



June 18, 2020

To: All Employees, Consultants, Contractors of PTRL

Re: **PANDEMIC RESPONSE PLAN- JUNE 2020 UPDATE**

We recognize that the combination of the COVID pandemic and the current oil market has created a challenging environment for our employees, consultants and contractors. In the face of this adversity, our employees, consultants and contractors have risen to the occasion and demonstrated flexibility, tenacity, and strength. We place the health and safety of our employees, consultants, contractors, and service provider's at the highest of priorities as we navigate our path forward. We continue to monitor and comply with all applicable governmental regulations as we consider all return to work options.

Consistent with and in compliance with government initiatives to reopen the economy, we are taking steps to re-introduce all employees, consultants and contractors to corporate offices in a safe manner. We appreciate that individual's may experience certain challenges to return to the offices, including concerns relating to the health of an employee, consultant, contractor or his or her family members, child care or transportation. Your Pandemic Co-ordinator will work with these employees to attempt to address these concerns.

Subject to an ongoing monitoring and evaluation of government initiatives and recommendations, effective September 8th, employees, and consultants will begin to report to the office. Some employees, and consultants have already been going to the office on a part time and essential service basis. Many factors such as government regulations, appropriately distance environments, enhanced cleaning and disinfecting factors, and most importantly employee, consultant, and contractor safety contributed to this decision. Our Edge QHSE team has developed robust Return to Work policies and procedures for our Calgary and Macklin offices and has worked with the COVID Response Team to implement these policies and procedures for our offices, as follows:

Effective September 8th, 2020 employees, and consultants will begin to report to the office on a rotating schedule to ensure employee safety and ensure proper social distancing. Based on the schedule, employees will work 50% of their time in the office and continue to work 50% of their time from home. You will be advised by your supervisor of your rotating schedule. Many factors such as government regulations, appropriate distance environments, enhanced cleaning and disinfecting factors, and most importantly employee and consultant safety contributed to this decision. Our QHSE team has developed robust Return to Work policies and procedures for the Calgary and Macklin offices has worked with the COVID Response Team to implement these policies and procedures, as follows:

Continue to Telework - We have been monitoring and evaluating the situation and have determined that unless there is a business necessity, you will continue to telework until further notice. We are carefully monitoring the situation and will adjust accordingly.

Everyone has a role in health and safety and we appreciate your adherence to the guidelines set forth by QHSE. If you have any questions or concerns regarding returning to work, please reach out to your Pandemic Coordinator.

COVID-19 Return To Work Plan:

Pandemic Coordinators and COVID - 19 Response Team:

The following coordinators are responsible for determining if the Pandemic Response Plan needs to be amended and will co-ordinate PTRL's continued response to the pandemic:

Coordinators:

1. **Bill Lewington**, email: blewington@prairiethunder.ca, work: 587-393-9004, cell: 403-815-1967
2. **Bruce Stang**, email: bstang@prairiethunder.ca, work: 306-753-2748, cell: 780-753-6543
3. **Kevin Adair**, email: kadair@prairiethunder.ca, work: 587-393-9001, cell: 403-815-3747

Response Team:

The following Response team will be responsible for making sure the COVID-19 plan is implemented and followed within each of the respective Offices and work sites. That the critical cleaning and disinfecting supplies are ordered and present, that proper signs and notices are posted, that Employee and Visitor Logs are properly filled out, and that high risk areas are both frequently and properly cleaned and disinfected.

1. **Bill Lewington**, Calgary Office
2. **Jaye Papp**, Calgary Office: email: jpapp@prairiethunder.ca, work: 587-393-9739, cell: 403-831-3956
3. **Bruce Stang**, Macklin Office

High Risk Areas:

These are areas where people either congregate or frequently touch, proper cleaning and distancing measures must be adhered to. Clean with disinfectant provided after each use.

- Door Handles
- Counter tops or shared work surfaces
- Conference rooms – alternate seating
- Kitchens/breakroom - No more than 1 person at a time. WASH YOUR HANDS before and after touching ANYTHING in the Kitchen.
- You will have your own dedicated cutlery, plates and cups and are responsible to keep them clean yourself.
- Do not use the dishwasher, wash your own dishes by hand.
- Bathrooms – No more than 3 people at a time WASH YOUR HANDS before and after bathroom use.
- Trash Cans – same as door handles
- Printer/Copy/ & Scanners – disinfect before and after use.

Employee and Visitor Log Book:

Each employee and visitor attending either of our offices MUST sign in and out of the Log Book located in S:\Employees\Employee and Visitor Log.

You must take your temperature and make sure any guests have also taken their temperature before coming to the office and answer the questions accordingly. Every Employee must sign in on this sheet for their respective guests.

When at the Calgary Offices you MUST swipe your access card upon entering.

Any changes to the response plan and return to work procedures will be conveyed to you by email from Bill Lewington.

Contact Numbers:

Employees, consultants and key contractors (“Personnel”) should download the contact information for the Pandemic Coordinators and all other personnel critical to that person being able to perform their role with PTRL onto their cell phone.

This will enable you to maintain communications in the event of a continued quarantine situation or a work alone situation.

Meetings:

All meetings should continue to be conducted either using Microsoft Teams or by conference call. Below is the dial-in information to use a conference call:

Moderator	Phone No.:	1-866-941-6583 (follow instructions after dialing in)
	Moderator Code:	578894#

All Other	Phone No.:	1-866-941-6583 (follow instructions after dialing in)
Participants	Participant Code:	333581#

Jaye Papp at the Calgary Office will coordinate the use of the conference call bridge. Please e-mail Jaye to ensure the bridge is available for your meeting. Please try to limit meetings to 30 minutes or less.

PTRL’s Pandemic Response Plan was invoked on March 14th, 2020:

The Response Plan has three primary phases:

1. Invoke Preventative Pandemic Measures
2. Invoke Safe Work Environment Measures
3. Invoke a Safe Return To Work Plan with detailed Mitigation Plan and Safety Practices to be adhered to at all times.

We are working towards developing a Safe Return to Work Plan which will continue to include those Preventative Pandemic Measures, and Safe Work Environment Measures included in Phases 1 and 2 above, and more importantly Safety Practices that MUST be adhered to.

1. PREVENTIVE PANDEMIC MEASURES

The following protocol should continue to be followed in Macklin or Calgary:

- a. Normal business practices should be followed, but Personnel are asked to take prudent precautions as recommended by regional health authorities.
- b. An e-mail will be sent to all Personnel from Bill Lewington indicating when additional Pandemic Measures are required.
- c. Measures will stay in place until the Coordinators communicate, via e-mail from Bill Lewington, an end to the Pandemic Measures.
- d. Bill Lewington is your primary contact if you are based in Calgary and Bruce Stang is your primary contact if you are based in Macklin.
- e. Personnel should monitor their health and the health of their immediate family. Personnel should also be aware of the health of any friends and other colleagues that they are in contact with during the Preventive Measures period.
- f. All non-essential business travel will be cancelled.
- g. Essential business travel will be reviewed on a case by case basis. Contact your coordinator if you need to make an essential business trip.
- h. Personal trips outside of Canada will be allowed as per government recommendations, the quarantine recommendations of the government must be adhered to, and you must discuss this with your supervisor before returning to work.
- i. Instruct service providers making sales calls that we are not accepting in-person meeting requests while Pandemic Measures are invoked.
- j. Employee's, service providers, contractors, and consultants that need to go to either of our offices will be required to sign in on the Employee Log Sheet located on the S:/Employees/Employee and Visitor Log Book.
- k. Contact your coordinator if you or anyone in your household are experiencing any flu-like symptoms. Your coordinator will advise you of the steps to take, which may involve asking you to work from home until further notice.
- l. All on-site service providers will be required to adhere to PTRL Preventative Pandemic Measures protocol.
- m. Bruce Stang will coordinate communication with key Macklin area service providers that our Preventative Pandemic Measures are in effect. Please be prepared to assist Bruce with this communication for Macklin field projects you are supervising.
- n. Personnel involved in Macklin on-site field meetings to review and complete work permits, to be limited. Bruce Stang will communicate the parameters for these meetings.
- o. Bill Lewington will coordinate communication with key service providers for Alberta operations. Please be prepared to assist Bill with this communication for Alberta field projects you are supervising.

2. SAFE WORK ENVIRONMENT MEASURES

Safe Work Environment Measures will be in place until regional health authorities declare the emergency due to a pandemic over or if any PTRL Personnel contract the virus that has created the pandemic situation. The following measures are to be taken to prevent the spread of the virus:

- a. Measures will stay in place until the Coordinators communicate, via e-mail from Bill Lewington, an end to the Safe Work Environment Measures.
- b. Bill Lewington is your primary contact if you are based in Calgary and Bruce Stang is your primary contact if you are based in Macklin.
- c. Immediately contact your coordinator if you have contracted the virus. Under no circumstance should you report to work.
- d. Macklin Operations:

