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March 19, 2020

Via Email  
Mardy Semmler  
Executive Director  
Inuvialuit Water Board

Dear Mardy,

During these challenging times, the health and safety of our collective workforce and our communities remains Imperial's top priority. Imperial's emergency response organization has been engaged for several weeks to centrally oversee and coordinate our COVID-19 response, contingency planning and communications. Imperial is following the guidance from government authorities, including:

- Self-isolation protocols for employees with potential for exposure through travel or contact with someone exposed to COVID-19;
- Maintaining essential staff across our operations, while non-essential staff are asked to work from home;
- Restricting non-essential business travel and in-person meetings;
- Enhanced workplace cleaning protocols and increased hand-sanitizing stations in common areas.

The Tuk Base Remediation Project team continues to focus on protecting the health and safety of all personnel onsite including Tuk Base and EGT's camp, with a specific focus on preventing any on-site positive cases. While doing so, we continue to safely manage our ongoing winter program, currently forecasted to be completed in early April.

Specifically we have:

- Reduced our crew size on-site to essential personnel only while ensuring the ongoing winter program will continue to be executed safely.
- Enhanced cleaning and sanitization procedures at EGT's camp;
- Updated the camp's dining policies to minimize risks for both the kitchen staff and our work crew;
- Enforced stronger on-site rules for haul truck drivers to remain in their cabs at all times;
- Site access is restricted to business-critical needs only.

Imperial's emergency support group will continue to monitor and assess the situation as it evolves to ensure we maintain a healthy work environment and the continuity of the business. Closely monitoring supply chains to our facilities and the delivery of our products to customers is a priority. There continues to be an extraordinary level of co-operation and communication among our employees, community partners, contractors, service providers, and customers. Imperial appreciates everyone's commitment and patience with these efforts during this unusual and challenging time.

We recognize and appreciate that your focus is your members and keeping your community safe and informed through this dynamic and evolving situation. I am aware that our environment, business and workforce committees have been communicating through the early days of the situation and taking necessary steps to prioritize work activities and conduct their work through conference, phone and video calls, as well as email from the alternative work locations. We thank you and are supportive of these actions that our teams have taken to continue working on the matters that are mutually shared.

We will continue to keep you updated, and want you to know what Imperial is doing its part to limit the spread of COVID-19. If you have any concerns or questions please don't hesitate to contact me or alternatively Benjamin Fraser at [benjamin.fraser@esso.ca](mailto:benjamin.fraser@esso.ca).

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Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Chan', with a stylized flourish at the end.

Stephanie Chan