



144 Main St
Baileyville, ME 04694



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MEMORANDUM

From: Human Resources Department
To: Hourly & Salary Employees of Woodland Pulp, LLC
Hourly & Salary Employees of St. Croix Tissue, Inc.
Hourly & Salary Employees of St. Croix Chipping, LLC
Subject: COVID-19 WATERMARK POLICY
Date: November 10, 2021

Background

Woodland Pulp, LLC (“WP”), St. Croix Tissue, Inc (“SCC”), and St. Croix Chipping (“SCC”), collectively referred to as the “Company,” continues to experience significant risk associated with the spread of the COVID-19 virus at our three mills in Baileyville. Therefore, effective immediately, the following COVID-19 Watermark Policy (“Policy”) is hereby adopted to help mitigate the risk of virus spread in order to keep our workforce safe and our operations running. Specifically:

Department Level

When a department has two or more employees in the department test positive for the COVID-19 virus, all employees and contractors performing work in that department will be required to wear a face covering for a 14-calendar day period following notification from the Company.

Mill-wide Level

When our three mills combined have 10 or more employees test positive for the COVID-19 virus, all employees and contractors performing work at all of our mills will be required to wear a face covering for a 14-calendar day period following notification from the Company.

Duration

This policy will remain in effect until further notice. For further information on this Policy, please contact your supervisor or HR. The Company reserves the right to alter, amend, or change the Policy as circumstances dictate.

Distribution	November 10, 2021
Approved by	Mark Zyble Executive Director Human Resources Department
Date	November 10, 2021