

April 2, 2020

All Employees
Fleet Maintenance Unit

Further to the *Contractor Safety Requirements* and *Contractor Safe Work Plan*, BCF Fleet Maintenance Unit (FMU) and Fleet Project Management Office (FPMO) are taking several measures to ensure we can work safely during the COVID-19 pandemic. We ask that all contractors (and their employees) please perform the following:

- **Do not attend the facility/vessel if you have symptoms such as a sore throat, fever, sneezing, or coughing**
- Follow Health Canada guidelines for **Physical (or Social) Distancing** (stay 2m apart)
 - In cases where physical distancing is not possible perform a risk assessment to determine if additional PPE is required
- Follow Health Canada guidelines for proper **Hand Hygiene** and avoid touching your eyes, nose, or mouth with unwashed hands
- **Limit gatherings** and have **virtual meetings** where possible
- **No more than 1 individual in an elevator at a time**

Some steps the FMU and FPMO have taken for your/our safety include:

- Additional labour cleaning touch points around the facility including increased shared washroom cleaning
- Additional contractor support cleaning touch points onboard the vessels
- Contactless sign in/out procedures at Security Gate

For current and up-to-date information please reference the following guidelines:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>

Thanks,

FMU Operations Manager / FPMO Project Managers