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**Enclosure no. 9**

**International Paper-Kwidzyn sp. z o.o. COVID-19 Regulations  
for External Companies**

**ATTENTION:** due to additional preventive measures before entering to the Mill, the check-in time by Mill Security may be extended. It is a justified consequence of the actions taken, requiring understanding and adjustment

The document specifies the procedures for employees of External Companies (hereinafter Contractor) in order to minimize the risk of spreading COVID-19 on the premises of International Paper-Kwidzyn (hereinafter IP Kwidzyn).

- I. IP Kwidzyn requires to observe current legal regulations on combating COVID-19 and following regulations such as:
  1. Mandatory cover your mouth and nose with a mask (preferably a surgical/medical mask) throughout the Mill, including in the entry gate, pass offices and in vehicles when traveling with passengers. The obligation does not apply when performing physical work while maintaining a distance of min. 1.5m (both inside and outside the facilities).
  2. Keep a safe distance also when using the mask.
  3. Frequently wash hands with soap and water. In the absence of or limited access to water and soap, sanitize your hands with sanitizers.
  4. Avoid touching eyes, nose and mouth.
  5. While coughing or sneezing, cover your mouth and nose with the inside part of your elbow instead of your hand to limit further virus transfer through contact with objects.
  6. Keep a safe distance and respect limits on public indoor, such as smoking rooms, elevators, waiting rooms.
  7. Avoid greeting by shaking hands.
- II. Additionally, the following preventing measures have been implemented on the IP Kwidzyn premises:
  1. The Contractor's employees are obliged to carry out daily self-assessment of their health condition. If you find symptoms of the disease, you should refrain from starting work on a given day. These symptoms can include:
    - a) fever above 38°C,
    - b) cough,
    - c) shortness of breath,
    - d) breathing problems,
    - e) loss of smell or taste,
    - f) muscle aches and fatigue.

If the aforementioned symptoms occur while on the premises of the Mill, the Contractor is obliged to inform his Employer, stop work safely, avoid contact with other people and go to the Sanitary Control Station to verify his health.
  2. Persons entering the premises of the Mill are obliged to undergo a thermovision control.
  3. At the request of the Security Officer, to verify access rights or to establish identity each person entering the premises or staying on the premises is required to uncover their mouth and nose to allow verification. Refusal to submit to verification measures results in non-entry.
  4. A Sanitary Control Station has been established:
    - a) all activities at the Sanitary Control Station are carried out with the respect for Contractors dignity and privacy,

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- b) if the thermal imaging camera (which does not record the face) detects an increased body temperature, person is directed through the waiting zone to the test area to measure the body temperature with a precision thermometer,
  - c) the management of IP Kwidzyn or the Security Officer may also refer Contractor to the test area if he/she show other symptoms characteristic of a coronavirus infection,
  - d) entering to the test area is individually when called,
  - e) if a fever is confirmed, i.e. a body temperature is above 38°C, it is necessary to answer the control questions listed in Enclosure no. 2: Checklist to Health Assessment for Sanitary Control Station,
  - f) Affirmative answers to the bullets in Enclosure no. 2 results in:
    - i. refusal to enter the IP Kwidzyn premises;
    - ii. Contractors obligation to make the declaration according to Enclosure no. 4: Declaration with Instructions (Contractors);
    - iii. preventive retention of the pass;
    - iv. the obligation to immediately contact with General Practitioner (GP), who determines the further medical procedure;
    - v. Contractors obligation to provide his/her Manager information about absence from work on the same day;
  - g) If a fever is confirmed, but answers to the control questions in Enclosure no. 2: Checklist to Health Assessment for Sanitary Control Station do not indicate the coronavirus infection, then Contractor is notify his/her Manager; Contractor should be granted time off from work; it is recommended to contact a General Practitioner (GP).
5. Guests are not allowed to enter the IP Kwidzyn Main Office Building.
  6. It is forbidden to use social rooms (canteens, cloakrooms) and sanitary rooms (bathrooms, toilets) intended for employees of IP-Kwidzyn (Contractors must have their own sanitary and utility rooms).
  7. Drivers delivering raw materials and other materials (including drivers of courier companies) are obliged to stay outside the buildings; drivers must receive a telephone number for IP Kwidzyn at the Mill Gate in order to be able to obtain information or assistance without having to enter the IP Kwidzyn buildings.
  8. Organization, designation and marking of separate entry check points for pedestrians and drivers and entry ways at the Main Gate due to COVID-19:
    - a) during annual outage:
      - i. separate entry check points for pedestrians and drivers at the Main Gate, dedicated to the IP Kwidzyn employees and the Contractors, which has a branch within the Mill and separate for the Contractors participating in the annual outage,
      - ii. organization of three day-to-day service points in the main gate pass office for Contractors, which has a branch within the Mill and the Contractors participating in the annual outage (material turnover, temporary permits, issuing one-time entry passes and one-time material passes),
      - iii. organization of one day-to-day service point in the main gate pass office to issuing temporary passes for Contractors participating in the annual outage,
    - b) excluding annual outage period:
      - i. common entry check point for pedestrians and 2 entry check points for drivers dedicated to IP Kwidzyn employees and the Contractors,
      - ii. organization of three day-to-day service points in the main gate pass office for Contractors (material turnover, temporary permits, issuing one-time entry passes and one-time material passes),

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- III. Failure to comply with the hygienic and sanitary requirements in IP-Kwidzyn Mill, aimed at minimizing the risk of spreading COVID-19, may result in financial consequences in accordance with the Table of Contractual Penalties.