

IGIC – Maine Facilities – Vendor /Contractor COVID Requirements

- All non-essential visits to our operations have been restricted to those with permission.
- Effective Tuesday 10-13-20 until further notice any vendor coming to the mill to work must reside in Maine or New Brunswick or be able to show confirmation, they have taken a COVID test within the prior 72 hours or provide a previously approved exception form.
- For personnel that have travelled outside Maine or NB during the previous 14 days of arriving onsite a COVID 19 test is required within 72 hours of arrival. This includes direct personnel or someone close to them.
- All contractors and vendors entering the mill from outside the state of Maine or NB will be required to take a COVID test 72 hours before arrival at our facility.
- All contractors and vendors entering the mill will be required to have a face covering/mask of some type on their person. They are not required to wear this 24/7 but will be required to wear the covering anytime social distancing within the 6' threshold cannot be maintained.
- Contractors are to maintain social distancing when clearing security entering in and out of the facility at outside gate.
- All vendors will be required to answer a questionnaire (attached) and be viewed for symptoms
- All vendors will allow their temperature (infrared non-contact thermometer is used) to be taken.

- All contractors are required to maintain and track some type of contact tracing of their employees, I.E tracking who they meet within 6 feet for more than 10 seconds. If masks or face coverings are being worn it does not count as a contact.
- All contractors need to have safety training completed prior to entry in the mill. We will no longer be offering safety training at the security gate due to COVID concerns. The link is available from your POC.
 - For St. Croix Tissue visit www.stcroixtissue.com/safety
 - For Woodland Pulp, LLC visit www.woodlandpulp.com/contractor-safety
- No contractors are to be in company bathrooms. Porta-potties will be made available.
- Contractor companies are to have a point person designated to enter control rooms in the area where they are working and should only enter if necessary. This point person is always to wear a face covering while in the control room.

Our Guards will require someone in the mill to verify a vendor has an appointment before allowing entry. Visits require prior approval with your normal onsite contact.

If you have any questions about on-site visits, please contact your regular WP/SCT representative for current conditions and permission.