



Summary of Mill Managers' Committee Safety Measures & Procedures under COVID-19 Crisis



Résumé des réponses du Comité des directeurs d'usines sur les mesures et procédures de SST dans le cadre de la crise COVID-19

To all mill managers,

In order to help, we prepared this document for you to share among your teams to help improve mill safety and operations during COVID-19. These are measures received from Canadian Mill Managers, which you could find useful. Feel free to advise us of any new information/procedure that would be helpful to our industry, and we will update this document so we can all come back stronger when the crisis ends.

À tous les directeurs d'usine,

Afin de vous aider, nous avons préparé ce document à partager entre vos équipes pour améliorer la sécurité et les opérations des usines pendant la COVID-19. Il s'agit de mesures que nous avons reçues de Directeurs d'usine Canadiens et que vous pourriez trouver utiles. N'hésitez pas à nous informer de toute nouvelle information / procédure qui serait utile à notre industrie, et nous mettrons à jour ce document afin que nous puissions tous revenir plus forts à la fin de la crise.



STANDARD SAFETY / SÉCURITÉ STANDARD

- Automatic 2 week self-quarantine for anyone returning from travel,
- Automatic 2 week self-quarantine for anyone that displays any symptoms consistent with COVID-19
- Postpone or cancel all **International** travel, including within North America, for any purpose, until further notice.
- Maintaining 2 meter social distancing as much as practical,
- Increased cleaning regiment, Hand sanitizers distributed around the mill and offices
- Increase cleaning practice by outside contractors and by employees
- Disinfect all common surfaces 4 times per day (door knobs, handrails, etc.)
- Each worker responsible to work their own work station
- Recommending that all food be heated before consumption (virus is sensitive to high temp like SARS was)
- Posted signs throughout the plant pertaining to Covid19 strategies
- Closed our cafeteria and are recommending team members bring their own dishes
- Have a return to work health check after self-isolation or quarantine
- *Distance minimum entre employés 2 mètre, Purell à plusieurs endroits, augmentation de la fréquence de nettoyage par les concierges, nettoyage des claviers des opérateurs à tous les changements de quart de travail*
- *Station de nettoyage aux entrées d'usine*
- *Installation toilette chimique à la réception de matières premières*
- *Papier de toilette sera donné aux employés*
- *Chaque poste de travail à l'obligation de nettoyer son poste de travail quelques fois par relève*
- *Cafétéria 1 banc sur 2 n'est pas utilisable pour maintenir les distances*
- *Obligation d'utiliser le désinfectant avant d'utiliser le punch tactile*
- *Doublé le nettoyage avec une liste exhaustive*
- *Produits de nettoyage dans les équipements mobiles et obligation de nettoyer*

OPERATIONS SAFETY / SÉCURITÉ DES OPÉRATIONS

- Locked down the control rooms. Only the supervisors allowed in without expressed permission,
- Split maintenance crews up and working 4 on, 4 off,
- Staggered showers at the end of the day,



- Staff working from home, if possible,
- Split the maintenance and operation group in 2 and had them offset their starting and quitting time by half an hour to limit the number of employees taking their breaks and lunches at the same time. One of the area of concern for us was the punch clock building so this offset also limits the number of personnel at the punch clock at the same time.
- All mill teams including maintenance on 7 on, and 7 off shifts to minimize daily interactions across the mill site.
- Doubled the Janitor frequency
- Give day worker the possibility to work on evening shift (Two goals: Reduce contact between worker and help employees with work-family challenge with the school and kindergarten being down.) This is only permitted if work efficiency can be preserve
- All mill leadership have also been separated and are following the 7 on 7 off shift
- All team members that can work remotely are set up to do so
- All contractors and suppliers were emailed procedure for assess to site and they are only allowed if deemed essential for maintenance of business . A check in process to confirm their site eligibility which includes recent travel, health etc they are required to sign a sheet at health and safety.
- *Limitation des visiteurs et représentants au minimum*
- *Limite avec un plexiglass et un distributeur Purell pour minimiser les contacts entre les camionneurs et les employés*
- *L'espace camionneur est nettoyé 2X par jour.*
- *Toilettes pour les camionneurs ainsi que de l'eau potable pour remplir bouteilles.*
- *Zone délimité seulement pour les transporteurs de l'expédition.*
- *Aucun contracteur non essentiel aux opérations n'est autorisé à entrer*
- *Expédition et réception de matières premières modifiées afin d'éviter tout contact, incluant main à main (Transfert de papier direct)*
- *Limite maximum par salle de contrôle pour respecter la distance minimal*
- *3 équipes de cadres : Équipe A au travail, Équipe B (À la maison et support la A), Équipe C Travail de la maison (50% du staff)*

MEETINGS / RÉUNIONS

- Skype meetings rather than face to face,
- Limited number of people per meeting (Production meeting held over conference call)
- All meeting room chairs have been reduced by 50%/ and meeting checklist for all essential meeting to keep track of who sits where
- Each room has a defined max occupancy to respect 6ft away
- Implemented a zoom app so all those working at home can call in and have video and



