

August 25, 2021

COVID-19 COMMUNICABLE DISEASE PREVENTION PLAN

COVID-19 remains highly contagious and countries, including Canada, continue to experience infections. The fourth wave of the Delta variant is increasing the risk of infection especially in BC.

The purpose of this plan is to continue to ensure a safe work environment for all employees that minimizes the spread of the virus - enabling on-going operations at all Paper Excellence locations. This plan will continue to be amended to follow provincial Public Health orders, recommendations and guidance as well as any regulatory (eg. WorkSafeBC) sector specific COVID-19 safety plans.

Smart Hygiene – a critical aspect of reducing the spread of any communicable disease

1. Regularly wash your hands for 20 seconds using soap and warm water or hand sanitizer. Hand sanitizer will continue to be made available to all employees.
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. **At all British Columbian facilities, 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. At Saskatchewan facilities, mask use remains voluntary unless specifically directed by management and safety leaders.
7. Do not come to the worksite if you are feeling unwell. If you or anyone in your family feels sick stay home and get tested immediately.
8. Mill site first aid attendants will have access to N-95 masks or appropriate hepa filter respirator only for the treatment of mill employees with suspected COVID-19 infections.

Distancing and Travel – follow Provincial Public Health guidance to minimize risk

9. Don't shake hands.
10. Maintain a minimum of 2 meters of distance from other workers whenever possible including meetings in indoor settings.
11. **At all British Columbian locations, company gatherings of more than 50 people are no longer allowed.**
12. Follow BC, Saskatchewan and Canadian guidance and rules regarding travel.
13. For site visitors and contractors, fitness for work declarations or questionnaires may still be required to ensure employees are not exposed to unnecessary risk. We will continue to assess risk and where deemed necessary additional measures (eg daily health checks) will be reintroduced

Additional Measures

To comply with recent government COVID-19 restrictions, it is **mandatory for all BC 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 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.