



May 7, 2020

Allan Partridge
Consulting Architects of Alberta
Spokesperson for the Alberta Joint Industry Response Team (AJIRT)
Representing the Architecture, Engineering and Construction (AEC) Industry in Alberta during
the COVID-19 Pandemic

Dear Industry Partners:

Re: City of Calgary construction projects during the COVID-19 pandemic

Despite current challenging times, The City of Calgary continues to move forward with optimism, confident we will get through the pandemic by continuing to work with our trusted industry partners.

The City of Calgary is working with contractors and consultants to prioritize health and safety and minimize the impact of COVID-19 on active projects, following guidelines from Occupational Health & Safety and Alberta Health Services. We would appreciate if you could forward the information in this letter to your individual members and their staff.

The City of Calgary places the utmost importance on employee and vendor health and safety. As such, during this period, we are asking vendors who access City sites to provide their City contact with their plans to manage COVID-19 at the start of the project, and construction contractors must update project specific health and safety plans to reflect the COVID-19 risk and actions being taken. This may include but not be limited to:

1. Vendors must not access City sites if they:
 - a. are unwell, or otherwise not fit for work,
 - b. have returned from international travel within the last 14 days,
 - c. have attended gatherings of more than 15 people in the last 14 days.
2. Ensure physical distancing measures (2 metres minimum) can be implemented on work sites. If this cannot be achieved, ensure that controls are in place to mitigate the risk.
3. Ensure washing facilities are available to facilitate hand washing with soap and water.
4. Implement worksite cleaning measures to effectively clean high-touch areas, as well as tools and equipment on the work site.
5. Consider self-assessments for workers prior to starting work for the day.
6. Avoid the sharing of unsanitized tools and writing utensils on the job site.

We encourage all project personnel to communicate openly and document impacts and decisions on projects collaboratively, so we can continue to monitor and quantify these impacts.

We are planning and preparing to move from responding to this crisis to being ready to launch into recovery phases. We look forward to working with our vendors as we get through this together.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Duckworth', written in a cursive style.

David Duckworth, P.Eng, MBA
City Manager
The City of Calgary | Mail Code #8003
T 403-268-2109
10th Floor, Calgary Municipal Building
E David.Duckworth@calgary.ca