audio access to their meetings

- *Annulation de plusieurs meetings et maximum 5-8 personnes par réunion*

STAFF ASSISTANCE / AIDE AUX EMPLOYÉS

- Lots of information being distributed about how to stay safe during this stressful time (ie hand washing, social distancing, etc.),
- Daily update being distributed.
- Published a policy for employees that may need to quarantine or are affected by the virus - compensation details and qualification criteria
- A FAQ sheet for all employees
- Regular communication from the CEO to the mill population
- All documents on website for cleaning, travel, contractor on site procedures etc. including links to provincial government websites
- During this COVID-19 pandemic to alleviate pressures on the medical facilities, employees will not be required to provide a doctor's note for being sick.
- Self-isolated employees should immediately apply for Employment Insurance. Employees have the option of using floating holiday or vacation entitlements should they decide not to apply for EI.
- If the employee is ill, they can file a claim for weekly indemnity or short term disability benefits. Employees may also be eligible for Employment Insurance.
- If the employee has been tested positive, the employee's return to work date will be determined by the health care professional and documentation supporting the employee is clear to return to work is required.
- If spouse and employee are not exhibiting any COVID-19 symptoms, the employee should attend work. Employees are to follow the procedures set out from the Government of Canada, Public Health Agency information bulletin on "How to Isolate at Home". Employees should monitor for any symptoms from their spouse and immediately self-isolate and contact their health care provider
- *Soutien financier des employés en quarantaine*
- *Politique de conciliation travail-famille*
- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Truckers window / Vitre camionneurs



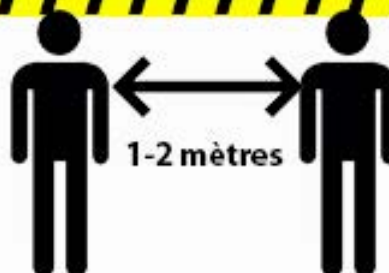
Truckers window / Vitre camionneurs 2



Safety Poster / Poster sécurité



**1 : Laver ses mains souvent -
20 secondes avec du savon ou du Purell**



**2: Garder une bonne distance entre
les gens en tout temps**



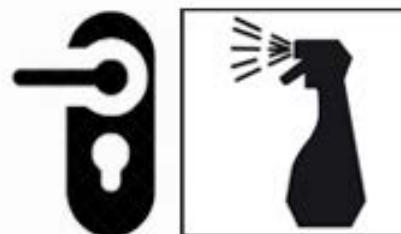
3: Tousser dans son coude



4 : Utiliser des mouchoirs jetables



5 : Pas de contacts physiques



**6 : Désinfecter les poignées de
portes souvent**



**7: Désinfecter son poste de travail souvent
- une seule personne sur le poste**



**8: Désinfecter téléphone, Walkie-Talkie,
cellulaire et autres accessoires souvent**

Back home Poster / Poster retour à la maison



1 : Éviter le covoiturage, de retour à la maison, ne rien toucher



2: Laisser les chaussures à l'extérieur



3: Enlever votre veste et la ranger loin des autres - usage uniquement pour le travail



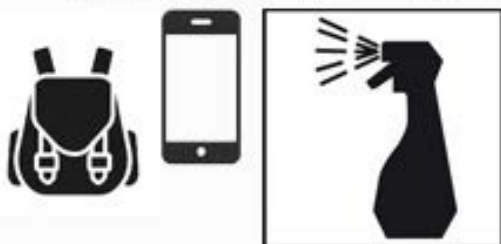
4: Enlever les vêtements de la journée et les mettre à laver



5 : Laisser porte feuille, lunettes, clés & téléphone



6: Laver les mains ou mieux prendre une douche



7 : Désinfecter les sacs, lunettes, téléphone et autres objets



8: Entrer les chaussures et les désinfecter, désinfecter l'auto

Site access Poster / Poster accès au site



Aucune personne avec symptômes grippaux ne peut être admis sur le site



Maximum de 5 personnes ensembles - sauf avec autorisation



Respecter les distances prescrites



Appliquer questionnaire COVID-19
Use COVID-19 Questionnaire



Pas de visiteurs sur le site



Appliquer les règles de désinfection du site

Health Screening / Questionnaire santé

VISITOR NAME: _____

DATE OF VISIT: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

PERSON TO VISIT _____

REASON FOR VISIT: _____

QUESTIONS	YES	NO
DO YOU HAVE ANY REASON TO BELIEVE YOU HAVE BEEN EXPOSED TO COVID-19 VIRUS?		
HAS YOUR ORGANIZATION BEEN AFFECTED, SHUT DOWN OR CLOSED ANY OF ITS OPERATIONS OR FACILITIES AS A RESULT OF THE CORONAVIRUS OUTBREAK? IF SO, WHEN, WHERE _____		
IN THE PAST 30 DAYS, HAVE YOU TRAVELED INTERNATIONALLY OR BEEN IN CONTACT WITH ANYONE WHO HAS? IF SO, WHERE? _____ FOR HOW LONG? _____ DATE YOU ENTERED CANADA? _____ IN THE PAST 30 DAYS, HAVE YOU TRAVELED IN UNITED STATES OR BEEN IN CONTACT WITH ANYONE WHO HAS? IF SO, WHERE? _____ FOR HOW LONG? _____ DATE YOU ENTER CANADA? _____		
ARE YOU CURRENTLY SUFFERING FROM ANY OF THE FOLLOWING SYMPTOMS?		
NON-PRODUCTIVE (DRY) COUGH?		
FEVER?		
RESPIRATORY DISTRESS?		
FATIGUE?		
CHILLS?		
MUSCLE OR BODY ACHES?		
SORE THROAT?		
NAUSEA/VOMITING/DIARRHEA		

IF YOU ANSWER YES TO ANY OF THE ABOVE YOU WILL BE DENIED ACCESS TO SITE.

I attest that the answers I have provided are honest and accurate.

Print Name: _____

Signature: _____ Date: _____ Time: _____ (AM / PM)

At the time of arrival to the Mill, has there been any change to any reply above? (YES/NO) Circle One

APPROVED/DENIED _____ (HR)