

**March 15, 2020**

**Audience:**

All Alberta Employees, Contractors and Service Providers

**Information:**

As part of Canadian Natural's ongoing monitoring of the COVID-19 outbreak, we are providing the below updates and we will continue to communicate as new information arises.

Public Health Update

The Province of Alberta announced at 4:30 pm on March 15, 2020, effectively immediately, the following in relation to the COVID-19 outbreak:

- **Student attendance at K to 12 schools is prohibited and in-person post-secondary classes are cancelled.**
- **All licensed child care facilities, out-of-school care programs and preschool programs are closed indefinitely.**

Alberta Health Services still maintains the risk of contracting COVID-19 in Alberta remains low. Social distancing, a conscious effort to reduce contact between people, is key to decreasing community transmission of a virus. These new additional measures announced are intended to help slow the spread of COVID-19, however these measures will impact many of our employees who have young or school-aged children.

Canadian Natural continues to monitor the COVID-19 outbreak in BC and Saskatchewan and will advise of any updates affecting these provinces.

**What this Means to You:**

Flexible Work Arrangements and Working at Home

Canadian Natural is implementing the following effective immediately:

- **For Alberta-based employees until further notice:**
  - For Canadian Natural employees directly impacted by the closure of schools and child-care facilities and programs in Alberta. Please contact your supervisor to notify of your need to work from home.
  - Flexible work hours and working from home arrangements will be permitted and are to be discussed with your supervisor.
  - It is expected that if you are working from home, that you are in daily contact with your supervisor and are available during core business hours.
  - Leaders of every department have determined the employees in positions who are critical to maintaining safe, reliable operations. These employees will continue to work at their designated Canadian Natural office or work-site. Risk of contracting COVID-19 at a Canadian Natural office or work-site is low.
  - Instructions of remote working will be issued by IS in a separate communication. If employees require computer equipment to work remotely, please notify your supervisor. Supervisors are to seek approval from their Senior Vice President for company provided computer equipment.

- For Calgary-based employees, we are investigating parking alternatives to enable you to come to the office for a short period of time to pick up necessary material. This is to support social distancing for employees who normally use public transit, taxis or ride-sharing to get to work. Further information will be communicated once details are finalized.
- Employees are **not** permitted to bring their children to a Canadian Natural office or field location. This is critical to helping maintain a safe workplace and in support of public health efforts to contain the spread of COVID-19.

#### Meetings with External Parties

Canadian Natural is implementing the following effectively immediately across all office and work-sites until further notice:

- All in-person meetings with external parties are to be cancelled. If the meeting is important, reschedule using Webex or telephone conference call.

#### Business and Personal Travel

Further to the travel restrictions previously announced, **Canadian Natural has deferred all business travel to any location outside of Canada. All employees are also strongly urged to defer all personal travel outside of Canada.** The following is a summary of travel restrictions:

- If you have been to any of the following countries within the last 14 days: **China, Singapore, Italy, South Korea, Iran, Japan, France, Germany and/or Spain, you are to self-isolate for 14 days** from the day you returned to Canada and monitor for symptoms.
- If you travelled outside of Canada, except for the above-listed countries, and **returned before March 12, you should self-monitor for symptoms for 14 days.** In this circumstance, you remain cleared for work.
- If you travelled outside of Canada, except for the above-listed countries, and **returned on or after March 12, you should self-isolate for 14 days and monitor for symptoms.**
- If you have any symptoms, you are to call Health Link at 811 and follow their directions.
- If you have any symptoms and you are at Albian or Horizon, immediately report to the medical centre.
- In all of the above cases, please notify your Canadian Natural supervisor. Supervisors are to pass this information onto their HR Business Advisor.

#### **Timing:**

Immediate

For any non-health related questions, please contact the Human Resources at [HR@cnrl.com](mailto:HR@cnrl.com) or by calling (587) 955-0404.

Thank you.

Human Resources