



## COVID-19

In this unprecedented COVID-19 global pandemic, Canadian Kraft Paper Industries (CKP) primary goal is to protect the health, safety and well-being of its employees, suppliers and community while maintaining business continuity. CKP is deemed an essential service, as the products produced by CKP provide the foundation for food and agriculture packaging. As a result, customers are relying on CKP to supply its Kraft paper.

CKP has and continues to operate safely and productively. CKP's team has taken and will continue to take all precautionary measures and has put in place the necessary steps to mitigate potential exposure. CKP's team continues to monitor all public health advisories, orders and updates and will continue to implement appropriate actions, to ensure meeting or exceeding all recommendations for the safety, health and well-being of employees, community, and visitors to the operation.

In every way, CKP is guided by the expert advice of Manitoba Health authorities, including Health Canada and the Centers for Disease Control and Prevention (CDC).

## PROTECTING PEOPLE & MILL OPERATIONS

CKP has executed a comprehensive COVID-19 prevention effort, including:

- Established a senior management Business Continuity Team who meet daily
- Pre-screening health questionnaires prior to entry for all essential site visitors
- Pre-screening health questionnaire for all truck drivers coming to site
- Social Distancing Efforts:
  - Protocol in all common areas
  - Signage to remind restriction of areas
  - Installed physical barrier at Plant Protection and in Control Rooms
  - Moved employees into spare offices or areas
  - Woodland Scale building restrictions
  - Adjusted end times for maintenance crews to reduce number in shower/change room
  - Transitioned employees from the site to working from home wherever possible
  - Cancelled all non-essential meetings on site and transitioned remaining meetings to web and conference based
  - Working with unions to establish different shift arrangements for employees to reduce employee contact
- Mandatory face coverings for all employees on site
- Ensure appropriate PPE, hygiene and cleaning supplies available to each employee

- Secured additional non-medical grade supplies for site usage – e.g. respirators, disinfecting supplies, cleaning materials, etc.
- Monitoring critical safety and operating supplies daily with formal review and reports
- Established strict cleaning / sanitation protocols
- Cleaning checklists developed for all areas
- Changed procedures to reduce contact for (shipping/receiving)
- Established policy to respond to ill employee on site
- Established policy to strengthen the protection of onsite employees to address a potential positive person
- Established policy to strengthen the government direction for persons traveling outside Manitoba – 14 days self-isolation required
- Communication to external business peers to share best practices
- Participation with business peers to discuss challenges – FPAC, PAPTAC, CME, etc.
- Reduction of internal mail handling by scanning and email of documents
- Cancelled all business travel
- Temporary employee restrictions
- Continued COVID -19 education via regular toolbox topics/chats

CKP is committed to meeting or exceeding government and public health advisories based on what is best for the safety of its employees. By doing so, it minimizes potential risk to all employees, the community and its operations.

## PRODUCTS & SUPPLY CHAIN

As COVID-19 disrupts the world economy, CKP has faced unprecedented supply chain challenges including supply chain shortages, transportation disruption, supplier closures, new border restrictions, businesses experiencing large scale layoffs, suspended product offerings, increase in cost and limited access to labour.

Early on CKP identified its short and long-term strategies to manage procurement and supply chain risk during COVID-19. On a daily basis, CKP continues to review and revise its immediate needs during the current crisis and has had to make some adjustments to ensure it is able to remain fully operational.

Due to the nature of COVID-19, the World Health Organization indicates shipped goods are classed as a low likelihood to transmit the virus and are unlikely to be a contagion source.

## **FORESTRY OPERATIONS**

CKP's forestry operations are managing the COVID-19 risk through appropriate strategies in accordance with the Province of Manitoba Medical Officer of Health Orders. The forestry team works closely with its forestry contractors to ensure they have management plans in place, are provisioned appropriately, and are minimizing interface in rural communities.

CKP's tree planting contractor will be applying active health monitoring of its operations and employees will remain in the camp, allowing only designated employees to leave for the specific purpose of re-supplying necessary goods. CKP's priority is ensuring this important reforestation activity takes place as safely and responsibly as possible.

## **VISITORS/CONTRACTORS**

Any visitors/contractors on site are those who are strictly required for essential purposes and regulatory requirements in order to operate the mill. All visitors and contractors must meet Manitoba's Public Health requirements. Preventative controls are in place, such as health questionnaires must be completed prior to any visitor/contractor being allowed to enter the CKP site. CKP will continue to follow all Public Health recommendations for individuals traveling outside of Manitoba.

## **ANNUAL MAINTENANCE TURNAROUND**

Due to current circumstances associated to COVID-19, CKP has decided to postpone the annual maintenance turnaround initially planned for Q3 2020. CKP will continue to monitor the COVID situation and is now planning, together with contractors, key stakeholders in the community and Public Health, to carry out the annual maintenance turnaround during Q4 of 2020.

CKP would like to thank our employees, community members, customers and suppliers for their understanding, patience and support during these challenging and uncertain times.