

To our staff, partners, contractors and clients,

As the Coronavirus Covid-19 situation changes and new information becomes available I wanted to take the opportunity to reach out to each of you and express my concern and the concern of our organization for everyone who has and is being impacted. Although we need to take serious steps to protect our company during these times our focus is to protect each of you to the best of our ability.

Fillmore Construction is committed to providing and maintaining a healthy and safe work place for all of our staff, partners, contractors and clients. In review of information provided by our Provincial and Federal Governments the most important steps each of you can take to reduce the risk of exposure and spread of Coronavirus COVID-19 are as follows:

1. If you are experiencing flu like symptoms use the Alberta Health Services [Self-Assessment Tool](#) and report your findings to our Director of Health, Safety and Environment, Cody Woolf at 780-235-6003 or cwoolf@fcmi.net prior to reporting to work or entering a Fillmore Construction office or works site.
2. Practice social distancing of 6 feet on all work site and office situations. Avoid physical contact whenever possible and eliminate handshaking.
3. Our main office and site offices require all who enter to wear face covers at all times unless in your personal work space. We recommend that everyone who enters a Fillmore Construction work site wear a face covering.
4. Handwashing prior to entering offices or job sites and on regular intervals as well as sanitization of hard surfaces and common areas.
5. If you have travelled outside of the country within the last 14 days you are required to self-isolate for 14 days before reporting to work.
6. Only approved and scheduled visitors will be permitted to enter Fillmore Construction offices or job sites and visitors will be required to answer a number of screening questions and wash their hands before entry is permitted.

These steps are to be followed by everyone without exception and we will continue to provide updates as necessary.

If you have any questions or concerns regarding our COVID 19 procedures, please refer to our COVID 19 Pandemic Code of Practice or contact our Director of Health, Safety & Environment mentioned above.

I appreciate your understanding and want to thank all of you for your efforts and cooperation through these difficult times.

Chris Fillmore



President – Fillmore Construction