

Evergreen COVID-19 Policy (All Employees & Visitors)



Introduction

The world is facing an unprecedented pandemic associated with the virus COVID-19 that has the potential to impact the health and safety of our employees, contractors, suppliers and their families, and as a result, our business. Evergreen Packaging LLC and its subsidiaries, ("Evergreen" or the "Company") is committed to protecting our employees and our business. The objective of this policy to protect the health and safety of our employees and our business while at work. The success of this objective requires that employees also act responsibly when outside work. Evergreen requests that all employees remain current on CDC recommendations and local and state restrictions to minimize potential for continued spread of the COVID-19 virus.

Definitions

Barrier (Plexiglas, Visqueen or other) – Physical impermeable barrier between workers, may be window, Plexiglas, Vinyl curtain (such as a shower curtain), etc.

Close Contact – Close contact is defined as:

- Two individuals within six feet of each other for 15 minutes or greater (cumulative time in a shift) OR
- Prolonged contact of two hours or greater between two individuals outside of six feet but in an enclosed space such as an office, conference room, breakroom, lunch room, etc. without a physical barrier
- *(Based on our outside medical experts' Close Contact exception is approved for fitted N95 respirator usage by trained employees, or when Visqueen or similar rigid plastic dividers at least 6 mm thick are utilized.)*

Contact Tracing – The process of interviewing an individual to identify the locations in the facilities where an employee who has tested positive or had a close contact had been in the previous three days or up to when they contracted the virus if they know for sure when that was, or had the close contact, whoever is shorter.

Disinfection – The process of wiping down high contact areas, tools, and equipment with a disinfectant known to kill COVID-19 causing coronavirus. (See EPA Disinfectants <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

Face Covering – Any material covering the mouth and nose with the intent to redirect one's breath droplets from being projected toward other individuals. This includes ASTM 1 (Surgical) masks.

Face Shield – A plastic (or other see-through material) shield worn on the head or hard hat to cover the face, to be used in addition to face coverings to provide an added layer of protection

Mask – Face coverings that can include fabric material, ASTM 1 (surgical masks, loose fitting), N95 or KN95 (Tight fitting or negative pressure) masks. (Note: Required use of tight fitting negative pressure respirators (i.e. N95 or KN95 respirators) require inclusion in Evergreen’s respiratory protection program. Such respirators can be utilized on a voluntary basis and may be provided to employees. See Additional Protections. Face masks with valves are not permitted.

Respiratory Protection Program – OSHA required program identifying the procedure for the required use of respirators including medical surveillance, respirator fit testing, and training.

Social Distancing – Maintaining a minimum of six feet between individuals and directing one’s respiration (exhaling) away from other individuals.

Symptomatic (COVID-19) – The following are COVID-19 symptoms for screening purpose in force as on 08/07/2020 (Note: The most updated screening symptoms will be found in the most current version of Evergreen Employee Symptom Screening Questionnaire, as these are subject to change based on CDC recommendations and advice of our medical and legal resources)

- Cough or Shortness of Breath
- Fever greater than 100.4 °F
 - Chills or repeated shaking with chills
 - Feel like you have a fever regardless of actual temperature
- Loss or reduction of taste or smell
- Two or more of the following Symptoms:
 - Sore throat
 - Congestion or runny nose
 - Muscle pain – general overall body aches not specific to a particular exertion Fatigued or listless or excessively tired – not specific to a particular exertion or activity or activity
 - Nausea or vomiting
 - Diarrhea
 - Headache

Transmission Prevention

Evergreen is taking the following actions to prevent the transmission of COVID-19 virus:

Ill / Sick Employees

Any employee feeling ill or exhibiting COVID-19 Symptoms should stay at home and follow standard sick call procedures.

Site Access

Employee Screening - All Employee Entering the Gate Will Be Screened as utilizing the most updated current version of Evergreen Employee Symptom Screening Questionnaire.

Visitor Screening Procedures

All visitors to all Evergreen Packaging locations should be limited to business critical until further notice. All employees are asked to use their best judgement in determining if visitors (i.e. vendors, suppliers, contractors, etc.) need to come onsite versus meeting via video and/or teleconferencing.

Visitors will be subject to screening using the most current version of Evergreen Visitor Entry Check List and required to complete and sign it before being qualified to enter.

It is the responsibility of the visitor's contact within the Evergreen Packaging location to:

- Provide the visitor with the most current version of Evergreen Visitor Entry Check List form
- Ensure that the form is properly completed
- Disqualify the visitor to enter the premises if the criteria are not met, and dismiss them away from site

Site PPE Requirements

All Evergreen employees and visitors are required to wear face coverings while on site as outlined in the most updated version of Evergreen Mask and Bandana Guidance. In addition, care should be taken to redirect exhaled breath in a direction away from coworkers. If employees are working remotely with no coworkers in the vicinity (six feet minimum suggested 10 feet), they may lower their face covering but must immediately raise it to cover their nose and mouth when approaching or being approached by any individual.

Close Contact Restrictions

All Evergreen employees should make every effort in the course of performing their duties to adhere to social distancing.

- Always wear mask,
- Do not come within 6 feet of anyone
- Try not to spend more than 15 minutes in vicinity of other people

When social distancing cannot be arranged the following requirements will apply:

- Employees working 6 feet or less from coworker for greater than 15 minutes – In addition to face coverings, another layer of protection will be required. This can include the addition of a face shield or a Plexiglas or similar barrier between workers. These jobs will be reviewed by a supervisor for approved additional protection.
- Employees working in an enclosed room (conference room, control room, break room, etc.) for greater than two hours, regardless of distance - In addition to face coverings, another layer of protection will be required. This can include the addition of a face shield or a Plexiglas or similar barrier between workers.

Additional Employee Protection Requirements

- Employees will disinfect high contact areas, equipment, and tools three times a shift with a disinfectant provided by Evergreen.

- Employees are expected to wash hands or use hand sanitizer frequently particularly after touching high contact areas and prior to touching their face. Paper Mills Only - Employees entering control rooms must sign in and verify they are wearing face coverings while in control rooms. Where practical, work crews will be assigned to limit the number of coworkers any individual may be in close contact with while at work. This may result in specific small teams (cohorts) being paired together for an entire week or longer (buddy system) and staggered break times and lunch times.
- Employees not currently in the respiratory protection program wishing to voluntarily use a tight fitting mask (i.e. N95 or KN95) can do so by completing the Voluntary use of Respirator Form available through the EHS department.

Employee Infection/Close Contact Status

Listed below are the requirements for employees in the event they:

- Receive a COVID-19 Positive Test
- Experience COVID-19 Symptoms
- Are in Close Contact with a confirmed COVID-19 Positive individual

Symptomatic

If an employee is exhibiting common symptoms associated with COVID-19 (See Definitions) they must:

- Stay home and seek guidance from your health care provider (HCP)
- Quarantine for 14 days or until you are cleared by your health care provider
- Contact their health care provider (HCP)
- Contact HR and make them aware of the situation. Employee will be contacted by someone from either HR or EHS to follow-up with a close contact interview to determine if other Evergreen employees may be at risk due to close contact with you in the work place or otherwise.
- The employee will be paid (based upon your normal weekly work schedule/hours at your base rate of pay) for up to two weeks
- Additional benefits may be provided if absence is needed beyond the two weeks
- No attendance points will be issued
- Apply for Short-Term Disability (STD) & FMLA by contacting CIGNA at 1 (800) 362-4462 or 1 (866) 562-8421 (Español) 7 a.m. to 7 p.m. CST, Monday-Friday
- Provide to the Company appropriate medical documentation
- Follow normal absence reporting procedure
- Employee must be cleared by their medical provider or the company doctor to return to work.

Positive Test

If an employee receives a positive COVID-19 test they will not be permitted back to work until they are released by their health care provider. The employee must:

- Contact HR and make them aware of the positive test. Employee will be contacted by someone from either HR or EHS or designee to follow-up with a close contact interview to determine if other Evergreen employees may be at risk due to close contact with you in the work place or otherwise.

- The employee will be paid (based upon your normal weekly work schedule/hours at your base rate of pay) for up to two weeks
- Additional benefits may be provided if absence is needed beyond the two weeks
- No attendance points will be issued
- Apply for Short-Term Disability (STD) & FMLA by contacting CIGNA at 1 (800) 362-4462 or 1 (866) 562-8421 (Español) 7 a.m. to 7 p.m. CST, Monday-Friday
- Provide to the Company appropriate medical documentation
- Follow normal absence reporting procedure
- The employee must be cleared by their medical provider or the company doctor to return to work.

