

CORONA VIRUS COMPANY-WIDE OPERATING PLAN **UPDATE – March 13, 2020**

The World is coping with the spread of COVID-19 Corona virus which has moved from Wuhan, China since its first identification in early January 2020. COVID-19 is highly contagious and likely to become wide-spread across Canada just like influenza especially during the winter season.

The purpose of this plan is to create a safe work environment for all employees that minimizes the spread of the virus enabling on-going operations at all Paper Excellence locations.

Smart Hygiene

1. Regularly wash your hands for 20 seconds using provided soap or hand sanitizer.
2. Avoid touching your face, eyes, nose and mouth.
3. Wipe down shared surfaces (computers, tables and telephones) with provided disinfectants prior to use (with nitrile gloves where needed).
4. Cough / sneeze into your sleeve or tissue and then dispose of tissue and wash your hands.
5. All facilities will ensure the on-going cleanliness of bathrooms and proper disposal of waste products.
6. Mill site first aid attendants will have access to N-95 masks only for the treatment of suspected mill employees with infections.

Distancing and Elimination of all non-essential travel

7. Don't shake hands; toe tap, bow, smile, say hello or touch elbows instead.
8. Avoid crowds and assemblies of tightly packed people.
9. Where possible, avoid large meetings and / or minimize their duration.
10. All company non-essential travel within Canada is suspended until further notice in favour of conference calls (Mill GMs and VPs will approve exceptions to this).
11. **CHANGED** - All company travel to outside of Canada (including to the United States) is suspended until further notice.
12. **CHANGED** - All external contractors and visitors will be required to provide a "fit for work" declaration that includes disclosure of travel in the past 30 days. Anyone with a 14-day travel history from outside of Canada (including the United States) will be denied entry.
13. **CHANGED** - Any employees returning from personal travel outside of Canada (including the United States) will be required to self-quarantine for 14-days before reporting to work.

Self Quarantine

14. Anyone suspecting they are infected should contact their HR department identifying as such, seek proper medical attention and self-quarantine at home for 14 days. After completion of the quarantine period, returning employees will be required to provide a negative COVID-19 test result before their first day on the job (if testing is available).