



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 RESPONSE MEASURES POLICY -- REVISION 3

Date: November 19, 2021

References: (a) COVID-19 Watermark Policy of November 10, 2021

Applicability. This COVID-19 Response Measures Policy – Revision 3 (“Policy”) applies to all employees of Woodland Pulp, LLC (“WP”), St. Croix Tissue (“SCT”), and St. Croix Chipping (“SCC”), collectively referred to as the “Company.” Further, this Policy also applies to contractors, visitors, vendors, security, and any other persons while on Company property.

Background. The recent significant increase in COVID-19 infections within the three mills has caused the mills’ 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 the Company provide a safe working environment, and recommended OSHA and CDC guidance, the following workplace safety rules apply:

Face coverings will be required to be worn by all **unvaccinated/undisclosed** persons (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 persons;
2. When operating a company vehicle, provided no other person is a passenger;
3. When performing work in an indoor office, provided there are no other persons in that office room/cubicle;
4. When eating in a lunchroom, provided there are no other persons in that lunchroom or there is six (6) foot distance between persons; and
5. When smoking in a designated area, provided a six (6) foot distance is maintained from all other persons.

When the COVID-19 Watermark Policy is triggered for a particular department or all mills, the foregoing rules apply to all employees and persons affected, as applicable.

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. This Policy is effective immediately and will remain in effect until further notice. The Company reserves the right to alter, amend, or change the Policy 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 Further Information. For further information on this Policy, please contact your supervisor or the HR Department.

Distribution	November 19, 2021
Original Approved by	Brendan M. Wolf Labor & Employee Relations Manager Human Resources Department
Date	September 22, 2021
Revised by	Brendan M. Wolf Labor & Employee Relations Manager Human Resources Department
Date	1. September 24, 2021 (Rev. 1) 2. October 6, 2021 (Rev. 2) 3. November 19, 2021 (Rev. 3)