Close Contact with Confirmed Positive

If an employee has a close contact with a confirmed positive individual they must:

- The employee must not return turn to work, and should seek guidance from their health care provider
- Contact HR and make them aware of the situation as earliest as possible. Employee will be contacted by someone from either HR or EHS to follow-up with a close contact interview to determine if other Evergreen employees may be at risk due to close contact with you in the work place or otherwise.
- The employee will be required to quarantine for 14 days or until you are cleared by your health care provider
- The employee may be eligible for compensation replacement for up to two weeks in some situations.
- No attendance points will be issued
- Contact your health care provider (HCP)
- Contact HR to discuss compensation replacement eligibility and process
- Contact HR daily
- Apply for FMLA by contacting CIGNA at 1 (800) 362-4462 or 1 (866) 562-8421 (Español) 7 a.m. to 7 p.m. CST, Monday-Friday
- Provide to the Company appropriate medical documentation
- Follow normal absence reporting procedure
- The employee must be cleared by their medical provider or the company doctor to return to work.

Evergreen Business Travel

North American business travel shall be limited to business critical, as defined and approved by your ELT Vice President. All international travel shall continue to be restricted. Evergreen desires to keep employees out of airplanes, airports, hotels, and rental cars. Business travel necessitating use of airplanes, airports, hotels, and rental cars requires approval from the employee's ELT Vice President. Any business travel by an ELT Vice President, necessitating use of these requires approval from Evergreen's CEO. These travel restrictions, until otherwise directed, are now in place to take every

precaution for the protection of our employees' (and their families') personal health and welfare with the spread of the Covid-19 coronavirus.

Employee Travel Outside Work

Employees planning to travel outside the local area (guidance 75 miles) should:

1. Consult the current Company "Hot Spot" List to determine if travel plans fall within a "Hot Spot" location
2. Notify supervisor or an HR Rep of the trip if the trip is to 75 miles or outside ("Outside") of your residence/workplace.

A "Hot Spot" is defined as any city (including the entire county in which it resides) that is listed on the then current "Hot Spot" List of Cities based upon compiled data from state departments of health as issued by the Company. The "Hot Spot" List of cities will be published on the 1st day of each month.

The then current "Hot Spot" List of Cities as it exists 10 days before your trip will be considered the Hot Spot List of cities for the duration of your trip.

3. If traveling to a "Hot Spot" location, your supervisor and/or a HR Rep will review preventative steps being taken to alleviate health risk factors in order to confirm whether or not additional precautions need to be taken upon return. For example: if traveling directly to a family home in a "Hot Spot" location where nobody has COVID-19 symptoms, then this may be deemed a reasonable accommodation for travel to a "Hot Spot" location.
4. Upon return from traveling to a "Hot Spot" location(s), report to your supervisor or HR Rep to confirm that preventative steps were taken and that work can be resumed without need for quarantine or authorization from a healthcare provider. If quarantine is deemed necessary and the employee has able to work remotely, this will be required until completion of the 14 day quarantine or authorization to return to work from a healthcare provider.
5. International travel (except Canada) and Cruise Ship Travel will automatically subject employee to a 14 day quarantine period or authorization to return to work from a healthcare provider.
6. Failure to notify your supervisor in advance of a vacation/personal trip and/or submission of the Hot Spot Travel Form (if necessary) prior to traveling to a "Hot Spot" location may subject you to a 14 day quarantine period without pay.
7. By traveling to a "Hot Spot" location, you are expected to comply with CDC and Company travel protocol and guidelines in order to help protect yourself, your family and others.

Employees who live in "Hot Spots"

Evergreen understands employees may live or travel through a location designated as a COVID-19 "Hot Spot." Such employees will need to take extra precautions in these communities. They will need to follow CDC guidance by wearing a mask, avoid large gatherings, etc. An employee's home or family residence is considered a safe place but Evergreen asks that you consider taking precautions according to CDC guidelines when making local visits to public places, such as a grocery store, pharmacy or doctor. A failure to abide by CDC guidance when in your local community may be deemed a visit to a "Hot Spot," which may subject you to quarantine or a visit to your healthcare provider.

Referenced Documents Complementary to this Policy (the most updated version to be referenced always):

Evergreen Employee Symptom Screening Questionnaire

Evergreen Visitor Entry Check List

Evergreen Mask and Bandana Guidance

Voluntary use of Respirator Form

COVID-19 Related Frequently Asked Questions (FAQ)

Outline for COVID-19 Business Continuity Plans



EVERGREEN PACKAGING COVID-19 (CORONAVIRUS) PROTOCOL FOR BUSINESS CONTINUITY PLANS

I. Purpose:

In response to the COVID-19 Coronavirus outbreak, Evergreen Packaging will develop and execute detailed pandemic-specific Business Continuity Plans in order to maintain full operations and mitigate any downtime or delayed shipments. Evergreen's top priority is to protect the health of our employees and customers, as well as every person who uses our products, and to minimize any disruption in supplying products to our valuable customers. We understand the gravity of our role in the food supply chain and are committed to delivering reliably for our customers.

II. Development Guidelines:

- A. Identify:** Identify specific risk scenarios
- B. Educate:** Educate team members at each phase on changes in procedure and resources available.
- C. Equip:** Obtain resources needed to mitigate specific identified risks.
- D. Execute:** Execute and track specific action plans.

III. Corporate-Level Business Continuity Plan Goals:

- A.** Protection of Employees
- B.** Protection of Customers and Products
- C.** Protection of Facility Operations
- D.** Protection of Supply Chain

IV. Facility-Level Business Continuity Plan Goals:

- A.** Protection of Employees
- B.** Protection of Customers and Products
- C.** Mitigation of Operational Downtime



V. Facility-Level Business Continuity Plan: Level One

- A. **Objective:** *Prepare the Facility for the potential need to implement Level 2 or Level 3 responses in the future, so that these higher response levels can be implemented effectively and immediately upon the need to do so.*
- B. **Trigger:** Corporate will activate the Level 1 response for all facilities should COVID-19 be identified as having the potential to escalate to a pandemic.
- C. **Identify**
 - 1. Team member risks
 - a. *Who must work on-site?*
 - b. *Who can work off-site?*
 - 2. What resources are needed for offsite employees to work effectively?
 - a. *If Level Three is enacted, what is the minimum number of employees needed to operate each area? What is the staffing plan?*
 - 3. Facility risks
 - a. *What are the key facility infection risks? What actions need to be taken to eliminate or minimize risks?*
 - b. *What are the priority operation areas, in the event of high absenteeism?*
- D. **Equip:** Order/provide any key supplies needed to eliminate/mitigate the risks identified.
- E. **Educate**
 - a. *The disease: What is it? What are the symptoms? What should you do to avoid risk of infection? What should you do if you think you have the disease?*
- F. **Resources:** What resources are available for hygiene training? What resources are available for medical attention?
 - a. *Contingency plans: what changes will be made if Level Two or Level Three of the plan is enacted?*
- G. **Execute:** Execute the action items identified, including implementing policies regarding social distancing, hygiene, and remaining home if sick.



VI. Facility-Level Business Continuity Plan: Level Two

A. Objective: *Minimize the risk of COVID-19 becoming introduced to the mill work force and unknowingly being spread.*

B. Trigger: The Facility Manager will activate the Level 2 response should COVID-19 be confirmed in the communities from which facility employees live

C. Identify

1. What are the key ways employees could become infected? How can the risks be eliminated or minimized?
 - a. Corporate policy: Self Quarantine, Travel and Visitor restrictions
 - b. External: Business critical visitors, deliveries
 - Who are they? How can risks be eliminated or minimized?
 - c. Internal:
 - Reinforce social distancing, hygiene and remaining home if sick.
 - Provide process for benefits and compensation replacement for absences related to COVID-19
 - Once pandemic and local emergency programs are in place, institute temperature measurement and health screening questionnaires (including symptoms) before admission to our premises
 - Additionally provide masks for voluntary use at facility entrances.
2. What are key areas/reasons employees gather? How can contact be eliminated or mitigated?
3. What are key risks for products becoming contaminated? How can risks be eliminated or minimized?
4. Continuously review CDC guidance and update as appropriate. Create action items with specific personal assignments
5. Develop facility-specific response plans for reports of employees having the pandemic disease. Run a table top exercise to verify that the facility plan will work and that the facility is fully prepared. (See Level Three for required elements of the response plan)

D. Equip: Contract with vendors for services including sanitizing and temperature measurement. Order/provide any key suppliers needed to eliminate/mitigate the risks identified. Verify orders and inventory regarding key disinfecting supplies.

E. Educate: Educate the team members on all changes necessitated by action items.

F. Execute: Execute the action items identified.



VII. Facility-Level Business Continuity Plan: Level Three

- A. Objective:** *In the event of a COVID-19 situation in a facility, timely reaction to minimize the spread of the COVID-19 (Coronavirus) is essential. Follow the guidelines for each case type in the Response Plan Protocol.*
- B. Trigger:** The Facility Manager will activate the Level 3 response should COVID-19 be confirmed in an employee of the facility.
- C. Identify:**
1. Managing the Employee
 - a. Employee is placed on leave from work
 - b. Co-workers who had close or prolonged contact are placed on leave from work
 - c. HR coordinates pay and benefits during leave
 2. Managing Information
 - d. Collect and log case information
 3. Managing Remediation
 - e. Contact approved cleaning agency
 - f. Close off areas visited by employee
 - g. Conduct sanitization in compliance with CDC guidelines and SQF requirements
 4. Managing Product and Materials
 - h. Hold and quarantine product and materials contacted by employee for past 3 days
 5. Managing Communication
 - i. Inform workforce without revealing employee identity
 - j. Inform customers of impacted product
- D. Equip:** Provide any key supplies needed to eliminate/mitigate the risks identified.
- E. Educate:** Educate the team members on all changes necessitated by action items.
- F. Execute:** Execute the action items.