- Activate Corporate ERP.
- Bruce Stang will coordinate activities with Lead Operators.
- Lead Operators should ensure they take their PTRL laptop home every day.
- In the event a Lead Operator contracts the virus, Bruce Stang will assign a spare PTRL laptop to the Lead Operator's backup.
- All interactions to be conducted via telecommunications (e.g. use land lines, conference call, cell phones or Microsoft Teams if a group meeting is required) and not in-person.
- Unless absolutely critical, Macklin Personnel are to refrain from meeting at the field offices and physical interaction in the field. Operators should be prepared to conduct their rounds without reporting to the field office.
- For production reporting purposes, Operators should use cell phones to take pictures of their books and send the picture to the Lead Operator for input into PVR.
- All non-essential field work will be immediately suspended until further notice. This excludes any operations being supervised by either Bruce Stang or by Calgary Personnel. Non-essential service providers are to stay off property.
- Essential field work includes any operation required in the event of an emergency and any well servicing or production operations being supervised and directed by either Bruce Stang or Calgary Personnel.
- Bruce Stang, along with Lead Operators, will coordinate communications with all essential service providers (e.g. M&J Oilfield, GVM Trucking) to review requirements under Safe Work Environment Measures. Essential service providers must follow PTRL Safe Work Environment Measures.
- Craig Hutton, Calgary Offices, will notify Bruce Stang of all Service Rig movements to and from sites and ensure that all consultants, contractors, service providers and service rig operators have completed the Pre-Screen Risk Assessment form and sent signed copies to Bruce Stang prior to entering onto a PTRL worksite or facility. Essential service providers will be required to limit workers to only what is required to ensure on-site worker safety. Workers, including PTRL Personnel, should maintain a safe working distance from each other as prescribed by regional health authorities.
- On-site work requiring multiple workers for essential field work must be approved by Bruce Stang or Craig Hutton prior to work commencing, and all Pre-Screen Risk Assessment questionnaires are completed and sent to Bruce Stang

e. Calgary Office:

- All non-essential business travel will be cancelled.
- All Calgary Personnel will be instructed to work from home until further notice.
- All interactions to be conducted via telecommunications (e.g. use land lines, conference call, cell phones or Microsoft Teams if a group meeting is required) and not in-person.

- **Accounts payable** – although our office maybe closed, we will still have the ability to process payables in Powervision and to issue critical payments to suppliers via electronic funds transfer. Please contact **Vince Reinsch** if a critical payment is required. Vince will work with approvers and signing officer to issue critical payments. Bank signing officers should have their Secure ID FOB with them at all time in the event the office is closed.

f. Alberta Operations:

- As there is currently no productive operated assets in Alberta, all non-essential field operations are to be immediately suspended.
- In the event drilling or completions operations are underway, Kevin Adair and the project supervisor will review the operation to initiate the suspension of operations at an appropriate interval.

3. SAFE RETURN TO WORK PLAN WITH DETAILED MITIGATION PLAN AND SAFETY PRACTICES

The Attached COVID-19 Mitigation Plan and Safety Practices memo will be in place effectively immediately as we navigate our way through the COVID-19 Pandemic and our way back to work Safely. If you have any questions please do not hesitate to contact your Pandemic Coordinator or COVID-19 Response Team member. A detailed copy of the Mitigation Plan and Safety Practices is attached to this Memo as a separate memo.

- Facility and Field Access** - when working on behalf of PTRL or attending to any facility or worksite must be strictly managed and the additional COVID-19 Mitigation Plan and Safety Practices strictly adhered to.
- Pre-Screen Risk Assessment** - any Employee, consultant, contractor, visitor or vendor must complete a Risk Assessment form before entering a PTRL facility or worksite. These completed forms will be kept on file and held in strictest confidence by PTRL. A form is attached to the Mitigation Plan and Safety Practices Memo.
- Personal Protective Equipment (PPE)** - shall be worn when recommended by governmental authorities or when you have to work without safe distancing, or dealing with equipment, people, or surfaces that are high risk or may have reason to suspect have been contaminated with COVID-19.
- Exposure Control** - must be strictly adhered to and followed.
- Post Exposure Evaluation and Follow Up** - procedures must be followed and documented with the Supervisor/Manager and COVID-19 Response Team member.
- Training** - Workers will receive initial training and information and are expected to stay informed of the symptoms and modes of transmission of COVID-19, how to limit or reduce possible exposure to COVID-19, appropriate safety measures, the use of PPE, and the proper filling out and submission of the Pre-Screen Risk Assessment form.
- Record Keeping** - The COVID-19 Response Team together with the HR department will maintain strictly confidential records collected from all employees, consultants, contractors, visitors or vendors.
- Contact Information** - there are many good publicly available resources and access to government websites for both federal and provincial levels of government for reference on COVID-19.

Everyone has a role in health and safety and we appreciate your adherence to the guidelines set forth by QHSE. If you have any questions or concerns regarding returning to work, please reach out to your Pandemic Coordinator or COVID-19 Response Team member.

PTRL appreciates your continued support and good safe work practices.