

[TEMPLATE 3-30-20]

Site Policy – Social Distancing and Other COVID-19 Prevention and Mitigation Requirements

Weyerhaeuser Facility: _____ [INSERT FACILITY NAME]

I. PURPOSE AND SCOPE

This policy describes site/area requirements for social distancing and other COVID-19 prevention and mitigation measures at all Weyerhaeuser locations and operations. All employees must adhere to these requirements, without exception, and site leaders and managers at all levels must ensure these requirements are communicated, understood and followed.

II. ROLES AND RESPONSIBILITIES

Site/Area Manager: _____ [INSERT NAME]

The Site/Area Manager is the owner/approver of this policy and is ultimately responsible for enforcing the requirements herein.

Site COVID-19 Coordinator: _____ [INSERT NAME]

The Site Safety Manager or designated safety contact at sites without safety personnel will serve as our single-point-of-contact for managing any COVID-19 issues and the potential impacts to the facility (the “site coordinator”). [Note: The site manager or operations manager may serve this function for a smaller facility or Distribution Center]. The site coordinator will be responsible for implementing this policy consistent with company guidance and state/local health department requirements. The site coordinator will work in close coordination with site/area management, Human Resources, local public health authorities, and the company crisis management team to manage and resolve COVID-19-related issues. As always, personal information will be treated confidentially, and following our medical and/or personnel records-retention standards.

When there is disagreement between the site coordinator and other site leaders as to how to properly respond to or address a COVID-19 issue, the site will escalate such cases to the product line or region safety liaison, business safety contact and HR manager for assistance and resolution.

Leaders and Managers

Site/area leaders and managers (e.g., superintendents, functional managers, and frontline leaders/supervisors) are responsible for communicating these requirements to employees, answering employee questions, addressing concerns, ensuring employee understanding of policy requirements, inspecting for compliance, and applying appropriate corrective actions if policy violations should occur.

Employees

All employees are responsible for following the requirements in this policy. Employees with questions or concerns about policy requirements should seek guidance from appropriate leaders and managers to ensure proper understanding and compliance.

III. POLICY REQUIREMENTS

Social Distancing

The company has promoted and required telecommuting work regimens wherever possible to separate employees who formerly worked closely in the workplace. Management has been provided guidance and employees have been provided tools to work remotely.

We will adhere to a 6-foot social distancing rule in the workplace. That is, employees will maintain a minimum distance of 6 feet (approx. 2 metres) apart from one another, particularly in areas where employees routinely gather (e.g., break rooms, control room, offices, meeting rooms, etc.). We have placed [6-Foot Rule signs and](#)

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[posters](#) throughout the facility to help remind employees of this requirement. (See **Appendix 1**). [NOTE: *Attach the 6-Foot Rule poster to this policy as Appendix 1.*]

In addition to maintaining the 6-foot rule, we will limit the need for regular meetings to the greatest degree possible and using electronic communication methods. The site will limit the size of meetings or other gatherings to a maximum of 10 participants in a given space (incl., lunch rooms, break rooms, or other common areas), and meeting duration to less than 30 minutes while maintaining distancing. Employees are also strongly encouraged to practice social-distancing behaviors when off work, including when traveling to/from work. Employees should be advised that state “stay at home” orders require employees to practice social distancing, including the 6-foot rule, as soon as they leave the home.

When maintaining the 6-foot rule is not possible due to overriding safety and operational limitations (e.g., maintenance work requiring two or more employees to work closely together), alternative protective measures and/or personal protective equipment (PPE) will be used such as wearing a face shield over safety glasses, an N95 respirator or equivalent protective safety barrier. Prior to engaging in all non-routine production or maintenance tasks, a “[RADAR \(or Hazard-Risk-Decide\) for COVID-19, 6-Foot Rule](#)” risk assessment will be completed. (See **Appendix 2**). [NOTE: *Attach RADAR for COVID-19, 6-Foot Rule to this policy as Appendix 2.*]

Hand Washing and Hygiene

We will encourage and frequently remind all employees to use the following personal hygiene practices, as appropriate, while at work. These practices are equally as important at home as at work. The following points will be communicated to employees verbally and via signage posted at our facilities:

- Wash your hands often with soap and water for at least 20 seconds, especially after you cough or sneeze. Include fingertips, thumbs and wrists. Dry your hands with a paper towel and turn off the tap and open the bathroom door with the paper towel before discarding properly in the trash.
- If soap and water are not available at or near your workstation, alcohol-based hand sanitizers with more than 70% alcohol content will be placed in work areas for employee use as needed.
- Cover your nose and mouth with a tissue when you cough or sneeze. Dispose of the tissue properly in the trash after you use it and wash your hands.
- Avoid touching your eyes, nose, or mouth as germs enter the body this way. Avoid hand shaking and other personal contact. Maintain the 6-foot rule.

