

March 18, 2020

Dear Valued Contractor / Vendor

We are writing with an update on our response to the Coronavirus COVID-19 that has been spreading across the globe.

Our position as a company is to adhere to our values of safety and health while being an active and welcomed member of the community. This pandemic is a large-scale societal issue, and we can make a difference in slowing the spread of Coronavirus COVID-19.

To that end, we are taking new proactive measures to limit exposure to the virus and help to contain the spread of Coronavirus COVID-19.

Here is an overview of the actions taken and are in effect until further notice:

Social Distancing:

Efforts are underway to abide by the Alabama Department of Health, along with other health organization guidelines to ensure social distancing is maintained. Areas in the mills will be identified and a safe barrier established between workers who are required to operate in close spaces such as the pulpits. When standing in line, sitting in areas or lunch, please maintain a 6-foot distance. All efforts to limit risk by social distancing are encouraged to be practiced outside of the workplace.

Visitor Access:

All face to face customer, vendor, or visitor meetings must be rescheduled to a Skype meeting or call. Individuals will not be approved to come on-site until further notice.

Contractor/Vendor Access:

AM/NS Calvert has temporarily suspended access for any vendor or contractor that is currently NOT active. Vendor and contractor employees who are currently performing work on-site will remain active at this time. When new or existing employees need access, they will be required to complete the travel intake form (link below). We are asking that all vendor or contractor companies self-report any business or personal travel their employees have participated in through affected areas. Travel from areas deemed affected will be postponed. We will require contractors to follow the same precautions put into effect for our team members at AM/NS Calvert.

All truck drivers will receive directions on how to maintain social distancing while on-site. We ask that each driver abide by the plans put in place to not only protect employees but to also protect themselves. A plan is being developed to ensure limited exposure for our team members who interact with truck drivers for deliveries and pick-ups.

Events and Meetings:

All mill tours will be canceled, and new mill tour requests will not be granted at this time. Any external conference or tradeshow participation will be canceled. Meetings (10+) or gatherings where social distancing cannot be accomplished should be reorganized or handled via Skype. All training scheduled at AIDT is canceled.

<https://airtable.com/shrrbRysLXhxFfQhW>