

# 1 Pre-Access Self-Assessment Protocol

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## About this Protocol

This Protocol provides a daily COVID-19 Self-Assessment for Workers to complete both before going to site and before starting their shift while at site.

Each Operating area should develop Site-Specific guidance to operationalize the above as required and must ensure that it is complying with their Local Authority Requirements unless exemptions have been secured.

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

## 1.1 Pre-Access Screening Requirements

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### Requirements for Workers

Workers are required to:

- 1.1.1 Self-Monitor their health, including temperature (where feasible) and respiratory symptoms.
- 1.1.2 Complete the Self-Assessment below before going to site and before starting their shift while at site to determine if they are fit for duty.

### Requirements for Leaders

Leaders are required to:

- 1.1.3 Check with their Workers to ensure their assessment is completed on a daily basis and that the Workers are fit for duty.

**Note:** Where feasible, Operating Areas may implement to the [COV19-00011 – Temperature Screening Protocol](#) for Workers coming onto Suncor sites as an additional safeguard.

### Self-Assessment Questions

Answer the following Self-Assessment questions:

1. Are you experiencing fever (38° Celsius/100.4° Fahrenheit or higher), respiratory symptoms such as a cough, shortness of breath, difficulty breathing, or other COVID-19 symptoms described by your local health authority?
2. In the past 14 days, are you aware of any Close Contact with a Confirmed COVID-19 case?

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Approved By: Jean Cote – October 28, 2020

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

3. In the past 14 days, have you returned from travel from outside your home country or from a location in respect of which your Local Authority requires Self-Isolation upon your return?

If you answer “Yes” to any of these questions, you must:

**1.1.4 NOT GO TO WORK.**

- 1.1.5 Notify your Leader and report your COVID related event in the [Cority portal](#).

**Note:**

1. Close Contact. Refer to [COV19-00014 – COVID-19 Terminology Protocol](#) for definitions.
2. Workers staying in camps must also contact the local number provided to them as their site-specific Protocol for reporting Potential COVID-19 symptoms.
3. Exceptions may be granted in certain specific cases (e.g. persons required to travel from a home location across borders, delivery of goods/services across borders) where approved in writing in accordance with section 1.2 of this protocol.

## 1.2 Deviations

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**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
6.0	October 28, 2020	Self-Assess #3 1.1.5 (#3)	Included travel related question and exception guidance.
5.0	Sept 24, 2020	1.1.5	Updated to direct the reporting of COVID related events to the Cority portal.
4.0	April 10, 2020	Entire document	Renamed from COV19-00001 – COVID-19 Prevention Protocol as original document was divided into two documents for clarity. This document now only focuses only on pre-access screening information. Physical distancing information is now located in COV19-00023. Minor rewording of requirements for clarity Moved document content into updated Protocol template.