VIII. Facility-Level Business Continuity Plan: Level Four

- A. Objective:** *Prevent the spread of COVID-19 among mill employees to protect the health of employees and maintain mill operations.*
- B. Trigger:** The Facility Manager will activate the Level 4 response should high absenteeism due to illness become an issue.
- C. Identify**
 - 1. What are the risks of running the facility with high absenteeism?
 - 2. What factors would trigger a facility shutdown?
 - 3. Who would make the decision for a shutdown (by name, position, and required higher level approvals if any; higher levels also by name and position)?
 - 4. Can the facility run on reduced production?
 - 5. What is the protocol for reduced production or shutdown?
 - 6. Create action items with specific personal assignments by position and name, with alternative qualified employees.
 - 7. Who would organize notifications to customers of any impact from shut down (by name and position)?
- D. Equip:** Provide any key supplies needed to eliminate/mitigate the risks identified.
- E. Educate:** Educate the team members on all changes necessitated by action items.
- F. Execute:** Execute the action items.



Evergreen COVID-19 (Coronavirus) Response Plan

Summary of Evergreen COVID-19 (Coronavirus) Response Plan

Re: Responding to potential and confirmed COVID-19 cases

IMPORTANT NOTE: *This Response Plan is subject to change as more information emerges. Please make sure to check with General Counsel (Mark.Lightfoot@everpack.com) if you need to make sure you have the latest version of this document.*

COVID-19 Exposure Risks

In the event of one of the following cases, timely reaction to minimize the spread of the Coronavirus is essential. Follow the guidelines for each case type in the Response Plan outlined in this document.

Case Types (highest to lowest risk)

1. Employee has a confirmed case of COVID-19
2. Employee has symptoms of COVID-19 (potential case)
3. Employee was in close contact with someone with a confirmed case of COVID-19
4. Employee was in close contact with someone with a potential case of COVID-19
5. Employee was in close contact with someone (spouse / household member) who was exposed to a third party with CONFIRMED case of COVID-19 (contact of contact scenario)
6. Employee was in close contact with someone (spouse / household member) who was exposed to a third party who may have been exposed to COVID-19 (contact of contact scenario)

The Center for Disease Control and Prevention (CDC) defines “close contact” as (a) being within approximately 6 feet (2 meters) of a confirmed or potential COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case, *or* (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Response Plan

The response plan covers actions necessary to ensure the risk of exposure to the coronavirus is kept or reduced to a minimum. The actions required are broken down into five categories:

- I. Managing the Employee
- II. Managing Information
- III. Managing Remediation
- IV. Managing Product and Materials
- V. Managing Communication

Evergreen COVID-19 (Coronavirus) Response Plan

Case Type 1 – Employee has a CONFIRMED case of COVID-19				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
<p>a. If the employee is at work, upon notification, immediately remove employee to a safe area away from others – maintain a safe distance of at least 6 feet.</p> <ul style="list-style-type: none"> i. Remind the employee to practice respiratory etiquette. If available, provide mask and have employee wear it. ii. Send the employee home as soon as possible and instruct the employee to stay home until their healthcare provider (HCP) authorizes return to work. iii. If reported verbally from EE or others, without documentation, have designated representative contact the local public health department to confirm diagnosis and obtain direction regarding appropriate next steps. <p>b. If the employee calls in, instruct the employee to stay home until their healthcare provider (HCP) authorizes return to work. Have designated representative contact the local public health department to confirm diagnosis and obtain direction regarding appropriate next steps.</p> <p>c. Inform employee that he/she must contact HR daily to report any updates on their health or additional information that could further prevent the spread</p> <p>d. Gather information about the employee’s contact with other employees where such contact meets, or potentially meets, the definition of “close contact” using the table in Appendix A.</p> <p>Also, gather information regarding the areas where the employee worked and visited within the facility in the last three days. This should include a detailed description of their work area (including a map or drawing of the area), the duration of time spent in common areas (i.e., breakrooms, bathrooms, locker rooms, control rooms, office, etc.), and their work schedule (Reference Appendix A).</p>	<p>a. Collect case information and record in the COVID-19 Case Log.</p> <ul style="list-style-type: none"> • Send to corporate HR designee by the end of each business day. <p>b. Keep a log of employees contacted in close contact in the last three days (Using Table in Appendix A).</p> <p>c. RGHI has outside experts available for consultation available that must be consulted in making determinations of close contacts, cleaning protocols, etc.</p>	<p>a. Contact outside cleaning service to conduct cleaning and sanitizing of all affected areas.</p> <p>b. Close off all areas where the employee worked or visited in the last three days.</p> <p>c. Ventilate affected areas. Where possible open doors and windows to the outside to increase air circulation. Do not use fans and blow air into other areas of the facility.</p> <p>d. The cleaning service must follow CDC guidelines for effective cleaning and disinfecting and use proper Personal Protective Equipment. They must come prepared with all materials, equipment, and PPE to complete the job.</p> <p>e. If outside cleaning resources are not available and our employees must be used to perform cleaning, please get express approval from Evergreen VP of HR Tobi Merschat.</p> <p>f. Note: If remediation efforts cannot be confined to specific areas or departments and a plant shutdown is warranted, the situation will be escalated to the COVID-19 Response Team to make a determination on a plant shutdown or other considerations.</p>	<p>a. Immediately ascertain whether the employee was following mandatory mask protocol and other hygiene and preventative protocols (hand washing, social distancing, cleaning).</p> <p>b. If the employee was following proper hand hygiene and other preventative measures including wearing a mask at all times around the product, then no quarantine of product is required.</p> <p>c. If the employee was not following the proper protocols, in particular was not wearing a mask at all times around the product, track the product with which the employee had contact in the last 24 hours that employee worked, and determine whether such product was delivered to customer within 24 hours of the time that such employee last had contact with the product.</p> <p>a. Where possible, hold and quarantine all product and materials contacted by the employee within 24 hours prior to the employee’s departure from the facility to ensure that such product is not delivered to customer within such 24 hour time period (if practicable) and in line with guidance “Product Management for Case Type 1” in appendix section of this document</p> <p>d. Hold and quarantine, recalls or decisions to scrap or release finished product will be determined by the EPL Executive Leadership Team. RGHI has outside experts available for consultation available that should be consulted in making determinations.</p>	<p>a. Send email notification to the COVID-19 Response Team (See Appendix) and schedule an emergency conference call after completing close contact tracing and if applicable organizing third party decontamination. Do not use employee name, only identify as “Employee Tested Positive for COVID-19”.</p> <p>b. Per direction of the COVID-19 Response Team, inform close contact employees of their exposure to the virus and instruct the employees not to report to work (whether he/she is showing symptoms or not). The employee should contact his or her health care provider (HCP). The employee should not return to work until a HCP authorizes return. Do not share any confidential employee information such as name of infected employee, role, etc. Communication should be as follows:</p> <ul style="list-style-type: none"> • <i>It is confirmed that an employee tested positive for the Coronavirus (COVID-19). You have been identified as a “close contact” with that employee and should stay home, call your HCP, and file appropriate STD/FMLA paperwork. Please contact HR daily to discuss situation.</i> <p>c. Inform employees of the event according to approved communication per the COVID-19 Response Team. The communication template for a confirmed case reads as follows:</p> <ul style="list-style-type: none"> • <i>It is confirmed that an employee tested positive for the Coronavirus (COVID-19). The employee and all employees who had close contact with that employee have been sent home, and will receive the appropriate medical attention. We have undertaken appropriate cleaning and disinfection procedures in the plant based on CDC recommended protocols. We are committed to ensuring all employees are working in a safe environment and will continue to follow all infection prevention measures.</i> <p><u>To maintain confidentiality, the name and/or other identifying information of the employee who tested positive must not be disclosed.</u> COVID-19 Response Team may be informed on a need-to-know basis.</p> <p>d. COVID-19 Response team will determine requirement to notify the local health department, the CDC, and/or OSHA on a case-by-case basis.</p>



