

Hello contacts and colleagues:

Given the state of the Global Covid-19 Pandemic declared by the WHO on March 11, 2020 and the declaration of a State of Emergency by the City of Calgary soon thereafter, we are not certain about the days ahead and our ability to work physically in the office.

In light of these unprecedented times, we ask that all time sensitive notices, including: Independent Operations Notices, Abandonment Notices, Non-Productivity Notices, Offset Notices, AFEs, and other similar time sensitive notices, be sent **via email** to the contacts listed below. As all ISH Personnel are working from home effective Friday, March 20<sup>th</sup>, this will help ISH to respond to notices in a timely manner.

We thank you for your understanding and hope that you stay safe and healthy.

Also, we apologize if you receive this email more than once.

Thank you.