



144 Main St
Baileyville, ME 04694



144 Main St
Baileyville, ME 04694



224 Main St
Baileyville, ME 04694

MEMORANDUM

From: Human Resources

To: Vendors and Contractors

Subject: IGIC MAINE FACILITIES – VENDOR / CONTRACTOR COVID-19 REQUIREMENTS – REVISION 1

Date: November 30, 2021

References: (a) COVID-19 Watermark Policy of November 10, 2021
(b) COVID-19 Response Measures Policy – Revision 3 of November 19, 2021

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

1. Applicability. This Policy applies to all 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. Non-Essential Visits. All non-essential visits to our operations have been restricted to those with permission.

3. Face Covering/Mask Requirement. All contractors and vendors entering Company property without Covid vaccinations will be required to have a face covering/mask of some type on their person. Contractors and Vendors are not required to wear this 24/7, but will be required to wear the covering any time social distancing within the 6' threshold of Woodland Pulp, St. Croix Tissue, and St. Croix Chipping employees cannot be maintained. Additional face covering/mask requirements will be implemented should reference (a) be activated.

4. Clearing Security/Entering in and out of Facility. Contractors are to maintain social distancing when clearing security and entering in and out of the facility at the outside gate.

5. Questionnaire. All Vendors will be required to complete Attachment 1: WP/SCT/SCC Infection Control Policy Form for Contractors/Vendors.

6. Temperature Reading. All Vendors will allow their temperature (infrared non-contact thermometer is used) to be taken.

7. Safety Training. All contractors need to have safety training completed prior to entry onto mills located on Company property.

8. Safety Training. We will no longer be offering safety training at the security gate due to COVID concerns. The link is available from your POC.

a. For SCT visit www.stcroixtissue.com/safety

b. For WP visit www.woodlandpulp.com/contractor-safety

9. Company Restrooms. No Contractors are to be in company restrooms. Porta-potties will be made available.

10. Control Room Entry. 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.

11. Satellite Lock Boxes. All contractors will 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.

12. Hard Hat Nametags. Contractors will be required to have names on their hard hats. If you arrive without your name on your hard hat the gate will assist you with a label. This will be for contract tracing.

13. Appointments. 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.

14. Further Information. Should you have questions about on-site visits, please contact your regular WP/SCT/SCC representative for current conditions and permission.

15. Policy Administration. The Company reserves the right to amend, delete, or add to this policy or to any of its provisions.

Distribution	November 30, 2021
Approved by	Brendan M. Wolf, Labor & Employee Relations Manager Human Resources Department August 30, 2021 (Original)
Version Dates	November 30, 2021 (Revision 1)