

		Calgary Shallow Utility Consortium		
		Covid-19 Important Information		
		Effective Date: March 19, 2020	Rev 1.0	Pg. 1 of 2

Protocols as of March 19, 2020

The situation around the COVID-19 (coronavirus) continues to evolve since the World Health Organization has declared the outbreak a pandemic. We're closely following the guidance and advice from the Public Health Agency of Canada, the Centre for Disease Control, the World Health Organization, and other global and provincial health agencies.

Working from Home Protocol

All members of the Shallow Utilities are currently implementing a work from home program for office workers until further notice. There will be challenges as resources become familiar and comfortable with the work from home situation. The use of technology will become more efficient as it is used. The consortium members and their representative will strive to continue our high quality and timely delivery of designs, reviews, and engagement; however, some inefficiencies are to be expected.

Project Managers, planners, designers, and administrators remain available by phone (cell phone recommended) and email. Construction contractors, inspectors, and other field resources are continuing to work in the field under Covid-19 working recommendations.

Site Construction meetings, Developers, Consultants, and Inspectors

It is important that you take measures to protect your own health and safety and that of your co-workers. All workers should take steps to reduce the risk of exposure to COVID-19 by limiting contact with external parties.

All essential in-person meetings should be attended by only those critical to the meeting, be postponed, or cancelled. **Please make every effort to make use of virtual meetings including either phone or online technology in place of in-person meetings wherever possible.**

Pre-Construction and Final Construction Meetings: These will proceed as planned, but hosted outdoors or in large rooms. Please use extra caution, practice social distancing by staying 2m away from each other, use hand sanitizer before and after meetings, avoid any handshaking, reduce document exchanges, and limit attendance to only those absolutely necessary for the meeting.

It is important to ensure all as-builts, and field counts, and construction force account sign-offs are completed and reviewed by the developer and each utility at the FINAL Construction meeting.

The site construction representatives from the Developer or Consultants are a very important part of the Shallow Utility construction. As the site construction representative from the Developer or the Consultant is considered the Prime Contractor on site, they must continue to be available to the Shallow Utility contractors for the aforementioned meetings but also to engage in the Health and Safety protocols for site specific hazard identification, controls, socialization, and reporting.

Additionally, site construction representatives from the Developer or Consultants are required to participate in construction issue resolutions and forced account evaluation and signoff to ensure construction continues as planned. All developers or consultants will be asked to confirm their site construction representatives will be available for the construction and are expected to participate as usual but with Covid-19 protection practices as recommended by the public health agencies.

Ongoing Monitoring

This situation is fluid and changing regularly. It is important that you inform yourself when considering any form of travel, whether for business or personal reasons.

These protocols will remain in place for the foreseeable future and we will issue updates as necessary.

We ask that you and your teams stay informed through official sources and reach out to your shallow utility contacts if you have any questions or concerns.

Alberta Health Services (AHS) Advisories

IMPORTANT: If you are sick or not feeling well, please stay home. If you have been required to self-isolate under any of the various protocols or provisions, **DO NOT ATTEND ANY FACE TO FACE MEETINGS FOR ANY REASON.**

- If you are concerned that you have been exposed to COVID-19 or are exhibiting symptoms, it's a good idea to take the self-assessment test provided by Alberta Health Services and follow their recommended advice.
- If you have symptoms such as fever, cough or difficulty breathing and have travelled outside Canada or have been exposed to someone who has, or is suspected of having COVID-19, stay home and call **Health Link 811**.
- Stay at home and away from others if you are feeling ill.
- If you have returned to Alberta from outside Canada since March 12, self-isolate at home for 14 days, regardless of symptoms.
- If you have been seated in one of the identified rows on flights listed under Info for [Airline Passengers](#), self-isolate for 14 days regardless of symptoms.

Regards,

Mark G Kefford

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