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## MEMORANDUM

From: Human Resources Department, Woodland Pulp, LLC

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 – REVISION 3

Date: April 22, 2022

Reference: (a) COVID-19 Watermark Policy – Revision 2 of February 21, 2022

**1. BACKGROUND.** Woodland Pulp, LLC (“WP”), St. Croix Tissue, Inc (“SCT”), and St. Croix Chipping (“SCC”), collectively referred to as the “Company,” is still at risk of being impacted by the spread of the COVID-19 virus at our three mills in Baileyville, Maine. This Policy is adopted to help mitigate the risk of virus spread to keep our workforce safe and operational.

**2. APPLICABILITY.** This Policy shall apply to all employees of the Company as well as contractors, visitors, vendors, security, and any other persons while on Company property (e.g., WP, SCT, SCC, Administration building).

**3. CANCELLATION.** Reference (a) is hereby cancelled at 11:59 p.m. on April 22, 2022.

**4. EFFECTIVE DATE.** This Policy is effective midnight on April 23, 2022.

### 5. POLICY.

a. Definitions. For the purposes of this Policy, the following definitions shall apply.

(1) Face covering. Face covering shall mean hospital/surgical style mask, neck gaiter, or face shield.

(2) Company property. Company property shall mean WP, SCT, SCC, the Administration building, and Company vehicles.

b. Face Covering Requirement. Any employee who has cold or flu-like symptoms (e.g., respiratory issues, nasal congestion, sinus issues, stomach issues, severe diarrhea) is:

- (1) Required to wear a face covering; and
- (2) Recommended to be tested for COVID-19.

c. Exceptions. Exceptions to the foregoing face covering requirement 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.

## **6. VACCINATION SUPPORT.**

a. Paid Leave to Obtain Vaccine/Booster(s). Employees shall be permitted a maximum of four (4) hours of paid leave, per dose, to obtain a COVID-19 vaccine and subsequent booster(s). Leave shall be requested and approved through the employee's immediate supervisor.

b. Payment for Missed Workday/Shift. In the event an employee develops complications from a COVID-19 vaccine or subsequent booster(s) that precludes reporting to work the subsequent day, he or she shall be paid a maximum of one missed workday/shift.

**7. DURATION.** This Policy shall remain in effect until further notice.

**8. MODIFICATION.** The Company, at its sole discretion, reserves the right to alter, amend, or change the Policy as circumstances dictate.

**9. DISCIPLINARY ACTION.** Failure to comply with this Policy could result in discipline, up to and including termination of employment. For hourly employees covered by a labor agreement, disciplinary action taken by the Company shall be consistent therewith.

**10. FURTHER INFORMATION.** For further information or recommendations regarding this Policy, please contact your supervisor or the HR Department.

For the Company:

/s/

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BRENDAN M. WOLF  
Labor and Employee Relations Manager