

1 COVID-19 Terminology Protocol

About this Protocol

This Protocol provides definitions for capitalized terms used by Suncor in its COVID-19 protocols, documentation and communications. This helps to ensure accurate and consistent communication.

1.1 Terminology

Definitions

The following definitions are used at Suncor:

Term	Definition
Close Contact	A person who has provided care to, lived with, had close physical contact with (i.e., for more than 15 min and within two metres), or has come into direct contact with the infectious body fluids of, a Symptomatic person or person Confirmed to have COVID-19.
Confirmed	A person who has received a positive lab test for COVID-19.
Contractor	A person working on a Suncor site pursuant to a contract service agreement.
Employee(s)	Suncor employees (full time, part time and temporary), students, casual workers and independent contractors.
Essential Worker	Those Workers required to continue critical or essential business operations for existing assets (e.g., safety, reliability, environmental protection, maintaining commercial performance). Without the work or role, one or more of these areas would be compromised. This also includes work that is required by law or regulation or is essential to support business critical initiatives, activities or operations.
Face Covering	<p>A non-medical mask such as a cloth mask, made of multiple layers of cloth to reduce the risk of transmission. The non-medical masks or face coverings should:</p> <ul style="list-style-type: none"> fit securely to the head or neck (e.g. with ties, ear loops, etc.); maintain their shape after washing and drying; be made of at least two layers of tightly woven material (such as cotton or linen), without exhalation valve/vent; and be large enough to completely and comfortably cover the nose and mouth without gaping. <p>Follow Site Specific Requirements pertaining to the use of non-medical masks or cloth Face Coverings in operational areas.</p>
Guidelines	Recommended approaches for Leaders and Workers to meet Requirements documented in a Protocol.

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Term	Definition
High Risk	A person who is: <ul style="list-style-type: none"> • an adult over the age of 65; • medically vulnerable due to an immune disorder or chronic medical condition that may impact their immune system (e.g., cardiovascular/respiratory disease, diabetes, lupus, rheumatoid arthritis, organ transplant); • using medications or treatments that may impact their immune system (e.g., chemotherapy, steroids, anti-rejection medication).
Isolate	To separate Symptomatic and Confirmed COVID-19 individuals from others.
Leader(s)	Worker accountable for a particular work area or shift of other Workers, including Leaders, managers, directors and others in supervisory positions that are directly responsible for the performance of others.
Local Authority	A governing body accountable for issuing orders or recommendations to industry or the public at large or the delivery of services to a province, state or region in which the applicable site is located.
Mass Gatherings	Settings or events where large numbers of people may be in close contact with each other. The number of individuals permitted to gather in any particular space may be limited by the applicable Local Authority and/or any applicable Site-Specific Requirements, subject to any authorized exemptions.
Physical Distancing	Also known as social distancing; the act of making changes in everyday routines to minimize Close Contact with others based on Requirements and recommendations from Local Authorities. Refer to the COV19-00023 - Physical Distancing Protocol and any applicable Site-Specific Requirements for more details.
Potential	A person who is Symptomatic and has been either: (i) in Close Contact with a Confirmed case; or (ii) asked to take a COVID-19 test by the Local Authority and the lab results of such test are pending confirmation (also referred to as probable or presumptive).
Protocol	A type of governing document used in an emergency situation that sets forth steps and actions that may be implemented by Suncor which Workers may be recommended or obligated to follow.
Requirements	Obligations of Leaders and Workers to be implemented to manage risks related to COVID-19. Inability to conform to Requirements must be formally documented and approved by senior leaders responsible for the business area.
Screening	A process used to detect a subset of the population who may require additional assessments/tests to determine the presence or absence of disease. Screening is not considered diagnostic.
Self-Assessment	A health status assessment performed by an individual Worker in accordance with the process described in the COV19-00001 - Pre-Access Self-Assessment Protocol .
Self-Isolation (Quarantine)	To separate and restrict a Worker's movement who may have had Close Contact, to monitor for symptoms.

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Term	Definition
Self-Monitoring	To monitor yourself for COVID-19 related symptoms, avoid crowded places and increase your personal space from others whenever possible.
Site-Specific Requirements	Includes protocols, documents and communications (in addition to Enterprise Protocols) that may enhance, supplement or modify the Requirements applicable to any facility, site or business unit.
Suncor Premises	Includes, but is not restricted to, all land, aerodromes, facilities, operations, and equipment.
Surgical Style Mask	A loose-fitting, disposable face mask that creates a physical barrier between the mouth and nose of the wearer and the environment, to block splashes and large-particle droplets. The face mask does not filter or block very small particles in the air that may be transmitted by coughs, sneezes, or certain medical procedures. The Suncor surgical style masks procured are non-medical grade.
Symptomatic	A person who reports or exhibits a fever (38°C / 100.4°F or higher) and/or respiratory symptoms such as a cough, shortness of breath or difficulty breathing, or other COVID-symptoms described by the applicable Local Authority.
Visitor	Non-Suncor Worker who is required to attend a Suncor facility to conduct Suncor related Business. A Visitor must be accompanied by a Suncor host and will not complete hands on work during their visit to the facility.
Workers	Suncor Employees and Contractors.

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2 Revision History

Rev.	Date	Location	Summary of Change
2.5	Sept 24, 2020	1.1	Added "Visitor" definition Updated "Face Covering" definition to include securing to head or neck
2.4	August 26, 2020	1.1	Added "Face Covering" definition
2.3	July 16, 2020	1.1	Updated "High Risk" definition
2.2	June 8, 2020	1.1	Updated "Potential" definition
2.1	May 22, 2020	1.1	Updated "Close Contact" definition
2.0	April 6, 2020	1.1	Revised most definitions in document.
		Entire document	Moved document content into updated Protocol template.