

Covid-19 Mill Operations

Shift Changes

- The expectation is for employees to arrive on site and remain in their vehicles until 15 minutes prior to shift start.
- Employees will be screened for entry at the south man gate of parking lot. An answer of “Yes” to any of the following questions will require employees to return home until such time as a determination of risk is removed.
 - Do you have any reportable symptoms of illness related to Covid-19? ie. Dry Cough, Fever, Shortness of Breath.
 - Have you been in personal contact with someone who has a confirmed Covid-19 diagnosis?
 - Is there anyone living in your household that is exhibiting symptoms related to Covid-19?
 - Do you feel unsafe or feel you should be at home instead of work?
- Anyone arriving late to mill site who has not been cleared by a shift supervisor or department manager must contact the shift supervisor/department manager immediately upon entry to mill. They will not be permitted to start until authorized to do so.
- Shifts in operation will stop at 5:45. Workstations and equipment will be shut-down as observed during normal breaks. However, booth and cab doors are to be left open.
- Off-shifting employees are asked to leave site immediately. If there are operational issues pertaining to your equipment at shift-end please ensure you have communicated the issue to your supervisor prior to leaving or have noted appropriately in the log book(s). This communication is essential for your co-workers.
- **Mill Exiting:** At ‘main production’ shift changes, exiting the mill will be done by way of the south west mill doors or #2 lathe mezzanine (Northwest corner) door – NOT the entrance hallway. Employees will follow yellow blocks (hill side) until corner of vats.
- **Mill Entrance:** Employees will follow yellow blocks (mill side) at corner of vats. Entry will be by way of the entrance hallway.
- Employees must clean their workstations with provided cleaning supplies prior to commencing work.



COASTLAND
WOOD INDUSTRIES LTD.

Safety Program

*“Maintaining and Improving Employee
Health and Safety”*

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- **Social Distancing** must be observed at all times (Product 1 core length). For example, if you and co-worker were to extend arms and not touch that would be deemed acceptable by Public Health Officials.
- No employee(s) will be permitted into site offices if not already authorized to do so without being accompanied by supervisor. Reasoning for this is for assurance that any touched surfaces may be cleaned.
- **Only 1 person per booth.** An exception of this rule is the #1 COS booth, only 1 maintenance person will be permitted in the back of booth.
- **Workstation Rotations:** Log Deck Operators will not rotate during the shift. Production floor rotations may take place after breaks.
- **Breaks:** Employees will be scheduled to the lunch or boardrooms on a daily basis by supervisor to accommodate social distancing requirements. After each sitting, it is expected that employees clean up after their meal – take your dishes and cutlery home to clean. Wipe down your table area. Maintain appropriate distancing from co-workers.
- **Meals:** We ask that people resist from bringing meals that require microwaving. Anyone doing so will be expected to wipe down after each use.
- **Beverages:** There will be no coffee machine. Those wanting coffee please bring your own thermos of coffee.
- **Bathrooms:** They will be cleaned each quarter. In addition we have four additional portable washrooms. Two are on the west side of mill and two have been located on the east side of mill. We have also doubled the servicing of these to weekly by Coast. Our cleanup staff will clean all washroom facilities 2x each shift.
- **First-Aid Procedures:** Should anyone have to seek treatment from a first-aid attendant and contact be required it will be expected that each person wear safety glasses, N95 masks as well as nitrile gloves.
- **Contractor/Suppliers/Couriers:** Orientations will be provide to all contractors and suppliers as done with employees.

