



# COVID-19 REPORTING AND ISOLATION

GUIDANCE FOR  
WORKERS IN  
WESTERN CANADA



Last updated May 25, 2021

This document outlines the requirements for workers (employees, contingent workers<sup>1</sup>, suppliers) in western Canada (excluding Retail and Atlantic region) to report COVID-19 related incidents and subsequently isolate or quarantine either on-site or at home. Details about what to do if you are isolating/quarantining are also provided.

**All workers, regardless of work location, are expected to conduct health screening for symptoms of COVID-19 every working day as outlined in the Daily health screening requirements.**

You must isolate if you have tested positive for COVID-19 or have symptoms of COVID-19; you must quarantine if you are a close contact of a person who has COVID-19 or you have travelled out of the country.

Reporting and isolation/quarantine requirements apply to the following scenarios:

1. Workers who have tested positive for COVID-19.
2. Workers who do not pass health screening at the transportation hubs or site gates.
3. Workers who do not pass the daily health screening prior to starting a workday.
4. Workers who develop illness symptoms or are considered a close contact of a confirmed case of COVID-19 while on-site, at home or on days off.
5. Workers who have recently travelled out of country; or to a province with mandatory isolation.
6. Workers who have adverse reactions resembling symptoms of COVID-19 following a vaccination.

### Initial Reporting

Timely reporting is critical to help protect the health and safety of everyone at our sites. **Whether you are at work or on days off**, reporting of the scenarios above is mandatory.

#### Foster Creek, Christina Lake, Sunrise – All workers

1. Avoid contact with others by physically distancing (>2 meters) and put on a mask.
2. Stay put and contact the on-site health clinic.

Christina Lake Health Clinic: 780-559-6189	Foster Creek Health Clinic: 780-573-7368	Sunrise Health Clinic: 780-749-3344
---	---	--

3. The health clinic staff will coordinate the assessment and subsequent quarantine / isolation, if deemed necessary, and return to work process

#### Other Canadian locations – All employees, field contingent workers, and Bruderheim Savage operators

1. Avoid contact with others by physically distancing (>2 meters) and put on a mask.

<sup>1</sup> Contingent workers are individuals hired through a staffing agency.

## COVID-19 Reporting and Isolation

### Guidance for workers in western Canada



2. Report to Cenovus via email [COVID19@Cenovus.com](mailto:COVID19@Cenovus.com), and provide the following information:
  - The reason for the email.
  - Legacy company you work for.
  - Your name.
  - Phone number you can be reached at.
  - Building location and workstation/office number.
  - Meeting rooms and other shared spaces where you spent a significant amount of time (>15 min).
3. Notify your direct supervisor and your employer company (for contingent workers).
4. If you are at work, go home immediately if you are well enough to do so and refrain from taking public transit or stopping in public places.
5. If you haven't done so and if it is applicable, arrange to complete the online self-assessment from your regional health authority.
6. A member of the Health & Wellness team will reach out (as soon as possible on weekdays, and up to 48 hours on weekends) to guide you through the isolation/quarantine and return to work process.

### Other Canadian locations - Suppliers and Calgary contingent workers

1. Avoid contact with others by physically distancing (>2 meters) and put on a mask.
2. If you develop symptoms on site, follow directions from your employer company and provide the following information to your site Cenovus representative, who will relay the information to Cenovus via email [COVID19@cenovus.com](mailto:COVID19@cenovus.com):
  - The parent company you work for.
  - Your name.
  - Phone number you can be reached at.
  - Any shared spaces where you spent a significant amount of time (>15 min).
3. If you test positive for COVID-19 and have close contacts at a Cenovus worksite, follow directions from your employer company. Your employer will report to Cenovus via email [COVID19@cenovus.com](mailto:COVID19@cenovus.com).
4. Your employer will provide notification to Cenovus representatives (project leads, turnaround leaders, business contacts, etc.) with:
  - Notification of the interruption to mobilization.
  - Contractor's mitigation to this interruption.
  - Revised mobilization plan to minimize impact on scope of work execution, per original plan.
5. Your employer will provide notification to [COVID19@cenovus.com](mailto:COVID19@cenovus.com) regarding your Return To Work (RTW) date. Cenovus will provide clearance before you can return to a Cenovus worksite.

### Isolation/Quarantine Requirements

As the isolation and quarantine requirements continually to evolve in response to the pandemic in different parts of the country, individuals who are legally required to isolate/quarantine must follow the requirements of their regional and/or provincial health authority:

- [Self-Isolation \(bccdc.ca\)](https://www.bccdc.ca)
- [Isolation and quarantine requirements | Alberta.ca](#)
- [Self-Isolation | About COVID-19 | Government of Saskatchewan](#)
- [Province of Manitoba | Self-Isolation](#)

Cenovus's Health Centre and Health & Wellness teams will support you through this process.

All workers must follow all public health measures including those related to isolation/quarantining. These include but are not limited to:

- Complete isolation/quarantine at home.
- Do not leave your home or go for walks in your neighborhood or parks.
- Get fresh air in your backyard or on a private balcony.
- Avoid close contact with people in your household and do not have visitors.
- If you are in isolation, do not share household items. Use a separate bathroom and bedroom, if possible.
- **Individuals must obtain Return to Work (RTW) clearance from the Cenovus on-site Health Centre (FCCL & Sunrise) or Cenovus Health & Wellness (all other locations) prior to returning to site / work.**

#### Foster Creek, Christina Lake, Sunrise Workers

Workers at FCCL and Sunrise will follow additional isolation requirements under the guidance of the on-site clinics. All workers at FCCL and Sunrise who are required to isolate / quarantine must meet AHS North Zone's Journey Management Guidance below. The plan will be coordinated between the worker and their supervisor with input from the on-site Health Centre:

- Public transportation (i.e. plane, bus etc.) CANNOT be used for transport.
- Traveller must be well enough to travel on their own.
- All travellers must have a safe place to isolate/quarantine that is separate from any other individuals in the home or can isolate alone.
- Must not require any stops at public facilities outside of pay at the pump fuel services.
- All travellers should be provided with PPE, water and food for extended trips to limit the need to access public facilities.
- If a rental vehicle is utilized – ensure contactless access is used and rental companies are aware the individual is required to be isolating.
- If an overnight stay is required to reach the final destination, the stay must be booked in an approved commercial isolation hotel in Alberta by dialing 211.
- Employer should identify a check-in process to ensure safe arrival at final destinations.
- Prior to leaving a site, a confirmatory swab should be collected for an individual that has tested positive via rapid testing, is a close contact, or is symptomatic.
- Out-of-province travellers will have their demographics and contact information shared with AHS prior to their returning to their home province.

***If the criteria are not met, offsite travel will be denied as required by the AHS North Zone, and workers are required to complete isolation / quarantine on site or at a designated AHS COVID-19 Isolation Facility by dialing 211.***

## Our Isolation Criteria

Cenovus determines our isolation and quarantine requirements criteria based on a variety of factors, including:

- Guidance from provincial, federal and international governments and health authorities (e.g., Alberta Health Services, Public Health Agency of Canada).
- Monitoring communications and updates from credible research-based organizations (i.e., post-secondary research, pandemic preparedness organizations).
- Advice from our internal and third-party medical practitioners, experts and consultants.
- Communications and alignment with our industry peers on requirements and procedures.

These factors are used by our internal working committees to assess risk and identify reasonable precautions. The global response to the COVID-19 pandemic is a constantly changing situation, and as such our requirements may be adjusted from time to time based on the information available. **For that reason, workers and supervisors should review these requirements often.**