

INSTRUCTION FOR EXTERNAL CONTRACTORS WORKING AT VEITSILUOTO MILL DURING PANDEMIC

Below are the instructions set Stora Enso Veitsiluoto Oy for contractors regarding visits to the mill. In addition to these, you must follow the local instructions, which you will receive through your contact person.

What to do BEFORE arriving at the mill (please assess the following):

1. Do you feel ill? Are you experiencing any of the following symptoms: headache, fever, cough, shortness of breath, muscular pain or fatigue, diarrhea, loss of smell or taste? Yes No
2. Does any member of your family have the symptoms listed above? Have you been in contact with a person who has a suspected or diagnosed coronavirus infection? Yes No

If your answered YES to one of the items, you CAN NOT visit our unit.

When you come to Veitsiluoto mill from another country, notice that a health inspection and Covid-19 test will be done to everyone coming from abroad or for those who have been abroad during the last 14 days prior to the arrival at the mill premises. You must contact us in beforehand and provide us a negative test result or participate in testing at the site, more info from Sami Kortelainen, tel. 0400573348

- Yes** → I have provided a negative coronavirus test result to my contact person
- No** → I have taken a test and I will use a facemask at all times on the premises until I can provide a negative test result to my contact person

Instructions at the mill DURING YOUR VISIT

1. Access to control rooms and office premises of the mill is prohibited.
2. Wash your hands regularly throughout your stay at the mill. Wash your hands with soap at least on arrival at the mill, always after visiting the toilet facilities, before eating and leaving the factory. In addition, use gloves whenever available.
3. Always wear protective gloves at work, even if it is necessary to move from one department to another. As far as possible, use your own tools. Clean tools you borrow before and after use.
4. Avoid physical or close contact with other people. Close contact means working at a distance of less than two metre (2 m) from another person for more than 15 minutes.
 - Record all close contacts of longer duration than the above-mentioned instruction, as well as any situations where you have had to be closer to another person than the above-mentioned 2 metre due to the job. Give a list of your close contacts to your supervisor, who will keep them for 14 days after the visit. This makes it easier to identify a possible chain of infection with the virus.
5. Observe the instructions provided at the mill concerning eating and the use of staff facilities.
6. Make sure everyone follows the instructions provided. Take immediate action if there are deficiencies in the operation. Also notify the Stora Enso/Efora representative.
7. If you fall ill during the working day, notify your supervisor and Stora Enso / Efora representative immediately by telephone. Leave the mill immediately and inform your supervisor of your exit route so it can be cleaned after your departure. The supervisor must immediately find out who was in close contact with the patient and report them to Stora Enso/Efora.
8. If a member of your family or a person you have been in close contact with develops symptoms or infection during COVID-19 while working on our premises, do not come to work or leave the mill immediately. Notify your supervisor and SE/Efora representative immediately.

**Instructions at the mill AFTER VISIT**

In case an employee who has visited our premises is diagnosed with COVID-19 within 14 days of the visit an urgent notification to our contact person is demanded together with a statement of the persons with whom the patient has been in contact with during the visit.

For more information Sami Kortelainen sami.kortelainen@storaenso.com

Use of face masks at the mills

- **By wearing a face mask, you protect your colleagues and reduce the risk of infection if you happen to be an asymptomatic carrier**
- **Masks must be worn in the following situations:**
 - You must wear a mask when you leave your workstation and cannot keep a safe distance of 2 metres from your colleagues.
 - Take your mask with you when entering process facilities and use it in situations where a safe distance of 2 metres cannot be kept when working or briefing Stora Enso or Efora workers.
 - always in maintenance workshops and storages
 - Masks must be put on when attending physical meetings in designated meeting facilities if there are multiple firms participating.
- **The mask don't have to be worn in the following situations:**
 - You don't have to wear a face mask at your workstation/work groups designated area, but you can choose to do so.
 - Control room and workshop employees don't have to wear a mask when working in a control room or a workshop, but they can choose to do so.
 - When arriving at work and leaving work, you don't need to wear a mask outside your workstation, but you can choose to do so.
- **Masks must be replaced frequently in accordance with the mask instructions, and you must always carry masks with you.**
- **The mask rule concerns everyone working or visiting office and control room facilities (including service providers and guests).**



Close contacts



A close contact:
 - face-to-face contact for more than 15 minutes
 - less than 2 m distance

Name and company: _____

Working department: _____

Week number: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Full name, company name, department							
Full name, company name, department							
Full name, company name, department							
Full name, company name, department							
Full name, company name, department							
Full name, company name, department							
Full name, company name, department							