

**INSTRUCTION FOR EXTERNAL CONTRACTORS WORKING AT METSÄ PREMISES DURING PANDEMIC**

Below are the instructions set by Metsä Group for contractors regarding visits to the mill. In addition to these, you must follow the local instructions, which you will receive through your Metsä Group 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, sore throat, shortness of breath, muscular pain or fatigue, diarrhea, loss of smell or taste?  Yes  No
2. Have you been in contact with a person who has flu and / or suspects or is diagnosed with a coronavirus?  Yes  No

**If your answered YES to one of the items, you MUST NOT visit a production unit.**

3. If you have had corona and you have a positive test result max 6 months old, take the test result with you for a visit. In this case, you don't need a new PCR corona test. The old result must be displayed when entering the unit.

If you come to Metsä Group's mill from another country that the target mill is located, always check with the customer for any country related quarantine needs. A Covid-19 test will be done to everyone coming from abroad or for those who have been abroad during the last 14 days on the arrival at the mill premises. In addition, the works is carried out in quarantine-like conditions.

**4. Do you work permanently and regularly (weekly) in the Metsä's unit?**

- Yes** → Check the target unit for any corona testing needs
- Yes** → I have Covid -19 test taken (PCR), date \_\_\_\_\_ (keep test result with you). Test result cannot be older than 72 hrs)
- No** → I have no negative result, I work without close contact and only in factory premises → check the PCR test requirement from your own host / contact person
- No** → I have not a Covid-19 test taken → You need to have a Covid-19 test. You cannot access mill without negative test result
- No** → I have Covid -19 test taken, date \_\_\_\_\_ (keep test result with you). Test result cannot be older than 72 hrs)

**Instructions at the mill DURING YOUR VISIT**

1. Access to control rooms and office premises of the mill is prohibited.
2. Wash your hands with soap regularly throughout your stay at the mill. Use hand disinfection whenever available.
3. Always wear protective gloves at work. 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 meter (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 meter 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 Metsä representative.
7. If you fall ill during the working day, notify your supervisor and Metsä 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 Metsä.
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 Metsä representative immediately.

**Instructions AFTER the mill VISIT**

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

I understand the instructions and agree to abide by them as well as give permission to the disclosure of information on a corona test taken for visiting Metsä (document must be signed and retained during the whole time of the visit at Metsä Premises).

**PLEASE SAVE A PHOTO OF THE FILLED DOCUMENT TO YOUR PHONE! Covid-19 test result can be shown from telephone.**

Date	
Signature and clarification of name	
Supervisor and company	
Date, nurse's name and contact information	
Health care persons fill in:	
<input type="checkbox"/> The person is fit for health. Date _____	<input type="checkbox"/> The person is sent to quarantine until PCR-test result is known. Date _____
Date _____	<input type="checkbox"/> PCR-test negative, the person is fit for work <input type="checkbox"/> <b>PCR-test positive, the person does not enter the Metsä premises</b>

## 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**
- **The face mask must be so-called surgeon's mask (EN: 14683: 2019 + AC: 2019 Type 2), face masks with valves or cloth masks CAN NOT be used, except for work tasks or work areas that require the use of the particle filter FFP3.**
- **The face mask must be changed often enough during the day**
- **Masks must be worn in following situations:**
  - When visiting offices, canteens, lifts and control rooms
  - When you arrive wear mask at front door and use it as long as you are in the building. When you leave take off your mask at the front door where you can put it to bin.
    - Note! In principle, visits by externals are avoided, especially at the offices, in the break rooms of the factory personnel and in all control rooms, excluding service providers that are necessary for operations.
  - When going to process rooms in situations where a safety distance of 2 meters to others cannot be maintained. Always keep a mask with you for possible changing situations
  - When working in the necessary close contact in the mill
  - If the company has a driving permit to the mill area, only one person per car is recommended. If there are two people in the car, both must wear a mask.
- **The mask don't have to be worn in the following situations (can be worn):**
  - When working at your own workstation or working with your own designated workgroup in a limited work area assigned to it. If a safety distance of 2 meters cannot be maintained under site conditions, a protective mask must be worn.
  - When transporting a vehicle or machine alone.
- **Let's act responsibly both at work and in your free time!**
- **Each employee of the service provider must have a completed contractor employee guidance form or a picture of the form stored on the phone to enter the factory area on a daily basis.**