

Nov 20, 2020

CORONA VIRUS COMPANY-WIDE OPERATING PLAN UPDATE

COVID-19 is highly contagious and countries, including Canada, are experiencing a second wave of infections. The purpose of this plan is to create a safe work environment for all employees that minimizes the spread of the virus enabling on-going operations at all Paper Excellence locations.

Smart Hygiene

1. Regularly wash your hands for 20 seconds using provided soap or hand sanitizer.
2. Avoid touching your face, eyes, nose and mouth.
3. Wipe down shared surfaces (computers, tables and telephones) with provided disinfectants prior to use (with nitrile gloves where needed) and as required.
4. Cough / sneeze into your sleeve or tissue and then dispose of tissue and wash your hands.
5. Use of personal masks (non-surgical disposable paper or reusable fabric) are mandatory in all shared public spaces. These masks do not serve as an enabler for ill or self-quarantining employees to come to work. ***Please see requirements below**
6. All facilities will ensure the on-going cleanliness of common areas and surfaces, bathrooms, and proper disposal of waste products at least every 24 hours.
7. Mill site first aid attendants will have access to N-95 masks only for the treatment of mill employees with suspected infections.

Distancing and Elimination of all non-essential travel

8. Don't shake hands.
9. Maintain a minimum of 2 meters of distancing unless SOPs have been implemented that appropriately protect employees which may include a requirement to wear a personal mask.
10. Company gatherings of more than 50 people are no longer allowed.
11. All company non-essential travel within Canada is suspended until further notice in favour of conference calls (Mill GMs and VPs will approve exceptions to this).
12. All company travel to outside of Canada (including to the US) is suspended until further notice.
13. All external contractors and visitors will be required to provide a "fit for work" declaration that includes disclosure of travel in the past 14 days. Mills will develop site specific SOPs that ensure protection of our employees from temporary US visitors that are required at the site for delivery of goods or services.
14. Any employees returning from personal travel outside of Canada (including the United States) will be required to self-quarantine for 14-days before reporting to work.

Self Quarantine

15. Anyone suspecting they are infected should contact their HR department identifying as such, seek proper medical attention or call 811 or the BCCDC self-assessment website, and self-quarantine at home for a minimum of 10 days until their symptoms have completely resolved.

Contact Tracing

16. Facilities will maintain employee schedules and track the attendance of employees and guests at mill sites to ensure adequate tracing can be done in the event a confirmed case of COVID19.

***SEE MANDATORY REQUIREMENTS ON PAGE 2**

Additional Measures for All BC and Saskatchewan Locations

To comply with recent government COVID-19 restrictions**, it is **mandatory for all BC and Saskatchewan employees, contractors, and visitors** to wear a mask/facial covering in all shared work areas and areas where physical distancing cannot be maintained. This includes but not limited to:

- Control Rooms
- Elevators
- Kitchens/Lunchrooms (except to eat, providing social distancing rules are adhered to)
- Break rooms
- Washroom
- Change/Locker Rooms
- Hallways
- Meeting rooms
- Vehicles
- Shops

BC and Saskatchewan Facemasks/ Face Coverings

All face coverings must meet or exceed the minimum standards outlined by the B.C. Centre for Disease Control. Face covers must cover the nose, mouth, cheeks, and chin of the wearer. The permissible face coverings are:

- manufactured cloth or paper mask,
- neck sock (neck gaiters are not acceptable in Saskatchewan) with a minimum of two layers of fabric,
- or homemade cloth masks that are designed to fit (with straps) with a minimum of two layers of fabric

NOTE: Plastic mouth shield masks, as used in restaurants and other businesses, are NOT permissible. Ad hoc facial coverings such as handkerchiefs, scarfs, bandanas, or other similar covers are also NOT permissible.

NOTE: Face shields versus masks. They each provide a different type of protection: Masks protect others. Face shields protect the wearer but can expose others. Face shields will NOT be substituted for masks but can be used in conjunction with a mask to increase protection.

BC and Saskatchewan Daily COVID screening check

All BC and Saskatchewan worksites must conduct active, daily in-person screening of all onsite workers using the COVID-19 symptom checklist (<https://www.healthlinkbc.ca/symptoms-covid-19>) or another satisfactory approach like temperature monitoring.

** The latest British Columbia wide restrictions can be found at <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions>