Update Regarding COVID-19 Cases at [Company, Worksite/camp, Project]

[Company] is notifying employees and contractors of increased positive COVID-19 cases at [specific worksite(s)].

(#) employees and (#) contractors working on the [specific worksite(s)] project have tested positive for COVID-19. These results relate to testing that took place between [date] and [date].

Contact tracing for all cases has been completed. Anyone identified as a close contact at work has been directed to self-isolate and be tested for COVID-19 if they experience symptoms.

[Company] is working with public health authorities and taking all necessary steps to manage the risk of transmission:

- tracing all potential close contacts
- disinfecting work areas
- directing all employees and contractors to self-monitor for symptoms and self-isolate if required

If you have not been contacted, you do not need to self-isolate; however, everyone is asked to self-monitor for the symptoms of COVID-19 (situation specific updates required - fever, cough, shortness of breath) at all times. If you experience any of these symptoms, please immediately inform your supervisor and take steps to self-isolate and contact your public health authority.

In addition, [Company] has implemented or is advancing enhanced response protocols and preventative measures in response to these cases. These build on the existing protocols and measures already in place and include:

- **Increased respiratory protection**: Effective [date], anyone working at or accessing [specific worksite(s)], or in [Company]-provided transportation will be required to wear a C95, KN95 or higher-level respirator. These respirators provide a higher level of protection against the spread of COVID-19 than cloth, surgical masks or face shields. Please see the attached FAQ for more information.

- **On-site review conducted by Local Health Authority**, which confirmed the right response protocols and preventative measures are in place

- **Temporarily reducing the workforce at the [specific worksite(s)]** to allow for implementation of additional measures

- **Contact tracing technology** for tracing and tracking interactions between co-workers to allow for faster identification of close contacts
• **Rapid testing** to more quickly identify positive cases of COVID-19

• **Enhanced and increased screening** to reflect current provincial health restrictions

• **Proactive self-tracking of interactions and close contacts** by all employees and contractors

Implementation of these additional measures will be coordinated by each site.

For information regarding response protocols, preventative measures and the current COVID-19 case status location X, please visit [contact info/website].

[Signature]