



March 26, 2020

To Our Valued Suppliers:

As we continue to manage through this challenging time with the spread of COVID-19, the health and safety of our team members remains our priority. We would like to share the protocols in place for various scenarios pertaining to COVID-19.

Keep in mind that the information below will be continuously evaluated and subject to change as new information becomes available.

### **Section 1: Actions to take to reduce the risk of COVID-19**

- Wash hands with soap and water for 20 seconds, multiple times per day, or use hand sanitizer if hand washing is not an option.
- Avoid touching your face, nose, and eyes.
- Practice social distancing of 6 feet from each other.
- Contact with other team members such as handshake, high-five, etc. must be discontinued during this time.
- Shared surfaces such as pulpits, countertops, kiosks, doorknobs, coffee pot, etc. should be cleaned after each shift.

### **Section 2: Process for handling COVID-19 situations**

If a team member is considered **high risk for COVID-19** virus according to the CDC guidelines:

- The team member should notify his/her manager and discuss options available.

If a team member has **COVID-19 symptoms outside of work**:

- If a team member has symptoms of COVID-19 outside of work which includes fever (100.4°F or above), persistent cough, shortness of breath or any other acute respiratory symptoms, the team member should stay home and contact their personal healthcare provider.
- The team member is required to notify his/her manager.
- The team member will need to follow the guidance as outlined below in the Return to Work section.

If a team member exhibits or observes another individual exhibiting **COVID-19 symptoms at work**:

- If a team member exhibits or observes another individual exhibiting symptoms of COVID-19 at work which includes fever (100.4°F or above), persistent cough, shortness of breath or any other acute respiratory symptoms:
- The team member is required to contact their manager immediately. The manager is to instruct the individual to go home. Once home, the individual is to contact his/her personal healthcare provider.
- Unless there is apparent respiratory distress, the manager must send the team member home and not send them to the AM/NS Calvert fire department. This is to limit the potential spread of the virus. In the event of respiratory distress, AM/NS Calvert fire department must be contacted.

- The area(s) where the team member who exhibited COVID-19 symptoms will be cleaned by onsite contractors qualified to sanitize for COVID-19 after the team member has left the site.
- If team members are potentially exposed on the job, the manager must communicate the potential exposure to the remaining team members (without naming the team member that was sent home for COVID-19 symptoms), the importance of self-monitoring for symptoms of COVID-19, as well as review preventative actions to take to reduce the risk of COVID-19.
- The team member who exhibited symptoms will need to follow the guidance as outlined in the Return to Work section below.

**If a team member is in **close contact** (distance of closer than 6 feet regularly throughout the workday or at home) with an **individual who has symptoms of COVID-19**:**

- The team member should self-monitor for symptoms of COVID-19, which includes fever (100.4°F or above), persistent cough, shortness of breath, or any other acute respiratory symptoms.
- The team member is not required to quarantine unless he/she develops symptoms of COVID-19.
- The team member will need to follow the guidance as outlined below in the Return to Work section.

**If a team member has **tested positive with the COVID-19 virus**:**

- The local health department may:
  - interview the positively tested team member to determine where they have been, who they have interacted with etc.
  - contact AM/NS Calvert and/or team members if deemed appropriate
  - provide guidance regarding quarantine, cleaning requirements etc.
- The area(s) where the team member who exhibited COVID-19 symptoms will be cleaned by onsite contractors qualified to sanitize for COVID-19 after the team member has left the site.
- If other team members are potentially exposed on the job, the manager must communicate the potential exposure to the remaining team members (without naming the team member that was sent home for COVID-19 symptoms), the importance of self-monitoring for symptoms of COVID-19 (listed above), as well as review preventative actions to take to reduce the risk of COVID-19 (noted in the first main bullet).

**If a team member is in **close contact** (closer than 6 feet regularly throughout the workday or at home) with an **individual who has tested positive with COVID-19**:**

- The team member must not report to work.
- The team member is required to notify his/her manager.
- The team member will undergo a 14-day quarantine period from the time the person who tested positive became ill.
- If the team member is taking care of an immediate family member who has tested positive with the COVID-19, he/she may be eligible for FMLA.

**If a team member is in **close contact** (contact of closer than 6 feet regularly throughout the workday or at home) with an **individual who was in close contact with another individual who has tested positive with COVID-19**:**

- The team member should self-monitor for symptoms of COVID-19, which includes fever (100.4°F or above), persistent cough, shortness of breath, or any other acute respiratory symptoms
- The team member is not required to quarantine unless they develop symptoms of COVID-19.

### **Section 3: Return to Work**

**If a team member is attempting to return to work after missing work due to symptoms or diagnosis of COVID-19:**

- The team member is required to submit a release to work note from his/her personal healthcare provider in order to return to work.
- The team member will follow the established return to work procedure.

**If a team member is attempting to return to work after quarantine (travel related, close contact with positively tested individual, or other governmental quarantine mandates, etc.) but has not had symptoms or received a diagnosis of COVID-19:**

- The team member is not required to obtain a release from his/her personal healthcare provider.
- The team member should work with the Occupational Health nurse and/or Team Member Relations Representative onsite before returning to work.

**If a team member is (1) attempting to return to work after close contact with an individual who has COVID-19 symptoms and the team member does not have any symptoms or received a diagnosis of COVID-19 or (2) close contact with an individual who was in close contact with another individual who had tested positive with COVID-19 and the team member does not have any symptoms or received a diagnosis of COVID-19:**

- The team member is not required to obtain a release from his/her personal healthcare provider.
- The team member should work with the Occupational Health nurse and/or Team Member Relations Representative onsite before returning to work.

### **Section 4: Precautions in Place**

#### **Attendance:**

Attendance issues relating to absences for COVID-19 (to take care of dependent children out of school or other similar issues) will be handled on a case by case basis. Questions should be addressed with your local Human Resources representative.

#### **Meetings, Conferences, and Training:**

All mill tours will be canceled, and new mill tour requests will not be granted at this time. Any external conference or tradeshow participation should be canceled. Meetings (10+) or gatherings where social distancing cannot be accomplished should be reorganized or handled via Skype. All training scheduled at AIDT is canceled. We have suspended all Calvert Cares Events and CEO Roundtable meetings until further notice.

#### **Embedded Contractors and Vendors:**

AM/NS Calvert has temporarily suspended access for any vendor or contractor that is currently NOT active. Vendor and contractor employees who are currently performing work on-site will remain active at this time. When new or existing employees need access, they will be required to complete the travel intake form. We are asking that all vendor or contractor companies self-



report any business or personal travel their employees have participated in through infected areas. Travel from areas deemed infected will be postponed. We will require contractors to follow the same precautions put into effect for our team members at AM/NS Calvert. A plan is being developed to ensure limited exposure for our team members who interact with truck drivers for deliveries and pick-ups.

**Visitors:**

All face to face customer, vendor, or visitor meetings must be rescheduled to a Skype meeting or call. These individuals will not be approved to come on-site until further notice.

**Work from Home:**

In order to reduce the number of people we have on-site at a given time, team members who have the capability to do their work remotely should do so starting tomorrow. Management will identify and notify those team members who can work remotely by close of business today. By having fewer people on-site, this enables us to focus our resources and supplies on minimizing potential sickness.

**Travel:**

All business travel, domestic and international, is banned until further notice unless it is critical and approved by the CEO. Please monitor the [CDC](https://www.cdc.gov) site for updated and most recent information on affected areas.

We encourage team members to avoid personal travel. We recognize that it is approaching Spring Break and travel plans have been in place for some time. However, if you choose to travel at this time, be aware the situation is changing quickly, and you may be impacted by travel restrictions or self-quarantine either at your destination or upon your return. You will be required to complete a Travel Intake Form about your travel and risk before you return to work.

**Cleaning Improvements:**

We are working to increase our cleaning efforts across the site. Supplies will be concentrated on the areas that will have team members on-site to operate the mill. The purchasing team is working with vendors to ensure expedited purchasing of supplies. Additional handwashing stations will be dispersed across the site, as washing our hands with soap and water is the most effective method to prevent sickness. Also, please look in your workspace for hand sanitizer or wipes to use that you may have collected over time. We want to ensure we are using all the supplies available to us. Please utilize these resources on-site only; they are not for personal use outside of the facility.

**Food Services:**

The on-site food services will be suspended until further notice. This includes services in the administration building and the social buildings. Please utilize the micro-markets in each area during this time.

**Fitness Facilities:**

Our on-site fitness facilities will be closed until further notice.

**COVID-19 Temperature Check Process:**

As a precaution to help mitigate the transmission of COVID-19, we will be evaluating the body temperature of each person entering the AM/NS Calvert Facility. The health and safety of everyone at our facility is our top priority. This procedure will support our efforts to minimize the spread of the virus. We appreciate your continued patience and understanding.

Trained personnel will be using non-contact methods which will take a reading from your forehead and within seconds provide a digital response. The site entry threshold aligns with the Centers for Disease Control (CDC) definition of a fever as well as one of the known symptoms of COVID-19. This process will be applied to all persons entering the facility. Temperature checks will begin on **March 25** and will be continued until further notice.

**Method**

- Temperature will be taken prior to site entry by using a non-contact device. Examples include but not limited to forehead infrared scanning thermometers.

**Threshold**

- Site Entry Approved = Temperature must be less than or equal to **100.3°F**
- Site Entry Denied = Any temperature greater than or equal to **100.4°F**

**If, site entry is denied**

- If an individual is denied access, they will be directed to an area where they will be given an information guide with the next steps they should take and provide their name and contact information. They will be respectfully asked to leave the site and contact their manager. The protocol will be to inform the individual to self-monitor and seek appropriate medical attention if conditions warrant.\*
- If the team member has a fever (temp> 100.4F or 38C) he/she will not be allowed to enter the site and instructed to consult their physician.

**Data**

Real time temperature data will be used for decision making and will not be stored.

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DocuSigned by:

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