

## Detailed COVID-19 Plan for Pike Lumber Company, Inc.

The purpose of this document is to add more specific detail as it pertains to each department or building, at each location.

1. Health Screening Process-Employees who report to work prior to 7:30 am should report to the screening location before clocking in for the day. Employees clocking in after 7:30 am will have a different protocol. Screeners will be provided record sheets with instructions on their use daily.
  - a. Akron before 7:30 am.
    - i. The screening location is the north shed. Employees will enter the building from the west side and will exit on the east side after screening to go to park and clock in to start their shift. Anyone needing to have their temperature taken a 2<sup>nd</sup> time will wait near Warehouse 1 to for further instructions. Those told to go home will exit the plant via Main Street to the north of the employee parking lot.
  - b. Akron after 7:30 am.
    - i. The screening location is the back porch of the office building. Employees will need to contact Marisol, Kenia or Samantha at the numbers supplied by their supervisors. Employees will arrive at the back porch area of the office, and wait for someone to come to them to administer the test before they enter the building. If needed, further instructions will be given based on the screening procedure.
  - c. Carbon before 7:30 am
    - i. The screening location is a tent near the entrance to the plant. Employees will stop at the tent where the screening will be administered even if they are in their car. After they have completed the screening, they will be allowed to park and clock in to start their shift. Anyone needing to have their temperature taken a 2<sup>nd</sup> time will be instructed where to park to await further instructions. Those told to go home will exit the plant as directed.
  - d. Carbon after 7:30 am
    - i. The screening location is a tent near the entrance to the plant. Employees will stop at the tent where the screening will be administered even if they are in their car. Employees should call the office at 812-448-3961. Employees will wait for someone to come to them to administer the test while they are in their car. If needed, further instructions will be given based on the screening procedure.
  - e. Milan before 7:30 am
    - i. The screening location is a tent near the entrance to the plant. Employees will stop at the tent where the screening will be administered even if they are in their car. After they have completed the screening they will be allowed to park and clock in to start their shift. Anyone needing to have their temperature taken a 2<sup>nd</sup> time will be instructed where to park to await further instructions. Those told to go home will exit the plant as directed.
  - f. Milan after 7:30 am
    - i. The screening location is a tent near the entrance to the plant. Employees will stop at the tent where the screening will be administered even if they are in their car. Employees should call the office at 812-654-7116. Employees will wait for someone to come to them to administer the test while they are in their car. If needed, further instructions will be given based on the screening procedure.
  - g. Department Specific
    - i. Forestland, Timber, Logging and Logging Trucks
      1. If employees are at a plant location during that location's production screening time, they should go through that process.
      2. If employees are not going to a plant location, they should call Marisol at 574-598-2444 before 8 am.
    - ii. Sawmills, Green Processing, Drying, Dry Processing, Warehousing, Shipping, Lumber Trucks, Planer, and Office

1. See a. through f. as applicable.
  - iii. Boiler and Maintenance
    1. Normal plant hours.
      - a. See a. through f. as applicable.
    2. Nights, Weekends and Holidays
      - a. Employees should call the weekend supervisor on call at numbers provided. That supervisor should contact Marisol at 574-598-2444 before 8 am the next business day.
  - iv. Screeners
    1. Will complete their screening at the time they arrive to start the screening process and include that information on the record sheet.
2. Enhanced Cleaning and disinfecting protocols
    - a. Sanitizing supplies are available in close proximity to equipment surfaces that should be sanitized repeatedly throughout the day. Please report shortages to your supervisor.
      - i. Forestland, Timber, Logging and Logging Trucks
        1. Employees should have hand sanitizer and sanitizing supplies in their vehicle for use while away from the plant.
        2. While in the office refer to section 2aiii.
      - ii. Sawmills, Green Processing, Drying, Dry Processing, Warehousing, Shipping, Lumber Trucks, Planer, Maintenance, and Boiler
        1. The night cleaning crew will sanitize control panels, and other high touch areas nightly.
        2. Operators should sanitize their equipment before using it and before it is used by any other person. For instance, person 1 is going on break and person 2 is covering the break, the equipment should be sanitized by both people back-to-back.
    - iii. Office
      1. The night cleaning crew will sanitize control panels, and other high touch areas nightly.
      2. Operators should sanitize their equipment before using it and before it is used by any other person. For instance, person 1 is going on break and person 2 is covering the break, the equipment should be sanitized by both people back-to-back.
      3. Common use areas (kitchen, copiers, postage machine) should be sanitized multiple times throughout the day. These surfaces should be sanitized about 9 am, noon, and 3 pm daily.
3. Enhance Access for employees, and others for self-cleansing
  - a. Hand washing
    - i. All bathrooms at Pike facilities have running water, soap and disposable toweling. Employees are free to use any that are not designated for visitors only.
      1. Remember to rub hands with soap for 20 seconds before rinsing and drying your hands.
      2. Please report any cleanliness issues or the need for additional supplies to supervisors.
    - ii. Visitors should be directed to a facility that they may use.
  - b. Hand Sanitizer
    - i. Dispensers and bottles of hand sanitizer containing 60+% of alcohol are available from management. Many are already placed in needed locations throughout the plants.
      1. Let your supervisor know if additional locations need to be equipped with a bottle.
      2. Let your supervisor know if the container needs to be refilled.

- ii. All employees who work away from the plant (forestland, timber buyers, loggers, logging trucks and lumber trucks) must have a bottle with sanitizer in their vehicle.
    - 1. Let your supervisor know if the container needs to be refilled.
- 4. Social Distancing and the use of masks
  - a. Masks are to be worn in situations where the minimum 6 foot spacing rule cannot be followed. All parties should be wearing a mask while in the situation.
    - i. Masks are available from your supervisor and can be worn repeatedly until soiled or damaged. Please bring your issued mask back to your supervisor for replacement. If you are issued a cloth mask, you should wash those periodically in with your normal laundry.
      - 1. All employees who work away from the plant (forestland, timber buyers, loggers, logging trucks and lumber trucks) must have a mask in their vehicle to be worn if anyone rides in the vehicle with them, are in a situation where wearing a mask is warranted, or when required by the location our employee may be visiting.
  - b. Social Distancing Cues
    - i. In locations where employees are generally working near other employees but not necessarily closer than 6 feet, 6 foot reminders will be placed strategically in areas to help employees determine if they are following the guidelines.
      - 1. Green Chains, Stacker, and Dry Processing Lines will have reminder lines placed in 6 foot segments along the decking to help employees gauge distance.
      - 2. Offices will have a small piece of tape affixed to the floor to indicate the 6 foot distance based on the occupant's normal placement in their office.