A stylized world map in shades of blue serves as the background for the document. The map is centered and shows the outlines of the continents.

COVID-19

EMPLOYEE

GUIDELINES

Updated 2-25-2021



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**COMMITTED TO
YOUR HEALTH
AND SAFETY.**

OUR COMMITMENT TO YOUR HEALTH AND SAFETY

At LP, our top priority—now and always—is our employees' health and safety.

In accordance with the guidelines and regulations that health and government authorities have put in place in response to the novel coronavirus pandemic (the virus that causes COVID-19), we are taking necessary measures to prevent and reduce transmission among employees. Our goal is to maintain a healthy work environment while ensuring the integrity of our business operations.

All employees should follow the rules and regulations that this document outlines in order to reduce the risk of contracting the virus. It is your responsibility to ensure that you understand the rules and regulations, and to apply them appropriately. If you have any questions, please contact your manager or HR representative.

The global coronavirus pandemic remains a complicated and fast-changing situation. LP's **Pandemic Response Team** closely monitors new information from health authorities in order to make important and timely updates to our intervention plans.

While we are following guidance from the **Centers for Disease Control and Prevention (CDC)** and the **Occupational Safety and Health Administration (OSHA)**, note that all local, regional, and government guidelines in your area take precedence over LP guidelines. If you are unsure what these are, please contact your local HR representative.

To find the latest version of this document and additional information on LP's response to COVID-19, visit LP's [Crisis Response Center](#) on insideLP.



COVID-19

WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a disease caused by the SARS-CoV-2 virus, a type of coronavirus that has spread from China to many countries around the world.

Coronaviruses are a large family of viruses that may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections. These infections range from the common cold to more severe diseases, such as Middle East respiratory syndrome (MERS) and severe acute respiratory syndrome (SARS).

The virus that causes COVID-19 spreads easily from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Everyone is at risk of contracting COVID-19. Older adults, and people of any age who have serious underlying medical conditions, may be at higher risk for more severe illness as a result of the virus.

Currently, no vaccine is available to protect against COVID-19, and no treatment has been specifically approved for people with the disease. The best way to protect yourself is to avoid exposure to the coronavirus that causes COVID-19.

SYMPTOMS

People with COVID-19 have reported a wide range of symptoms, ranging from mild (or no) symptoms to severe illness. Symptoms may appear two to 14 days after a person's exposure to the virus. **People with the following symptoms may have COVID-19:**



FEVER



COUGH



**SHORTNESS OF BREATH, OR
DIFFICULTY BREATHING**

OTHER POSSIBLE SYMPTOMS



CHILLS



FATIGUE



**MUSCLE OR
BODY ACHES**



HEADACHE



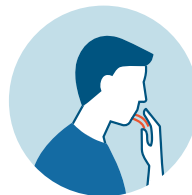
**LOSS OF TASTE
OR SMELL**



SORE THROAT



**CONGESTION OR
RUNNY NOSE**



**NAUSEA OR
VOMITING**



DIARRHEA

This list does not include all of the possible symptoms of the disease. The CDC continues to update this list as we learn more about COVID-19.

HOW COVID-19 SPREADS

Currently, no vaccine is available to protect against COVID-19. **The best way to prevent illness is to avoid exposure to this virus.**

The virus is thought to spread mainly from person to person:

- The SARS-CoV-2 virus (which causes COVID-19) spreads between people who are in close contact with one another (within about 6 feet or 2 meters) through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of nearby people or, possibly, be inhaled into their lungs.
- People who do not show any symptoms can still spread the virus.

PEOPLE AT INCREASED RISK

Some people are more likely than others to become severely ill from COVID-19, including:

- Older adults (65 years or age or older)
- People with [certain medical conditions](#)

It is especially important for people at increased risk of severe illness from COVID-19, and those who live with them, to protect themselves from getting COVID-19.

The best way to protect yourself and to help reduce the spread of the virus that causes COVID-19 is to:

- Limit your interactions with other people as much as possible.
- Take precautions to prevent getting COVID-19 when you do interact with others.
- If you start feeling sick and think you may have COVID-19, get in touch with your healthcare provider within 24 hours.

[Learn more from the CDC here.](#)

TESTING

WHEN TO GET TESTED

If you experience symptoms associated with COVID-19, or if you think you might have been exposed to the virus, we encourage you to get tested.

You may test negative if your sample is collected early on in your infection and then test positive later on in your illness. This potential false negative result means you could unknowingly spread the virus if you are tested too early.

Health officials recommend testing either:

- Once symptoms are present, or
- Four to five days after known or potential exposure to the virus.

