

Internal Announcement

Date: *(Initial announcement)*

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 work site(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 work site(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 work site(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

BC Centre for Disease Control

Provincial Health Services Authority

- **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]

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