Evergreen COVID-19 (Coronavirus) Response Plan

Case Type 2 – Employee has symptoms of COVID-19				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
<p>a. Determine if the employee is experiencing symptoms indicative of a respiratory illness.</p> <p>i. Symptoms of an acute respiratory illness are fever, cough, shortness of breath, difficulty breathing. Other potential warning signs can include sore throat, body aches and sudden loss of taste/smell.</p> <p>ii. Fever is a measured temperature of 100.4 °F or greater.</p> <p>b. If the employee is at work, upon notification, immediately remove employee to a safe area away from others – maintain a safe distance of at least 6 feet.</p> <p>i. Remind employee to practice respiratory etiquette. If available, provide mask and have employee wear it.</p> <p>ii. Send the employee home as soon as possible and advise them to call their HCP and follow their guidance.</p> <p>c. If the employee calls in, instruct the employee to stay home and advise to call their HCP and follow their guidance.</p> <p>d. Gather information about the employee’s contact with other employees where such contact meets, or potentially meets, the definition of “close contact” using the table in Appendix A. Also, gather information regarding the areas where the employee worked and visited within the facility in the last three days (see Table in Appendix A). This should include a detailed description of their work area (including a map or drawing of the area), the duration of time spent in common areas (i.e., breakrooms, bathrooms, locker rooms, control rooms, office, etc.), and their work schedule.</p> <p>e. If the employee is tested for COVID-19 and is positive, refer to Case Type1. <i>(Continued to next column on right ... →)</i></p>	<p>a. Collect case information and record in the COVID-19 Case Log</p> <ul style="list-style-type: none">Send to corporate HR designee by the end of each business day. <p>b. If not completed while the employee was onsite, call the employee to investigate and gather details to understand exposure risk as outlined in 1.d. above (e.g. work schedule, start of symptoms, employees at risk from being in close and prolonged proximity and areas frequented in the last three days)</p> <ul style="list-style-type: none">RGHI has outside experts available for consultation available that may be consulted in making determinations of close contacts, cleaning protocols, etc.Keep a log of employees contacted in close contact in the last three days using table in Appendix A.	<p>a. Initiate cleaning and sanitizing according to the COVID-19 Infection Prevention cleaning and sanitizing guidelines of all areas where the employee worked and frequented in the last three days.</p>	<p>a. If a Case Type 2 event occurs, all stages should be followed as in Case Type 1.</p>	<p>a. Send email notification of an employee sent home to the COVID-19 Response Team and schedule an emergency conference call after completing close contact tracing and if applicable organizing third party decontamination in accordance with procedures identified in Case Type 1.</p>
	<p>Managing the Employee (... continuation from previous column)</p>			
	<p>f. If the employee is tested for COVID-19 and is negative, he/she can return to work after being released by his or her HCP and being symptom-free, without the use of medications, for 24 hours (unless otherwise directed by the employee’s healthcare provider).</p> <p>g. If the employee is not sent for testing by their healthcare provider, he/she can return to work after being released by his or her HCP and being symptom-free, without the use of medications, for 24 hours (unless otherwise directed by the employee’s healthcare provider).</p>			
	<p>h. Inform employee that he/she must contact HR daily to report any updates on their health.</p>			



Evergreen COVID-19 (Coronavirus) Response Plan

Case Type 3 – Employee was in “close contact” to someone (outside of work) with a CONFIRMED case of COVID-19				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
<p>a. If the employee is at work, upon notification, immediately remove employee to a safe area away from others – maintain a safe distance of at least 6 feet.</p> <p>i. Remind employee to practice respiratory etiquette. If available, please provide mask and have employee wear it.</p> <p>ii. Send the employee home as soon as possible.</p> <p>iii. Inform employee that you will contact him/her once he/she get home to gather information.</p> <p>iv. If employee is symptomatic refer to Case Type 2</p>	<p>a. Collect case information and record in the COVID-19 Case Log</p> <ul style="list-style-type: none">Send to corporate HR by the end of each business day. <p>b. Call the employee to investigate and gather details to understand exposure risk as outlined in 1.d. above (e.g. work schedule, start of symptoms, employees at risk from being in close contact and areas frequented in the last three days).</p> <p>c. Keep a log of employees contacted in close contact in the last three (Using Appendix A).</p>	<p>a. Initiate cleaning and sanitizing according to the COVID-19 Infection Prevention cleaning and sanitizing guidelines of all areas where the employee worked and frequented in the last 72 hours.</p>	<p>a. No action needed</p>	<p>a. Send email notification of an employee sent home to the COVID-19 Response Team and schedule an emergency conference call after completing close contact tracing and if applicable organizing third party decontamination in accordance with procedures outlined in Scenario 1.</p> <p>b. Do not share any confidential employee information such as name of infected employee, role, etc. Communication to “Close Contact” should be as follows:</p> <ul style="list-style-type: none"><i>It is confirmed that an employee tested positive for the Coronavirus (COVID-19). You have been identified as a “close contact” with that employee and should stay home, call your HCP, and file appropriate STD/FMLA paperwork. Please contact HR daily to discuss situation.</i>
<p>b. If the employee calls in, instruct the employee not to report to work.</p> <p>c. Instruct the employee not to report to work for 14 days (whether he/she are showing symptoms or not) or until a healthcare provider (HCP) authorizes return.</p> <p>d. Determine if the employee is experiencing symptoms indicative of a respiratory illness.</p> <p>i. Symptoms of an acute respiratory illness are fever, cough, shortness of breath, difficulty breathing. Other potential warning signs can include sore throat, body aches and sudden loss of taste/smell.</p> <p>ii. Fever is a measured temperature of 100.4 °F or greater.</p> <p><i>(Continued to next column on right ... →)</i></p>	<p>Managing the Employee (... continuation from previous column)</p> <p>e. Gather information about the employee’s contact with other employees, where such contact meets, or potentially meets, the definition of “close contact” using the table in Appendix A.</p> <p>Also, gather information regarding the areas where the employee worked and visited within the facility in the last three days (see Table in Appendix A). This should include a detailed description of their work area (including a map or drawing of the area), the duration of time spent in common areas (i.e., breakrooms, bathrooms, locker rooms, control rooms, office, etc.), and their work schedule</p> <p>f. Inform the employee that he/she must contact HR daily to report any updates on their health (including positive test results).</p>			



Evergreen COVID-19 (Coronavirus) Response Plan

Case Type 4 – Employee was in “close contact” to someone with a POTENTIAL/UNCONFIRMED case of COVID-19				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
a. If the employee is symptomatic, refer to Case Type 2. b. If the employee is asymptomatic, he/she would report to work and monitor / be monitored for symptoms (refer to Case Type 2 if symptoms occur).	a. Collect case information and record in the COVID-19 Case Log. <ul style="list-style-type: none">Send to corporate HR by the end of each business day.	a. Continue general cleaning and sanitizing protocol according to the COVID-19 Infection Prevention cleaning and sanitizing guidelines.	a. No action needed	a. No action needed

Case Type 5: Employee was in close contact with someone (spouse / household member) who was exposed to a third party with CONFIRMED case of COVID-19 (contact of contact scenario)				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
a. If the employee is symptomatic, refer to Case Type 2. b. If the employee is asymptomatic, they would report to work and monitor/be monitored for symptoms (refer to Case Type 2 if symptoms occur)	a. Collect case information and record in the COVID-19 Case Log. <ul style="list-style-type: none">Send to corporate HR by the end of each business day.	a. Continue general cleaning and sanitizing protocol according to the COVID-19 Infection Prevention cleaning and sanitizing guidelines.	a. No action needed	a. No action needed

Case Type 6: Employee was in close contact with someone (spouse / household member) who was exposed to a third party who may have been exposed to COVID-19 (contact of contact scenario)				
Managing the Employee	Managing the Information	Managing Remediation	Managing Product & Materials	Managing Communication
a. If the employee is symptomatic, refer to Case Type 2 b. If the employee is asymptomatic, they would report to work and monitor / be monitored for symptoms (refer to Case Type 2 if symptoms occur).	a. Collect case information and record in the COVID-19 Case Log <ul style="list-style-type: none">Send to corporate HR by the end of each business day.	a. Continue general cleaning and sanitizing protocol according to the COVID-19 Infection Prevention cleaning and sanitizing guidelines	a. No action needed	a. No action needed

COVID-19 Response Team		
For Evergreen Mill System	For Evergreen North America Converting	For Evergreen Filling Equipment Operations
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EPL Executive Leadership Team: John Rooney – CEO, Kenny Baymiller – CFO, DeWitt Clark – VP NA Packaging Sales, Ken Russell – VP Paper and Specialty Sales, Chris Johns – VP Board Sales, Brent Bartz – VP Global Machinery & International Packaging, Jack Perret – VP of NA Operations, Mark Lightfoot – General Counsel, Patti Brown – CIO, Tobi Merschat – VP HR		



