

**April 21, 2020**

## **CORONA VIRUS COMPANY-WIDE OPERATING PLAN **UPDATE****

The World is coping with the spread of COVID-19 Corona virus which has moved from Wuhan, China since its first identification in early January 2020. COVID-19 is highly contagious and likely to become wide-spread across Canada just like influenza especially during the winter season. 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) or at least every 24 hours.
4. Cough / sneeze into your sleeve or tissue and then dispose of tissue and wash your hands.
5. **Voluntary use of personal masks (disposable paper or reusable fabric) is supported as long as they don't interfere with other PPE requirements and/or other mill SOPs. These masks do not serve as an enabler for ill or self-quarantining employees to come to work.**
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.
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 30 days. Anyone with a 14-day travel history from outside of Canada or the United States will be denied entry. 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.