

BULLETIN

Date: December 15, 2020
To: All Employees and Assigned Workers
From: Kent Schenk, General Manager

RE: Increased Safety Practices

London-Middlesex has now been upgraded to a “Red” zone level for COVID control purposes. Keeping the team safe is a responsibility the leadership group takes very seriously. Protocols, requirements, training and PPE are put in place with that end in mind. Everyone assists in maintaining a safe environment together by following or reinforcing these requirements.

We are introducing **2 new requirements** during this changing environment.

Mandatory Masks

We must work together to keep the COVID virus from entering our workplace

- Face shields are no longer acceptable, in any location.
- Face masks / covering are to be worn in all areas – Offices, in the Mill and in the Warehouse. The only exception will be when eating or drinking. These activities are to occur in designated places and far away from others, ideally behind Plexiglass, or offices occupied by only one person. The Conference Rooms will be outfitted as places to eat as well.
- Face masks / coverings need to cover your nose and mouth , as indicated on posted signs and in training.
- Our leaders at all levels will address any failure to wear the masks properly. If we need to continue to take disciplinary action to keep others safe, we certainly will.

Secure Turnstile Entry

We must work together to keep each other safe from unwanted visitors. Violence in the workplace can occur and we now have a way to increase our security.

- The gate will be shut and the turnstiles will become operational.
- Your hands can be kept clean after using the turnstiles as hand sanitizer is available inside the plant entry. It is also available beyond the turnstiles, for use when leaving.
- A separate bulletin will review items to make the transition as smooth as possible.

Thank you for your support as we adapt to increase safety.