Evergreen COVID-19 (Coronavirus) Response Plan

Guidance for Product Management for Case Types 1 & 2 (Appendix)	
Guidance – Product Management for Case Type 1	Guidance – Product Management for Case Type 2
<i>Employee is confirmed with COVID-19; What to do with the product that the employee potentially came into contact with?</i>	<i>Employee has symptoms of COVID-19; What to do with the product that the employee potentially came into contact with?</i>
<p>a. This event would be treated as a quality-type issue.</p> <p>b. When it becomes known that an employee in a facility tests positive for COVID-19, the supervisor of the employee would immediately ascertain whether the employee was following mandatory mask protocol and other hygiene and preventative protocols (hand washing, social distancing, cleaning).</p> <p>c. If the employee was following proper hand hygiene and other preventative measures including wearing a mask at all times around the product, then no quarantine of product is required.</p> <p>d. If the employee was not following the proper protocols, in particular was not wearing a mask at all times around the product, the supervisor should track the product with which the employee had contact in the last 24 hours that employee worked, and determine whether such product was delivered to customer within 24 hours of the time that such employee last had contact with the product.</p> <p>e. On April 16, 2020, the FDA released the following statement: “there is no evidence of food packaging being associated with the transmission of COVID-19. However, if you wish, you can wipe down product packaging and allow it to air dry, as an extra precaution.”</p> <p>f. Our medical experts did not find persuasive information from a recent “artificial” lab study conducted under ideal conditions which found that the virus can be cultured from surfaces in such ideal lab conditions for up to 24 hours for paper or cardboard, and up to 72 hours for plastic or stainless steel; although for plastic and steel the amount of virus had already decreased by 90% in the first 48 hours (i.e. the virus likely stayed longer than under normal conditions and the study failed to address whether the virus would be transmitted to and/or infect another person).</p> <p>g. Wearing a mask is quite effective at preventing transmission of respiratory droplets from a person who is not symptomatic or who has very mild symptoms. The mask is quite effective in reducing the transmission for both person to person and person to product situations (although social distancing should still be used as people are more receptive to even small amounts of respiratory droplets than product).</p> <p>h. Our medical experts view the risk of the virus being transmitted from our product as quite small.</p>	<p>a. If a Case Type 2 event occurs, all stages should be followed as in Case Type 1.</p>

CLOSE CONTACT & AREAS WORKED TRACING FORM



STEP 1 – Positive Verbal Report or Results from Worker – proceed as follows:

- HR/Designee completes COVID Investigation Form
- HR to send COVID Investigation Form to Response Team via Email
- EXCEPTION: Confirmation of Positive Test REQUIRED before proceeding with protocol for temporary OR Contractor Vendor employee

What should the employee do? Stay at home. See their doctor for RTW note. Report any hospitalizations. HR should immediately report hospitalizations to response team

Facility Name:			Prepared By:	
Name of Confirmed COVID-19 Positive EE (Keep information within controlled group)			List ALL Days EE worked, starting from 48 hours before symptoms until LDW	
Employee Type (Employee, Temp, Contractor, Vendor)			Areas COVID-19 EE Worked	
Position		Shift and Hours	<ul style="list-style-type: none"> • Last 7 days from EE LDW • Include ID of areas like Line #., etc. 	
Department				
Last Day Worked (LDW) (Clocked out date, include time EE left facility also)			Areas COVID-19 EE Visited	
Day COVID-19 EE first had COVID-19 Symptoms			<ul style="list-style-type: none"> • Last 7 days from EE LDW that are <u>not</u> routinely cleaned • Includes offices, conference rooms, etc. 	
Date COVID-19 Tested				
Positive Test Date (results received)			Comments/Notes (Document areas worked/visited on facility map if needed). Provide any information on any <u>external</u> COVID-19 positive exposure here:	
Close Contacts reported at work? (Yes/No) (If yes, do Step 2 and fill in page 2)				

STEP 2 - Complete the Potential Close Contact Tracking (see next page) for all Potential Close Contacts

STEP 3 – For all CONFIRMED Close Contacts, HR to instruct confirmed contact Close Contact to do the following:

- If asymptomatic (w/ positives at home or carpool): CC is to self-quarantine for 10 days. If tested on the 6th or 7th day and receive negative results, they can return to work on the 8th day. Employee must present doctor's note to return to work.
- If asymptomatic (and close contact only at work no positive at home or carpool): CC can RTW immediately (must follow MOU with bargaining unit)
- If symptomatic: CC Self-Quarantine for 10 days. They need a doctor's note to RTW.
- HR to remind EE to notify them (HR) if they start experiencing any potential COVID-19 symptoms, if they are tested for COVID-19, etc.

STEP 4 – For any Confirmed Close Contact that becomes positive or symptomatic– HR to interview both the positive EE and positive CC using separate COVID Positive Follow-Up Questionnaire.

CLOSE CONTACT & AREAS WORKED TRACING FORM



Potential Close Contact Tracking					
Use for Evaluating if Potential Close Contacts Are Confirmed Close Contacts.					
Starting Point Date & Time: 48 Hours BEFORE COVID-19 EE had on-set of COVID-19 symptoms or the date of the test (if asymptomatic)			Days Worked at Facility from Starting Point to Last Day Worked:		
Name of Potential Close Contact (1 st row is feedback from Covid-19 positive EE, 2 nd row is feedback from potential close contact EE)	Did COVID-19 EE cough or sneeze in the immediate vicinity of anyone (regardless of location)? (YES/NO)	From Starting Point until last day COVID-19 EE worked ... Do they recall being within six feet of any EEs for 15 minutes or longer (cumulatively over a 24 hr. period regardless of location)? <u>See Note 1</u> (YES/NO)	Do they recall ride sharing with another Pactiv or Temporary employee to a Pactiv site? (YES/NO)	Is Contact likely to be a "close contact" of COVID-19 EE (one or more "YES" answers and/or additional information from the facility)? (aka, CONFIRMED CLOSE CONTACT) (YES/NO)	If Yes, then list how they are a close contact. (Same line, Carpool, training, conference room, not wearing proper mask/N95, etc.)
Positive EE:					
Potential CC#1:					
Positive EE:					
Potential CC#2:					
Positive EE:					
Potential CC#3:					
Positive EE:					
Potential CC#4:					
Positive EE:					
Potential CC#5:					
Positive EE:					
Potential CC#6:					
HR Notes from Potential close contact discussions as well as information from the facility:					

Note 1 - If the EEs all wore N95s/KN95s while within 6' of each other, the EEs would **NOT** be considered close contacts

Note 2 - If EEs were in a smaller enclosed space for greater than 2 hrs (cumulative over a 24-hr period), a separate evaluation would be needed to exclude the EEs as close contacts, which would need to consider if N95s/KN95s masks were used, ventilation in room, distance the EEs were apart in enclosed space, etc.

COVID–19 Related Frequently Asked Questions (FAQ)

DATE: REVISED August 07, 2020
TO: Evergreen Leaders
FROM: Tobi Mersch, Vice President Human Resources
SUBJECT: COVID–19 9 Frequently Asked Questions (FAQ)

Virus Spread

Is the virus spread easily between people?

The virus that causes COVID-19 is spreading very easily and sustainably between people. In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread. It is possible a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but it can occur which is why cleaning and sanitizing frequently touched tools and equipment and common areas is important.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

How do I protect myself and others?

Employees that are diligent both at work and outside of work with compliance of all prevention protocols (practicing of hand and respiratory hygiene, frequent cleaning and sanitizing of commonly touched surfaces, maintaining social distancing, wearing a mask or face covering, avoiding large gatherings, nightclubs, and busy restaurants, etc.) will greatly reduce the potential for becoming infected with COVID-19 and spreading the virus to others.

Close Contact

How are “close contacts” defined?

There are two ways: (1) 15 minutes or greater of cumulative contact in a single shift between two individuals within six feet of each other, or (2) prolonged contact of two hours or greater between two individuals outside of six feet but in an enclosed area such as an office, conference room, breakroom, lunch room, living room, dining room, etc.

(Based on our outside medical experts’ Close Contact exception is approved for fitted N95 respirator usage by trained employees, or when Visqueen or similar rigid plastic dividers at least 6 mm thick are utilized.)

What happens if an employee is a “close contact” of a positive case?

An employee will not be allowed to work until released by a Health Care Provider. Typically following a negative COVID-19 test or a 14-day quarantine period.

Masks

If Employees are wearing an ASTM1 mask, do they still need to social distance?

Yes. Masks are not a substitute for social distancing.

If Employees are wearing an N95 respirator, do they still need to social distance?

Ideally, yes. Employees should, if at all possible avoid close contact situations whereby employees spend more than 15 minutes within 6 feet of each other and/or greater than 2 hours together in an enclosed space. Evergreen will not require the use of N95 respirators for COVID-19 protection. See separate guidance for using N95 respirators and link:

<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

Employee is experiencing difficulty breathing with ASTM1 masks.

The employee should talk with their Human Resources representative to discuss potential solutions. Many times a different style of mask works.

Employee is experiencing difficulty in wearing mask due to heat.

See Heat Issues section.

Can Employees purchase masks for personal use?

Yes. We can make ASTM1 masks available for purchase at the Company cost. \$10 for 25 masks and \$20 for 50 masks (max 50 masks). The facility would need a process to take/mail checks to EPL Corporate Finance, or collect information on a spreadsheet to take a payroll deduction. See your Human Resources representative for further details.

Space Requirements

How far apart must employees work?

Social distancing is required at all times. Employees must stay six feet or more from one another, and avoid the 2 situations where they can become a “close contact” (See Close Contact Section).

What if employee(s) can't social distance? What are options?

Social interaction within six feet requires both individuals wearing facial mask and an additional barrier inserted between them such as a face shield or Plexiglas barrier. Employees should stay centered within the barrier as feasible. If this is not feasible **a task review** should be performed with your supervisor and EHS if necessary on jobs requiring interaction within six feet for greater than 15 minutes to develop a safe way to execute the task.

