



Woodland Pulp LLC, St Croix Tissue Inc., & St Croix Chipping LLC	
Woodland, Maine	
Department:	Human Resources -- Policy
Subject:	COVID-19 Response Measures Policy – Revision 2

Applicability

This policy applies to all employees who work for Woodland Pulp, LLC (“WP”), St. Croix Tissue (“SCT”), and St. Croix Chipping (“SCC”).

Background

The recent significant increase in COVID-19 infections within the mill has caused the mill leadership to change the policy regarding infection control. This increase in infection rate has significant potential implications for mill workplace safety, employee lost paid time from work, and continued successful operation of the mill.

Workplace Safety Rules

Therefore, after considering the current COVID-19 infection rate, the operational realities of all three facilities, the requirement that WP/SCT/SCC provide a safe working environment, and recommended OSHA and CDC guidance, the workplace safety rules issued in the COVID-19 Response Measures Policy of September 24, 2021 is hereby extended until 5:59 a.m. on October 9, 2021.

Effective 6:00 a.m. on October 9, 2021, the following workplace safety rules apply:

Face coverings will be required to be worn by all **unvaccinated/undisclosed** individuals (i.e., employees, contractors, visitors, vendors, security) upon entrance to and until exit from all mill facility buildings, administration building, and the main gate (i.e., WP, SCT, SCC, Administration). The only exceptions to **unvaccinated/undisclosed** individuals listed above are as follows:

1. When outside any mill building, provided a six (6) foot distance is maintained from all other employees;
2. When operating a company vehicle, provided no other employee is a passenger;
3. When performing work in an indoor office, provided there are no other employees in that office room/cubicle;
4. When eating in a lunchroom, provided there are no other employees in that lunchroom or there is six (6) foot distance between employees; and
5. When smoking in a designated area, provided a six (6) foot distance is maintained from all other employees.

Face Covering Defined

Face covering includes all coverings that have been previously authorized for use (e.g., hospital/surgical style mask, neck gaiter, face shield).

Duration

These measures will continue in force until further notice. This policy may be modified during its effective period as circumstances dictate.

Disciplinary action

If necessary, disciplinary action for salaried and hourly employees will be progressive in nature. Hourly employee discipline will be per the applicable collective bargaining agreements, up to, and including termination for non-compliance.

For more information

If you have questions or need further guidance, please contact your supervisor or the HR Department.

Distribution	October 6, 2021
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