HOW TESTING WORKS

Viral tests check samples from your respiratory system, such as a swab from the inside of your nose, to tell you if you currently have an infection with SARS-CoV-2, the virus that causes COVID-19. Some tests are point-of-care tests, which means your results may be available at the testing site within less than an hour. Other tests must be sent off for laboratory analysis, a process that takes one to two days once the lab has received your sample.

WHERE TO GET TESTED

U.S. Employees

Employees and their family members who are at least 18-years-old and on LP's health insurance plan can now order free FDA-approved COVID-19 at-home testing kits. [Simply request a kit](#), and LabCorp will mail a specimen kit to you. After returning your kit in a prepaid mailer, your results will be available in one to three days—all at no cost to you.

You can also visit your [state](#) or [local](#) health department's website to look for local testing options or call your healthcare provider.

COVID-19 diagnostic tests are covered at 100% for employees and their family members on LP's health insurance plan.

Canadian Employees

At this time, Health Canada has not authorized the sale and importation of COVID-19 at-home tests. Only healthcare professionals or trained operators are authorized to administer COVID-19 tests at this time. Contact your [local health authority](#) for advice about in-person testing, which is offered to you at no charge under your provincial health plan.



LP'S COVID-19 PREVENTATIVE MEASURES

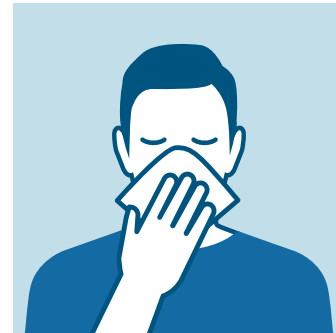
BASIC INFECTION PREVENTION POLICIES

HYGIENE AND RESPIRATORY ETIQUETTE



Wash your hands often.

- Wash your hands often, with soap and water, for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- If your hands are visibly dirty, always use soap and water instead of hand sanitizer.
- Key times to wash your hands include:
 - Before and after work shifts.
 - Before and after work breaks.
 - After blowing your nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After putting on, touching, or removing face coverings, such as masks or eyeglasses.



Cover coughs and sneezes.

- When you cough or sneeze, always cover your mouth and nose with a tissue. If a tissue is not available, cough or sneeze into the inside of your elbow. Do not spit.
- Dispose of used tissues in the trash.
- After coughing or sneezing, immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer containing at least 60% alcohol.



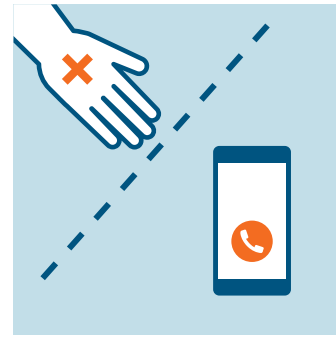
Avoid touching your eyes, nose, and mouth with unwashed hands.



Stay home when you feel sick except to get medical care.



Clean and disinfect frequently touched surfaces. Disinfection supplies are now available to you so that you can routinely clean and disinfect any frequently touched objects and surfaces, such as workstations, keyboards, telephones, handrails, and doorknobs.



Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible. If it is necessary to use shared tools or equipment, clean and disinfect these items before and after using them.

FACE MASK POLICY

Policy

Cover your mouth and nose with a face mask that has at least two layers of fabric when you are around other people and it is difficult to maintain 6 feet or 2 meters away from them.

- Completely cover your nose and mouth.
- Ensure your mask fits snugly against the sides of your face and doesn't have gaps.
- Continue to keep about 6 feet or 2 meters between yourself and other people, even when you are wearing a face mask. Face coverings are not a substitute for physical distancing.

FACE MASKS ARE REQUIRED:

- ✓ During wellness screens and departures.
- ✓ When you are walking around or otherwise mobile.
- ✓ When you are working less than 6 feet or 2 meters away from other people.
- ✓ If you have been exposed to someone suspected of having COVID-19 (unconfirmed exposure) for 14 days following your potential exposure.
- ✓ If you experienced secondhand exposure to the virus by being near someone who was around someone else who now has a confirmed case of COVID-19 for 14 days following your potential exposure.
- ✓ If you are experiencing symptoms of a chronic medical condition, such as allergies.
- ✓ If you participated in a higher risk activity or situation (see High-Risk Activities section) for 14 days following the activity.

FACE MASKS ARE NOT REQUIRED:

- ✗ If you are more than 6 feet or 2 meters away from other people (for example, when you are working at an office, booth, workstation, or enclosed mobile equipment).
- ✗ When eating or drinking, but you must remain at least 6 feet or 2 meters from others or be separated by a barrier (e.g., plexiglass).