How much space is required for meetings or training that last up to two hours?

A radius of 7 feet of social distancing between occupants based upon meetings in “enclosed spaces” such as a conference room or break room for up to 2 hours and greater than the 15 minutes allowed for more routine interactions between 2 employees on the plant floor or in an office.

As an example, a 667 square foot conference room would allow for safe occupancy of 13 individuals spaced 7 feet apart.

Please be aware and consider the size of any gathering should be based on state and local laws and Executive Orders, and the appropriate space requirements. As a general rule, the smaller the gatherings, the safer they are. For any larger group meetings (> 8 employees), please contact EH&S Director and VP HR to assist.

Communications

What are options for communications when employees need to problem-solve?

There are multiple ways to communicate information without violating social distancing. Common items that can help serve this purpose are as follows:

- Flipcharts (provide everyone their own marker to reduce contamination)
- Posters
- White boards (provide everyone their own marker to reduce contamination)
- Radios
- Two way headsets
- Sticky Notes (Provide everyone their own pens)

Heat Issues

What are options to help with the summer heat/temperatures?

Options include: (1) Employees taking “mini breaks” from masks (i.e., pull mask down) as long as they are away from other employees, and our products, (2) Stay hydrated, (3) Cooling aids such as cooling liners for hard hats, cooling vests, hardhat pad, etc.

Testing

Will Evergreen Packaging test employees for COVID-19?

There are many types of tests, and some are not as reliable as others. Therefore, at this time, we prefer that tests are administered by medical professionals. Additionally, in evaluating testing sites, we have found all our locations have available options.

Contractors

Do contractors (short-term or long-term) follow the same protocols and procedures as employees?

Yes, contractors should go through the same entry process (temperature measurement and screening questions) as our employees. They are also required to social distance and wear a mask at all times. Educate the contractor on cleaning/sanitizing requirements for common equipment/tools. Show them where the materials are (cleaners, hand sanitizers). Additionally, communicate break requirements (social distancing in break rooms, smoking areas, etc.)

The EPL employee responsible for bringing in the contractor should cover all requirements with the contractor and the employer of the contractor prior to any work being initiated.

What happens if a contractor becomes ill (symptomatic) or tests positive for COVID-19?

HR should work with the contracted company to advise they can't return to our premises until released by a physician. HR should also provide our contact tracing worksheet so the contractor's employer can trace any close contacts and determine areas of the facility visited. HR will work with contractor's employer to support the process to determine close contacts. Appropriate cleaning should be done for the areas of our facility visited.

Business Travel

What is the process to request business travel?

All business travel must be deemed "essential" and approved by the employee's manager and Vice President / ELT member for your facility or department. The discussion will include explanation of why the trip is deemed essential, details for how the employee will get to the destination, accommodations, food arrangements, etc. If deemed "essential", employee, manager and Vice President will put together a plan for mitigating risk.

Reporting Requirements

Do employees who are working remotely or are non-facility based need to report a positive COVID-19 test?

Yes. We must conduct the same analysis of close contact tracing for all positive test results. Employees should report immediately to Human Resources. All personal information is kept confidential.

N95 Mask Use – Additional Information

Evergreen will not require the use of N95 (or KN95) respirators for COVID -19 prevention unless an employee is in the Evergreen Respiratory Protection Program and current with the programs requirements. Employees can choose to wear N95 (or KN95) respirators on a voluntary basis however they will be required to review and sign the Voluntary Use of Respirator Form available through the EHS department. If an employee does volunteer to use a N95 (or KN95). Employees will not be allowed to use any masks, N95 or otherwise with a vent valve. see CDC website regarding “Recommended Guidance for Extended Use and Limited Reuse of N95 Filtering Facepiece Respirators in Healthcare Settings” -<https://www.cdc.gov/niosh/topics/hcwcontrols/recommendedguidanceextuse.html>

The following are a few key points from this guidance:

- N95 respirators and other face masks and face coverings must only be used by a single wearer.
- Experience in these settings indicates that respirators can function within their design specifications for 8 hours of continuous or intermittent use.
- Consider use of a cleanable face shield on top of a mask or respirator and/or other steps (e.g., masking patients, use of engineering controls) to reduce surface contamination.
- Discard any respirator or mask that is obviously damaged or becomes hard to breathe through.
- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the respirator (if necessary for comfort or to maintain fit).
- Avoid touching the inside of the respirator. If inadvertent contact is made with the inside of the respirator, discard the respirator and perform hand hygiene as described above.

N95-KN95 Voluntary Use Training

To ensure employees remain safe during the COVID-19 pandemic, Evergreen Packaging has been providing ASTM-1 surgical masks to employees for use as face coverings. Evergreen is pleased to be able to provide employees with the option of wearing N95-KN95 respirator face masks on a voluntary basis.

Putting On an N95-KN95 Face Mask

Hold the respirator by the ear straps with the nose piece facing up.

Pull respirator under the chin, with the nose piece up. Pull the ear straps behind both ears.

Using two fingers on each hand, mold the nose piece to the shape of your nose by pushing inward with your fingertips.

Note: Pinching the molding piece with one hand will likely result in less effective fit.

Cover the respiratory completely with both hands and exhale sharply.

If air blows on your face or eyes, adjust the mask until the air stays within the mask.

Repeat the seal check until you achieve a proper seal.

The effectiveness of N95-KN95 respirators depends on the how well the respirator seals to the user's face, which can be affected by facial hair.

For employees with facial hair, a beard net shall be worn over the face mask.

Removing an N95-KN95 Mask

To remove the respirator, pull the bottom strap over your head, then pull the top strap off.

Avoid touching the inside and outside of the mask - the mask should be handled by the straps.

Place in the plastic bag, seal the bag, and throw away in a covered trash container.

When to Replace an N95-KN95 Mask

N95-KN95 respirators/face masks can be used multiple times until they are soiled or damaged, including a broken ear strap, or a loose or missing metal nose band.

If the respirator becomes damaged, soiled or you experience problems such as breathing, dizziness or irritation, stop working, go to an area at least 6' away from others, and remove the mask. Inform your supervisor while maintaining 6' social distancing.

Sign a Voluntary Respirator Use Form

To complete this training program, every employee at the Kalamazoo facility must sign a Voluntary Respirator Use form, even if they do not intend to wear a N95-KN95 respirator. If you have questions about voluntary N95-KN95 respirator use, ask your Team Leader, supervisor, manager or the EHS Manager.

Care and Storage of N95-KN95 Masks

Always store N95-KN95 masks in a plastic bag when not on the face or not in use.

Never share your N95-KN95 mask with another person.

Limitations of N95-KN95 Masks

N95-KN95 respirators do not protect you against hazardous atmospheres, oxygen-deficient areas or chemical fumes or concentrations over the permissible exposure limit.

Potential Foreign Object

The N95/KN95 contains a metal nose band that allows the respirator to better fit the face of the user. The metal nose band potentially creates a foreign object hazard should it become separated from the mask.

If the metal nose band is loose or has come off the mask, attain a new mask from your Team Leader and appropriately dispose on the defective mask in a sealed plastic bag, including the metal band.

If the band is missing, notify your Team Leader immediately. Our foreign material control policy (13.7.3) must be followed to isolate and inspect product.

What is Voluntary Use?

If a respirator is required for your job, it is considered "mandatory." If an employee is choosing to wear a respirator for their job, it is considered "voluntary."

Although Evergreen requires the use of ASTM-1 surgical masks during the COVID-19 pandemic, the use of N95-KN95 face masks is voluntary.

Can I use my own N95/KN95 mask?

Like any face mask, a different style of N95/KN95 mask must be reviewed and approved by the EHS Manager before you can wear it in the facility.

Continue to Socially Distance

Even if wearing N95-KN95 respirators, we continue require that employees remain at least 6' apart.

If employees must work in close proximity (less than 6'), employees shall inform a member of the leadership team to determine the safest method prior to starting the task. During this assessment appropriate safeguards will be put into place to ensure team member safety while performing the task.



Evergreen Packaging Mask Guidance

Updated: February 2, 2021



Evergreen – Covid-19 Mask Use Protocols

- The Covid-19 Pandemic is an ever evolving, fluid situation. Our risk management strategies are evolving as well to meet the continued needs for our employees and operations.
- We have been regularly monitoring guidance from the CDC, and obtaining outside guidance from medical experts.
- We have implemented preventive measures based on CDC and medical guidance for the protection of you and other members of our workforce.
- **In light of changes in CDC guidance, we are providing an update to our approach to masks and may change and/or implement other preventative measures or additional updates for your protection per Guidance from CDC, regulators and medical experts.**



Revised Mask Policy for Evergreen

- Social distancing and frequent handwashing remains the best preventive measures to slow the spread of the virus. Please maintain 6 feet or greater from your colleagues while at work.
- Additionally, we require that you use an approved facemask (KN95 or ASTM).
- We currently have a supply of ASTM 1 & KN95 facemasks available for employees to have one daily, and to replace, if it becomes soiled with a job task.
- We are continuing to provide additional, effective, preventive measures like measuring employees' temperatures.

