confirmed case(s)
    3. Close contact with confirmed case(s)
  - Close Contact cases additional case related information
    1. Current location of affected essential Workers (on-site/off-site)
    2. Date of case occurrence
    3. Designated trade/job position
    4. Worker accommodation, specifying lodging location if applicable
    5. Self-Isolation Status
- 1.1.5 In situation of Close Contact cases, Contractor Leader initiates the on-site Symptomatic Workers and Close Contacts process.

**Note:** Suncor is collecting the above information to help manage COVID-19 Health & Wellness risk on our sites and may be shared with Suncor H&W, EHS and Management as required.  
Suncor may be in contact with Contractor based on the above information.

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**Contractor Clearance for Return to Work**

The following outlines the Requirements for Contractor Clearance for Return to Work.

- 1.1.6 The Contractor company contact will provide the contractor worker clearance to return to work and will notify the assigned Suncor leader and/or contract administrator

**Note:** Under NO circumstances should any personal information that could be attributable to an individual be provided (e.g. name, badge number, detailed medical information, etc.)

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## 1.2 Deviations

**Deviation Process** If sites deviate from this Protocol for site specific reasons, the business will first conduct a risk assessment, engaging subject matter experts as applicable, and release the written results to the site VP for sign off approval.

**Note:** Send all approved deviations to [EntGovDocs@suncor.com](mailto:EntGovDocs@suncor.com).

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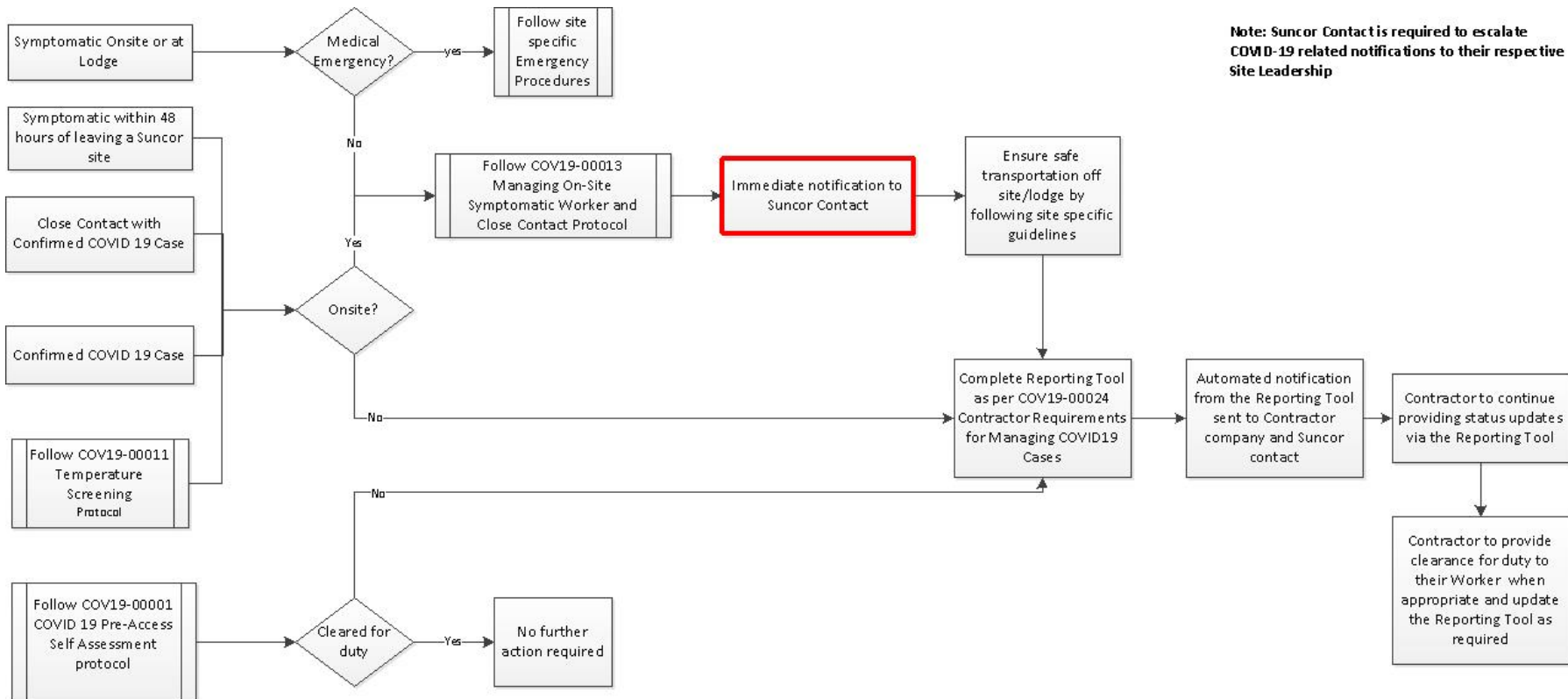
## 2 Revision History

Rev.	Date	Location	Summary of Change
2.0	May 15, 2020	Through-out document	Updated to provide links to additional protocols.
		Appendix A	Included workflow in appendix to outline steps for managing COVID-19 cases.
1.0	April 11, 2020	Entire document	This is the first revision of this document.

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## Appendix A – Contractor Requirements for Managing COVID-19 Cases



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The current revision of this approved document is kept online. Printed and digital copies are uncontrolled.