Mask Requirements

Mask Musts:

- Have two or three layers (gaiters with two layers are allowed)
- Completely cover your nose and mouth
- Be made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)
- Fit snugly against the sides of your face and not have gaps
- Ideally, have a nose wire to prevent air from leaking out of the top of the mask
- Can double mask by wearing one disposable mask underneath a cloth mask (do not combine two disposable masks or combine a KN95 mask with any other mask).

Mask Can't:

- Have only one layer
- Have exhalation valves or vents
- Be a scarf or ski mask
- Be face shields without masks underneath

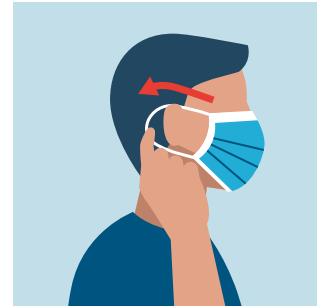
Instructions for Use

Putting on Your Face Mask

1. Wash your hands or use hand sanitizer before putting on your face mask.
2. Place the mask over your nose and mouth, and secure it under your chin.
3. Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
 - Check for gaps by cupping your hands around the outside edges of the mask.
 - Make sure no air is flowing from the area near your eyes or from the sides of the mask.
 - If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath.
 - If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
 - If using a 3-ply mask, knot the ear loops where they join the edge of the mask, and then fold and tuck the unneeded material under the edges ([watch this video tutorial](#)).
4. Make sure you can breathe easily while wearing the mask.
5. Don't put the mask around your neck or up on your forehead.
6. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer.

Removing Your Face Mask

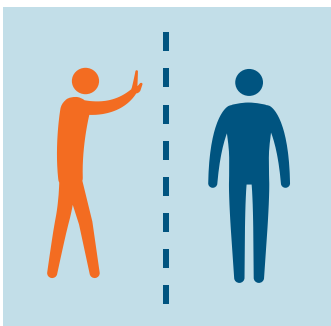
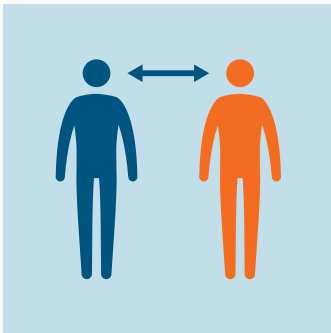
1. Untie the strings behind your head or stretch the loops of your face mask to lift it over your ears.
2. Handle your mask by touching only the ties or ear loops.
3. Fold the outside corners of your mask together.
4. Be careful not to touch your eyes, nose, or mouth when you are removing your mask. Wash your hands immediately after removal.



Mask Care

- Rotate masks daily.
 - Do not wear the same mask two days in a row. The mask must “rest” in order to allow the virus to expire (if it is present) before you put the same mask back on.
 - Do not wear an individual face mask more than four times (unless it’s washable).
 - Label your masks to ensure daily mask rotation.
- Store wet or dirty masks in a plastic bag until you can wash it.
- Store extra masks at home, not at work.
- Do not clean your masks (unless it’s washable). Wash your cloth mask whenever it gets dirty or at least daily. If you have a disposable face mask, throw it away after wearing it once.
 - Wash your cloth masks with your regular laundry.
 - Use regular laundry detergent and the appropriate settings according to the fabric label or wash them by hand with tap water and laundry detergent or soap.
 - Dry your mask completely in a warm or hot dryer or hang them in direct sunlight to dry completely. If you cannot hang it in direct sunlight, hang or lay it flat and let it dry completely.

PHYSICAL DISTANCING POLICY



- **Stay at least 6 feet or 2 meters away from other people** when possible (about two arms’ length).
 - Remember that people without any symptoms may be able to spread the virus.
 - Keeping your distance from other people is especially important if you are at a higher risk of serious illness (for example, if you are an older adult or someone of any age who has an underlying medical condition).
- **Do not shake hands.** For your safety, handshaking is prohibited. Use noncontact methods to greet people instead, such as waving or saying hello.

MEETINGS AND GATHERINGS POLICY

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person, in accordance with regulations and guidance from the federal, state or province government, and municipality.
- When videoconferencing or teleconferencing is not possible, hold small meetings in open, well-ventilated spaces. Continue to maintain a distance of 6 feet or 2 meters away from other people, and wear face coverings during these meetings.
- Disinfect commonly touched surfaces before and after meetings. If no disinfecting wipes are

WORKING OFF-SITE

If your work for LP requires you to go to a third-party (non-LP) location or facility, you may find that the third-party's COVID-19 prevention guidelines differ from LP's policies. In these situations, you must follow the stricter of the two guidelines.