Use of Employee Provided Masks

- Effective immediately, employees must wear an approved face mask (KN95 or ASTM1) in Evergreen facilities subject to the following criteria:
 - The mask and the way it is worn must meet safety, GMP, SQF or ISO criteria applicable to the employee's facility as discussed in the following slides
 - Masks must be kept clean
 - **Masks do not replace the need to maintain social distance and hygiene**



Company Provided Masks

- Evergreen has ASTM1 & KN95 masks in all facilities.
- In the event that CDC guidance or regulatory guidance regarding the voluntary nature of mask use changes, Evergreen will review and adjust its policies and procedures as applicable.

Masks



Don'ts

- **Don't** leave it laying around
- **Don't** wear someone else's mask
- **Don't** use for any other purpose
- **Don't** let the mask fog up your safety glasses
- **Don't** wear a dirty mask
- **Don't** let it obstruct your vision
- **Don't** let it hang down around your neck
- **Don't** wear it if it causes any difficulty in your ability to breathe

Do's

- Use of a mask is required (subject to certain facility specific exceptions)
- Wear clean masks only
- When not being worn place the mask in a secure location (eg. Pocket, purse, backpack)
- Wear per manufacture instructions
- Wash your hands and face after removing or touching the mask

Voluntary Respirator Use



- You will need to go through the Appendix D, Voluntary Respirator Use, if you are opting to wear the KN95 masks you obtained from the company.
- Your local site safety resource will facilitate the Appendix D review and process.

Note:

- Stapled masks are not allowed in facilities
- Masks with Valves are not allowed

GMP & Safety Requirements

■ Masks & Facial Hair Nets

- Beard nets are required to be worn in a manner that creates an effective beard covering for anyone with facial hair. Beard nets may be worn underneath or on the outside of the mask but must be an effective beard cover.
- No facial hair can be exposed.

■ Mask Hygiene & Safety

- Company provided Masks
 - ❑ Worn for the duration of one shift, unless soiled and then replaced.
 - ❑ Masks should be placed in the plastic zippered style bag and disposed of in lidded or self-closing trash cans in designated areas in your facility.

■ Disposable Masks

- Follow guidelines for company provided masks.

Putting on masks with ties or ear loops

- Wash your hands with soap and water for at least 20 seconds. Dry your hands with a clean paper towel and throw the paper towel away.
- Check the mask for any defects such as a tear or missing tie or ear loop. Throw away any that are defective.
- Make sure the exterior (usually yellow or blue) side of the mask is facing out, away from your face.
- Place the mask on your face with the blue side facing out and the stiff, bendable edge at the top by your nose.
- If the mask has ear loops, put one loop around each ear.
- If the mask has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow.
- Once the mask is in place, use index finger and thumb to pinch the bendable top edge of the mask to bridge of your nose.

- If the mask has a lower tie, once the mask is fitted to the bridge of your nose, tie the lower ties

Order of protective gear..

- Putting on safety gear - Types of protective gear depends on job requirements:
 1. Don Mask
 2. Don Safety Glasses
 3. Don Gloves (If required for job duties)

- Once on, use PPE carefully to avoid contamination. Follow general safe-work practices including:
 - Keep hands away from face.
 - Work from clean to dirty.
 - Limit surfaces touched.
 - Change PPE when torn or heavily contaminated
 - Remove mask for breaks (bathroom, smoking, or meal/rest breaks) **It is mandatory to practice social distancing in these areas.**

- Store in a clean zippered – style plastic bag that you close and take with you during breaks.



Mask removal

- Wash your hands before removing the mask.
- Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
- Untie or remove the ear loops and remove the mask by the straps.
- Dispose of the mask as previously discussed

Mask Vapor Barrier Made From Tissue

Help prevent glasses from fogging up while wearing a mask.



Fold tissue about $\frac{3}{4}$ " wide and cut tissue length to about 1.5" shorter than the length of the mask.



Place folded tissue on top side and center of mask (mask top is the part that will form to your nose).



Apply A small piece of tape to each end of tissue to hold it in place on the mask.

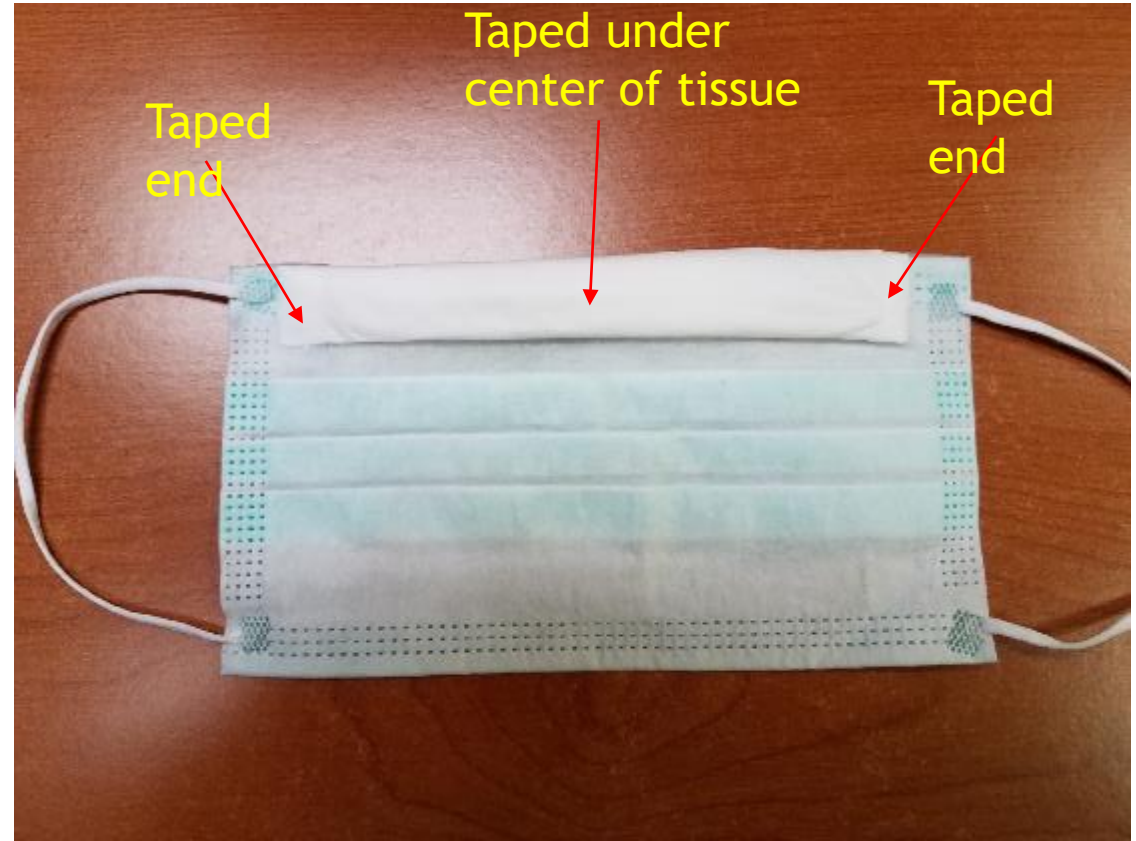
Mask Vapor Barrier

Help prevent glasses from fogging up while wearing a mask.

Anti-Fogging Spray is available in the Storeroom - See your Supervisor for More Details



If needed you can roll up a small piece of tape and apply it under the middle of the tissue to secure it to the center top of the mask.



Mask is ready to wear. Make sure you crimp the nose piece tightly.

Training on N95/KN95 Mask Fit, Usage, Care and Additional Evergreen Packaging Precautions

Background - COVID-19

Close Contact Work

- Under current CDC COVID-19 Guidance, individuals that work within 6 feet (ft) of one another for 15 minutes (min) or greater may be considered Close Contacts.
- To ensure its employees remain safe during the COVID-19 Pandemic, Evergreen Packaging requires that its employees remain at least 6 ft apart when they need to be in close proximity for 15 min or greater, whenever possible.
- Due to the nature of Evergreen Packaging's manufacturing operations, there are times when employees need to work within 6 ft of each other for greater than 15 min. When those circumstances arise, Evergreen Packaging will generally install a fixed barrier to provide equivalent protection.
- However, there are some situations where two or more Evergreen Packaging employees (or temps or contractors) must work within 6 ft of each other for greater than 15 min, and where a fixed barrier is not practical
 - Examples include training, moving equipment, etc.

OSHA Standard – Voluntary vs. Mandatory use of a Respirator

- **Mandatory** respirator use – requires all employees to be part of the plant respiratory protection program
 - Medical questionnaire/screening
 - Spirometry
 - Fit testing
 - Training
 - Clean shaven

OSHA Standard – Voluntary vs. Mandatory use of a Respirator

- **Voluntary** respirator use – not required to be part of the plant respiratory protection program
 - Does not require to be clean shaven
 - Must be trained on the proper inspection, use and limitations of the mask you are wearing
 - No medical screening required (you must monitor your own health while wearing it)
 - You CANNOT wear the respirator in a hazardous atmosphere or in an atmosphere above the OSHA permissible exposure limit (PEL)



N95 and KN95 respirator masks are basically the same. Both masks are rated to capture 95% of tiny particles – 0.3 micron

N95 and KN95 Respirator Masks



What is the difference between N95s and KN95s?

