



March 22, 2020

HSPP COVID-19 VISITOR/CONTRACTOR SITE PROCEDURE

The purpose of this procedure is to create a safe work environment for all employees that minimizes the spread of the virus enabling on-going operations at Howe Sound Pulp and Paper.

*** Note all non Howe Sound Employee personal will have their access temporarily removed to enter site at the Guard shack. You must stop and notify the Guard Shack upon entry, if cleared you will be allowed access to site. Your current HSPP swipe card will still allow access to the site turnstiles with the same authorizations as before.*

For this document the term "visitor" will be known as a visitor, consultant, supplier, contractor, anybody whom is not a current HSPP Employee.

PROCEDURE:

All visitors must have an HSPP contact or PIC (Person in Charge) allowing them access to the site. The visitor must provide three things to the PIC before coming to site.

- 1.) Contractors own COVID-19 Policies
- 2.) Signed HSPP COVID-19 Declaration/Questionnaire
- 3.) HSPP Site Access Form

The HSPP PIC will send copies of these documents to each of the following personnel; The Purchasing Assistant, The Gatehouse and The Guard Shack. The Guard Shack will then verify these are all completed prior to allowing any visitor on site.

If anybody answers "yes" to any of the questions on the questionnaire you will not be aloud access to the site.

On site we are limiting visitor access to The Gatehouse to First Aids only.

- All visitors must do their best to complete their online indoc orientation prior to arrival at HSPP. (This is still good for 365 days) If for some reason this cannot be accomplished, the mill PIC is responsible to ensure the orientation is completed at the Community Center.
- The Mill PIC will pick up all required PPE, swipe cards and locks for their visitors at The Gatehouse.
- The Mill PIC will meet their visitor outside The Gatehouse to distribute the said above items.
- Visitors are only to enter The Gatehouse for medical reasons only and for no reason to go to The Gatehouse. Arrangements are to be made through the PIC

Remember if you are on site please follow proper hygiene and Social Distancing

Thank you,

HSPP Management Team