

## IGIC – Maine Facilities – Vendor /Contractor COVID Requirements

- All non-essential visits to our operations have been restricted to those with permission.
- Effective 05-24-21 until further notice any vendor coming to the mill to work will be required to show confirmation of Covid-19 vaccination or wear a face covering/mask at all times when unable to maintain a social distance of six feet.
- All contractors and vendors entering the mill without Covid vaccinations 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.
- All vendors will allow their temperature (infrared non-contact thermometer is used) to be taken.
- 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](http://www.stcroixtissue.com/safety)  
For Woodland Pulp, LLC visit [www.woodlandpulp.com/contractor-safety](http://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. Company preference would be to have a fully vaccinated employee enter control rooms. If unable, face coverings must be worn.

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.

Updated 05-21-2021