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144 Main Street
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224 Main Street
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MEMORANDUM

From: Human Resources Department, Woodland Pulp, LLC

To: (1) Visitors, Vendors, and Contractors of Woodland Pulp, LLC
(2) Visitors, Vendors, and Contractors of St. Croix Tissue, Inc.
(3) Visitors, Vendors, and Contractors of St. Croix Chipping, LLC

Subject: IGIC MAINE FACILITIES – VENDOR / CONTRACTOR COVID-19 REQUIREMENTS – REVISION 2

Date: February 22, 2022

Reference: (a) IGIC Maine Facilities – Vendor / Contractor COVID-19 Requirements – Revision 1 of November 30, 2021
(b) COVID-19 Watermark Policy – Revision 2 of February 21, 2022

Enclosure: (1) WP/SCT/SCC Infection Control Policy Form for Contractors/Vendors

1. APPLICABILITY. This Policy applies to all visitors, vendors, and contractors who are on the property of Woodland Pulp, LLC (“WP”), St. Croix Tissue, Inc. (“SCT”), and St. Croix Chipping, LLC (“SCC”), collectively referred to as the “Company.”

2. CANCELLATION. Effective immediately, reference (a) is hereby cancelled.

3. EFFECTIVE DATE. This Policy is effective immediately.

4. NON-ESSENTIAL VISITS. All non-essential visits to our operations have been restricted to those with permission.

5. FACE COVERING REQUIREMENTS. Face covering requirements shall be per reference (b).

6. QUESTIONNAIRE. All contractors and vendors shall be required to complete WP/SCT/SCC Infection Control Policy Form for Contractors/Vendors, attached hereto as Enclosure (1), and made a part hereof.

7. SAFETY TRAINING.

a. All contractors shall have safety training completed prior to entry onto mills located on Company property. Due to COVID-19 concerns, WP and SCT will no longer be offering safety training at the security gate.

b. The link is available from your Point of Contact (POC):

(1) For WP visit www.woodlandpulp.com/contractor-safety

(2) For SCT visit www.stcroixtissue.com/safety

8. COMPANY RESTROOMS. No contractors shall be in Company restrooms. Porta-potties shall be made available.

9. CONTROL ROOM ENTRY. Contractor companies shall have a point person designated to enter control rooms in the area where they are working and should only enter if necessary.

10. SATELLITE LOCK BOXES. All contractors shall be required to use satellite lock boxes; this will be to minimize foot traffic at lockout boards. Please have one (1) designated individual for locking out on our boxes per shift, then use satellite boxes.

11. HARD HAT NAMETAGS. Contractors shall be required to have names on their hard hats. If he or she arrives without a name on a hard hat, the gate staff will assist with a label to effect contract tracing.

12. APPOINTMENTS. Our guards shall require someone in the mill to verify that a vendor has an appointment before allowing entry. Visits require prior approval with the normal onsite Company contact.

13. FURTHER INFORMATION. For questions about on-site visits, please contact the regular Company representative for current conditions and permissions.

14. POLICY ADMINISTRATION. The Company reserves the right to amend, delete, or add to this policy or to any of its provisions.

For the Company:

/s/

BRENDAN M. WOLF
Labor and Employee Relations Manager