- N95s and KN95s respirator masks are very similar - both masks are rated to capture 95% of tiny particles – 0.3 micron
- However, masks can only be considered N95 masks if they are approved by the US National Institute for Occupational Safety and Health (NIOSH)
- Masks made in other countries, like China, are designated as “KN95”

Can I wear a KN95 mask instead of an N95 mask during Close Contact Work?

- Many Non-NIOSH-approved respirators manufactured in China that are similar to N95s (KN95s) have been evaluated by the US Food and Drug Administration (FDA)
- The FDA has published a list of the KN95s that are considered acceptable
- Provided the KN95 is on the FDA list, the KN95 can be used for Close Contact Work

COVID-19 Close Contact Work Training - Overview

- In those situations where employees need to work within 6 ft of each other for greater than 15 min, and where a fixed barrier is not practical, an equivalent level of protection can be provided by the N95/KN95 masks, if:
 - The employees wearing the N95/KN95s have been trained as to proper inspection, fit, care, and use.
 - Additional layers of protection required by Evergreen Packaging for Close Contact Work are followed.
 - Other standard COVID-19 precautions are followed at the facility (pre-entry screening, proper hygiene, routine cleaning and disinfection, etc.).
- **This PowerPoint Presentation provides the required N95/KN95 proper fit, care, and use training. Additional layers of protection required by Evergreen Packaging for Close Contact Work are also addressed.**

Proper Fit, Care and Use of N95 Respirators

The effectiveness of a N95/KN95 respirator relies on how well the respirator seals to the wearer's face:

- Only use the respirator model that you have been given and fitted.
- Do not use the respirator with beards or other facial hair which may interfere with the direct contact between your face and the sealing surface of the respirator. (**does not apply for employees who sign a voluntary use form**)
- Properly put on (don) and wear the N95/KN95 respirator
 - See next slides for detail
 - Don the N95 respirator before you start working in close contact with another employee
- Check your seal every time you put on the N95/KN95 respirator
 - See next slides for detail
- Inspect the respirator prior to use for any damage – this includes checking the strap and nose piece.

Proper Fit, Care and Use of N95/K95 Respirators

The N95/KN95 contains a metal nose band that allows the respirator to better fit the face of the user. The metal nose band potentially creates a foreign object hazard should it become separated from the mask.

To address an SQF concern, each facility will conduct a risk assessment that will contain the following:

- N95/KN95 masks with metal bands to secure the mask over the nose requires additional monitoring for loss of the metal band bonded to the outside of the mask.
- The band is well bonded to the mask and any loose or missing band would cause an obvious loss of seal to the face.
- Loss of seal is also evidenced by exhaled air escaping between your nose and the mask
- In the case of a loose band, the mask must be disposed of immediately by taking the mask to the team leader and requesting a new mask
- If the band were to come off, the band must be turned in with the mask to the team leader.
- If the band is missing, notify your team leader immediately. Our foreign material control policy (13.7.3) must be followed to isolate/inspect product.
- Team members and team leaders must avoid touching the inside and outside of the mask. The mask should be handled by the straps.

Wearing (Donning) the N95/KN95 Respirator and Seal Check Procedure

1. Hold the respirator by the ear straps with the nosepiece facing up.
2. Place respirator under the chin, with the nosepiece up. Pull the ear straps behind both ears.
3. Using two fingers on each hands, mold the nose piece to the shape of your nose by pushing inward with your fingertips –
 - **Note** – pinching the molding piece with one hand will likely result in less effective respirator fit.



Wearing (Donning) the Respirator and Seal Check Procedure, cont.

4. Seal-Check: cover respirator completely with both hands and exhale sharply.
 - If air blows on your face or eyes, readjust the respirator until the air stays within the mask – continue the leak test until you get the proper seal.

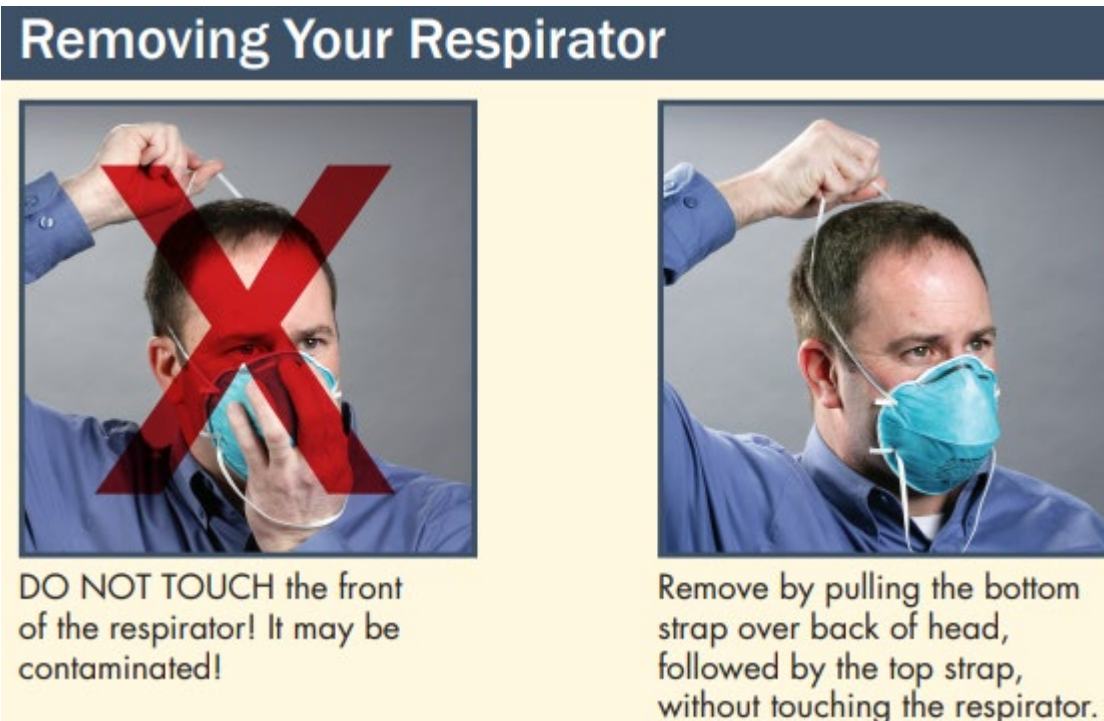


NOTE – N95/KN95 respirators/face masks can be used multiple times until they are soiled or damaged.

- *If the respirator becomes damaged, soiled or you experience problems such as breathing, dizziness or irritation, stop and discontinue close contact with the other employee and leave the area.*
- *When you are greater than 6 ft away (and ideally in a separate , isolated area), remove your respirator and inform your supervisor.*

Removing (Doffing) the N95/KN95 Respirator

- To remove (doff) the respirator, pull the bottom strap over your head and then pull the top strap off.
- Do not touch the front of the respirator.



Care/Storage of N95/KN95 Respirators

- Always store N95/KN95 respirators/face masks in a plastic bag when not on the face or not in use.
- Always inspect the respirator/face mask prior to use for any damages or if is soiled
- Replace any respirator/face mask if damaged or soiled
- Never share your respirator/face mask with another employee

Wearing of N95/KN95 Masks and Close Contacts – Clarifications

■ 8-19-20 Close Contact Guidance:

- Two employees working within 6' of each other for a cumulative period of 15 min or greater are not close contacts provided:
 - Our close contact tracers confirm the following criteria:
 - Both employees continually wore N95/KN95 masks while working within 6 feet of one another
 - Both employees wearing N95/KN95 masks had been previously trained on the use of N95/KN95 masks, including proper fit, care, and use and complied with this training.
 - Other proper precautions were in place, including hygiene, disinfection and monitoring for symptoms (note – this should typically be the case)
 - In enclosed spaces, ventilation was increased where possible, with more fresh air intake used, etc.
- Where possible, two employees working within 6' of each other for a cumulative period of 15 min or greater should still use an additional layer of protection, such as a face shield, plexiglass or plastic barrier, etc., even when both are wearing N95/KN95 masks

■ 8-19-20 Close Contact Clarifications:

- All employees must thoroughly wash their hands immediately after completing the task, but only after properly removal of the N95/KN95s

Wearing of N95/KN95 Masks and Close Contacts – Clarifications (cont)

■ 9-2-20 Close Contact Clarifications:

1. Q1 – Over what period of time is the “a cumulative period of 15 min or greater” based on?

A – The time period is based on a per day/shift evaluation

2. Q2 – If both employees wear N95/KN95s, is a face shield still required to eliminate the potential close contact?

A – Technically, a face shield is not required to avoid being considered a close contact, but Evergreen Packaging strongly recommends its use where and when possible