

COVID -19 PROCEDURES

Resolute Forest Products Guidelines for contractors & Visitors:

- Masks must be worn at all times when working onsite.
 - No neck gators are allowed.
- Social distancing must be practiced while onsite.
- If you feel sick or have been around someone who has the symptoms of Covid-19 please stay home and follow your company's protocols for Covid-19.
- If you test positive for Covid-19 you can not return onsite until cleared by a medical professional, negative test and symptom free for more than 48 hours.
- All Covid-19 related issues need to be communicated to your RFP contact asap for contact tracing.
- No more than 10 people in a room at one time.

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GUIDELINES

ACCESS CONTROL TO RESOLUTE FACILITIES/OFFICES FOR VISITORS AND EXTERNAL SUPPLIERS (COVID-19)

NOTICE: 2020-03-24

Update of the guidelines issued on March 12, 2020, and applicable until a new notice is issued and authorized by Resolute's senior management. The following instructions must be applied:

1. All non-essential visits to Resolute facilities/offices by external suppliers making unscheduled sales calls are suspended until further notice.
2. All mill tours by external groups are suspended until further notice.
3. When service technicians, consultants or Resolute employees from outside your facilities/offices are required in your facilities, they must be asked:
 - a. If they have traveled outside the province/state in the last 14 days or could have been exposed to cases of COVID-19.
 - b. If they have shown any symptoms related to COVID-19 in the last 14 days.
4. Truck drivers/delivery personnel:
 - a. Ensure additional hand-sanitizing stations are provided in waiting rooms/areas.
 - b. Post recommended measures to help reduce the spread of the virus and for effective handwashing.
 - c. Maintain social distancing of at least 2 meters (6 feet).
 - d. If truck drivers/delivery personnel need to be in direct contact with Resolute employees, they must be asked:
 - i. If they have travelled outside the province/state in the last 14 days using public transportation (plane, train, cruise ship ONLY).
 - ii. If they could have been exposed through close contact within 2 meters (6 feet) to cases of confirmed or presumed COVID-19.
 - iii. If they have shown symptoms related to COVID-19 in the last 14 days.
 - iv. If one of these criteria is met, the truck driver/delivery personnel **MUST NOT** be allowed onsite, but may leave the material delivered outside the site when applicable.