

**SUBJECT: HELLIER COVID-19 PREPAREDNESS****UPDATED JUNE 25TH, 2020****Important Notice:**

Hellier continues to take steps to ensure the health and safety of its' staff and students during this time of heightened COVID-19 awareness.

We stand aligned with our parent company, Acuren, in our continued efforts to prevent the spread of the virus anywhere we work. As a reminder, we have taken the following actions so far:

- We have increased our frequency of communication with employees and customers to ensure we are providing important news about the status of the virus and the actions taken by the company;
- We have increased the frequency of senior leadership communications on this matter to remain updated on emerging events;
- We have appointed a single point of contact, to respond to issues related to the virus and associated company direction and have all customers coming to our facilities complete a self disclosure form to confirm they have no symptoms and no contact in the past 14 day with anyone that had symptoms. This completed form should be sent to Hellier 3 days prior to arrival at a Hellier facility;
- We have responded in real time to take appropriate measures in communities where we are informed of governmental restrictions that have a direct effect on our employees;
- We have initiated alternate work provisions, where possible, to improve effectiveness of our internal infection prevention/control practices and minimize the potential spread of the virus in our offices and field work locations;
- We continue to post valuable educational and informational resources such as posters related to personal interventions such as hand washing, respiratory etiquette and instruction to stay home if feeling unwell, on our online portal with access for ALL North American employees;
- We have communicated to clients regarding our express intention to work in partnership to maintain the safety and health of our employees on their sites;
- We have provided instructions related to isolation and quarantine requirements as per the CDC and WHO;
- We have distributed our Pandemic Plan to address the challenges presented by the current viral spread and to plan for the continuity of our services;

In addition, we have implemented the following policies:

- COVID-19 Phased Return to Work Guidance
- COVID-19 Site Work Procedure Plan
- COVID-19 Employee Exposure and Return to Work
- COVID-19 Site Specific Plan
- The Client Site Access Assessment Process
- Pandemic Planning Procedure

Throughout the period of this crisis we have continued to require that all employees and visitors complete the Employee/Visitor Disclosure Form prior to entering our facilities, and anyone who may have been quarantined as a result of a positive test result, complete a fitness for work declaration.

As has been our practice throughout this crisis, anyone who is feeling unwell is required to remain home from work. In addition, anyone we believes they have been exposed to COVID-19 OR develops any of the symptoms associated with COVID-19, is asked to seek medical attention and quarantine themselves.

In addition to completing the disclosure form, masks are now required to enter our facilities.

Hellier Facilities / scheduling:

- A mask is required to enter our facility. We have initiated an enhanced daily cleaning process specific to all high touch surfaces and common areas of the facilities and equipment being used by students;
- If you as the customer feel a need to cancel or reschedule any training, we are committed to change our public schedule on the web site to meet your specific requirements;
- We have limited class size in a classroom and separated students to maintain safe social distance among our trainees;
- We are not allowing students to share equipment during class and cleaning equipment and reference standards after every use;
- We are asking customers to evaluate online training with WorldSpec and scheduling hands on training at a Hellier facility at a later time;
- We have reviewed inventory of consumables and critical equipment to ensure we are equipped to respond to client needs in the event of a supplier shortage;
- We have implemented a questionnaire to be completed by employees prior to starting work. This requires the individual to identify the presence of any symptoms related to the coronavirus, any personal travel within, or personal contact with travelers to/from, the high-risk locations, within the previous 14 days.
- We have instituted restrictions on travel that is not business critical and have expanded our use of virtual meeting software.

Our primary concern is always employee and client safety. To this end, we will continue to add to, or modify, our preparedness program in reaction to this evolving situation. We thank you in advance for all of your efforts in doing the same, and, as always, we commit to working with you to ensure a safe worksite for all employees.

Should you have any questions regarding the foregoing, please contact me at (832) 221-7386 or don.locke@hellierndt.com; or Teresa Benton at (832) 610-0683 or teresa.benton@hellierndt.com at your earliest convenience.

Best Regards,

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