Known or Expected Exposure to Coronavirus or Experiencing Symptoms of Illness/Infection

Employees will be provided with a pre-work checklist to take home that includes symptom checklist, travel history and potential contacts with COVID-19 affected persons. Employees are requested to review the checklist before coming to work. Any “Yes” answers require the employee to stay home and contact their supervisor, HR or safety representative.

If an employee is diagnosed with COVID-19 illness or has been in close-proximity (i.e. nearer than 6 feet or 2 meters for a prolonged period of time) with a person with known COVID-19 illness, site leadership will report this to the secure e-mail _____. For other exposure or illness scenarios, we will follow Weyerhaeuser’s [COVID-19 — Leader Guidelines for Management of Employees](#). (See **Appendix 3**).

[NOTE: *Attach COVID-19 — Leader Guidelines for Management of Employees to this policy as Appendix 3.*]

Cleaning and Disinfection

We will complete routine, preventative cleaning and disinfection of work areas and surfaces where coronavirus contamination is unknown (i.e. not known contamination by an infected person), according to the following:

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- Every shift (twice daily, minimum), clean and disinfect common areas and high-touch surfaces such as counters, frequently used handrails and door handles, walkie talkies, hand-held scanners and cell phones, operator booths, machine centers and consoles.
- Dirty surfaces will be cleaned using a detergent or soap and water prior to disinfection.
- If employees share a workspace or equipment/vehicles with others, disinfect surfaces that are likely to be touched by others before the next employee starts to work (e.g., computer keyboards and mice, telephone keypads and handsets, remotes, controls of vehicles or equipment, steering wheels, operator stations, booths and controls).
- Each operator workstation will be supplied with ample cleaning products and sanitizing surface wipes to be used for cleaning and disinfecting the work areas each shift, or more often if/as operator rotations occur.
- We will use products effective for coronavirus disinfection, as recommended by the CDC, or alcohol solutions with at least 70% isopropyl alcohol.
- We will urge employees to also disinfect personal cell phones.
- We will wear protective gloves (nitrile or other non-allergenic, liquid-impervious material) when cleaning and disinfecting surfaces. Disposable gloves will be discarded after each cleaning.

We will use a professional cleaning service under contract, whenever available and feasible, to clean any surfaces with known or likely coronavirus contamination. Follow Weyerhaeuser's [Site Guidance—Cleaning and Disinfecting for Novel Coronavirus](#) for further instructions on cleaning and disinfecting areas and surfaces with known or unknown coronavirus contamination. (See **Appendix 4**). [NOTE: Attach Site Guidance—Cleaning and Disinfecting for Novel Coronavirus to this policy as Appendix 4.]

Contractors, Visitors and Vendors

We will limit contractors, visitors and vendors at company sites to only business-critical needs. Non-critical projects or other work will be deferred to a future date when the COVID-19 crisis has sufficiently abated. For business-critical needs requiring on-site work, the following information will be shared with contractors, visitors and vendors upon arrival and preferably before arrival when possible:

- We are accepting contractors, visitors and vendors only for business-critical needs.
- If you are sick with a flu-like illness, or if you are exhibiting symptoms such as sore throat, fever, cough, or shortness of breath, you must leave the site immediately and notify your Weyerhaeuser contact before returning.
- Before entering the facility, let your Weyerhaeuser contact know if you have been diagnosed with COVID-19, have been in close contact with anybody diagnosed with COVID-19, or recently traveled to a high-risk country.
- While onsite, you must practice good hygiene including washing or disinfecting your hands upon entry; avoid hand shaking and personal contact (maintain the 6-foot rule); cough into tissues, discard and wash hands promptly; and avoid hand-to-face contact.

Where feasible, the above list should also be conspicuously posted at points where contractors, visitors and vendors typically enter the facility (see **Appendix 5** for visitor signage). [NOTE: Attach Visitor Poster to this policy as Appendix 5.]:

IV. POLICY ENFORCEMENT

Any violation of this site policy will result in appropriate disciplinary action, up to and including termination, depending upon the severity of the incident. Ignoring or not reporting symptoms of illness/infection or contact with known or potentially-infected persons places our employees at risk of COVID-19. Such behavior is unacceptable and will not be tolerated, nor will any other violation of the requirements of this policy including

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our social-distancing rules. The appropriate level of accountability will be determined by applying the site’s existing discipline process, depending upon the specific details of the violation.

V. POLICY APPROVAL/ENDORSEMENT

By my signature below, I hereby approve and endorse this policy and will ensure that it is communicated to and understood by all employees. All leaders and I will inspect to ensure the policy requirements are followed and will take appropriate corrective actions should violations of this policy occur.

Site Manager Name (print)

Site Manager Signature

Date