



COVID 19 IMPACTS – Job Clock Program Temporary Suspension

As you are aware, all levels of government have recommended increased vigilance in the public's efforts to limit the spread of COVID-19. In response to these extraordinary circumstances, Bruce Power for health and safety reasons is agreeing to **temporarily** suspend the requirement to use of Job Clock system. This means for all Contractor staff personnel are no longer required to use the Job Clock system. Bruce Power's number one priority is ensuring the safety of all workers and the continued safe operation of the site.

Verification

All Contractor personnel are temporarily not required to Clock in or Clock out from any of the Bruce Power Job Clocks. However, to ensure verification, Contractors are still responsible to verify attendance and hours prior to billing Bruce Power. Contractor personnel are required to complete a timesheet for hours worked that will be billed to Bruce Power.

Timesheets

Bruce Power expects the Contractor to provide a weekly timesheet data for hours worked by project. These timesheets shall be approved by Bruce Power as per respective Contracts. Project Manager/Contract Managers will review the hours in the timesheet to confirm the work was performed.

Invoicing

Bruce Power expects the Contractor as part of its Invoice package to provide timesheets that have been reviewed by the Contract/Project Manager that clearly identifies individuals.

Turnstile

Bruce Power may perform audits on the invoices using turnstile data to verify attendance and hours worked in the station.

Overtime

All Overtime approvals shall be in accordance with the Contract Documents requiring preapprovals by Bruce Power in writing before the performance of the Work.

This decision is made without prejudice and is strictly at the discretion of Bruce Power.

ISSUED: 20MAR2020