



A guide to lodging for room sharing guests Firebag

Under the new lodging structure at Firebag, Suncor employees working balanced shifts will be assigned a room sharing room. The following chart describes the lodge structure for Firebag room sharing guests and the check-in and check-out requirements:

Guest Assignment	Lodging Structure	Check-in Required	Check-out Required
Suncor employees on 14/14, 8/6 or 7/7 shifts	Room Sharing – two guests on cross-shifts share an assigned room and utilize this same room for each shift rotation.	Yes - no earlier than 5:00 p.m. (unless expressly advised otherwise)	Yes - no later than 7:00 a.m.

Check-In / Check-Out Times

Check-in time: 5:00 p.m. (unless expressly advised otherwise)

Check-out time: 7:00 a.m.

Please ensure that you adhere to the check-out time to allow for sufficient time for the room to be cleaned and ready for your room sharing partner. If you do not check-out on time, your room sharing partner will not be able to check-in on time.

Key Requirements & Implementation Steps for a Room Sharing Guest:

Implementation Steps:

- 1) The guest will check out of their current room on the date that was agreed (and indicated on the room sharing form that was provided to their team) and prior to leaving site, the guest will be provided with their new room and hallway locker assignment.
- 2) The guest will be able to lock their belongings in the hallway locker that is assigned to them while they are off site. They will need to provide their own lock for the locker.
- 3) Occupants will not have the opportunity to access in-room storage after they have checked out.
- 4) When the guest returns to site, they will proceed to the lodge front desk to check-in and will be provided the room key card to their new room sharing room.
- 5) Going forward, the guest will be able to lock their belongings in the room sharing locker in the hallway or in the in-room lockable storage or both (the guest will need to provide their own locks if they wish to use the in-room storage – two locks are required in addition to the lock for the hallway locker).

Key Requirements:

- Guests will need to check-in and out at the lodge front desk for each shift.
- Lodge reservations will be made for the guests based on their shift and implementation start date, however, if changes are required for vacations / time off, then guest needs to contact their travel coordinator to change **both** their flight and lodge reservations.
- Guests need to ensure that they adhere to the check-out time to allow for sufficient time for the room to be cleaned and ready for your room sharing partner. If you do not check-out on time, your room sharing partner will not be able to check-in on time.
- If you need to work **overtime**, you will need to do the following:
 - Contact your travel coordinator to request a change to both your flight and lodge reservations
 - Go to the lodge front desk and advise that you are a room sharer and that you need to work overtime and will need a different room for the duration of your overtime
 - On the last day of your regular rotation you will need to check-out at the lodge front desk prior to the normal check-out time at 7 a.m.
 - You will need to ensure that you take all of the belongings from your in-room storage that you need for the duration of your overtime
 - Please continue to use the hallway locker that is designated to you
 - At the end of your workday (no earlier than 5 p.m.) you will check-in to your new room assigned to you
- If you need to **come in early for your regular shift**, you will need to do the following:
 - Contact your travel coordinator to request a change to both your flight and lodge reservations
 - When you arrive at the lodge front desk, you need to let them know that you are a room sharer and that you are coming in early for your regular shift and will need a different room until your regular shift begins (ie. your room sharing room is available at your regular check-in time)
 - You will not have access to your in-room storage until your regular shift begins (ie. your regular check-in time), so you will need to bring what you require until that time (ie. clothes, toiletries).
 - You will be able to access your hallway locker.

If you have any questions, please contact the Business Support group at osisbusinesssupport@suncor.com.