For example, if you visit another company's facility that does not require mask wearing, you must still wear a mask at all times when around others, in accordance with LP's face mask policy. Similarly, if you visit a non-LP location that requires all visitors to wear gloves, you must adhere to their guidelines, even though that is not an LP requirement.

HIGH-RISK ACTIVITIES

- Some types of activities can put you at **higher risk for exposure to COVID-19, including:**
 - Going to a large social gathering like a wedding, funeral, or party.
 - Attending a mass gathering like a sporting event, concert, or parade.
 - Being in crowds like in restaurants, bars, fitness centers, or movie theaters.
 - Taking public transportation like trains or buses or being in transportation hubs like airports.
- If you participate in a **high-risk activity, you must:**
 - **Always wear a face mask** at work for 14 days after the activity (even while alone).
 - **Always stay at least 6 feet or 2 meters from others** at work for 14 days after the activity.
 - **Wash your hands often** or use hand sanitizer.
 - Watch your health and **look for symptoms of COVID-19.**
 - **Consider getting tested** for COVID-19.

VISITOR POLICY

Only essential visitors are allowed on LP premises at this time.

- Non-LP employees are prohibited from entering LP premises, with the exception of visitors who are approved for essential business purposes (and who can only do their job onsite, not remotely).
 - Social visits are banned until further notice.
 - In-person interviews must be replaced with videoconferencing or phone calls.
- Essential visitors must adhere to all of the LP COVID-19 Employee Guidelines outlined in this manual, including (but not limited to):
 - Passing a wellness screen upon entry.
 - Wearing a mask at all times, including when socially distanced (6 feet or 2 meters) from others.

TRAVEL POLICIES

GOVERNMENT RESTRICTIONS

If your or your destination's city regional or federal government has travel guidelines or restrictions in place, you must adhere to them.

BUSINESS TRAVEL POLICY

Business travel is only permitted for essential business purposes.

- Manager approval is required for travel by car (the preferred mode of travel).
- VP approval is required for travel by air.
- VP approval is required for international business travel, including travel between the United States and Canada.

During approved travel, **protect yourself and other people throughout your trip** by following these guidelines:

General

- Wear a mask in public settings.
- Pack hand sanitizer with at least 60% alcohol. Keep this within reach.
- Stay at least 6 feet or 2 meters from anyone who is not in your household.

Air Travel

- Wear a mask that offers a high level of protection such as an N95 or KN95 respirator or surgical mask. If you do not have one of these, wear whatever mask you do own that offers the highest level of protection while flying.

Car Travel

- Use disinfecting wipes on handles and buttons at gas pumps before you touch them (if available).
- The safest option is to bring your own food. If you don't bring your own food, use drive-through, delivery, take-out, and curbside pick-up options.
- Limit the number of passengers in the vehicle to only those necessary. Avoid pooled rides or rides where multiple passengers are picked up who are not in the same household. If not possible, make the environment as safe as possible:
 - Ask passengers to sit in the back seat of larger vehicles to help maintain a safe distance from others.
 - Improve the ventilation in the vehicle by opening the windows or setting the air ventilation/air conditioning on non-recirculation mode.
 - Always wear a mask when social distancing is difficult to maintain.

Hotel Stays

- Check the hotel's COVID-19 prevention practices before you go.
- Use options for online reservation and check-in, mobile room key, and contactless payment.
- Minimize use of areas that may lead to close contact (within 6 feet or 2 meters) with other people as much as possible, like break rooms, outside patios, inside lounging areas, dining areas/kitchens, game rooms, pools, hot tubs, saunas, spas, salons, and fitness centers.
- Consider taking the stairs. Otherwise wait to use the elevator until you can ride alone.
- Request contactless delivery for any room service order.

PERSONAL TRAVEL POLICY

Because travel increases your chances of infection and spreading COVID-19, **staying home is the best way to protect yourself and other people from getting sick.**

- COVID-19 risk in most countries is high, and travelers should avoid nonessential travel to high-risk destinations. To check a destination's COVID-19 risk level see [COVID-19 Travel Recommendations by Destination](#).

- Travelers at [increased risk for severe illness](#) should consider postponing all travel, including essential travel, to high-risk destinations.
- Many countries are implementing travel restrictions and mandatory quarantines, closing borders, and prohibiting non-citizens from entry with little advance notice. If you choose to travel internationally, your travel plans may be disrupted.
- CDC also recommends all travelers [defer all cruise ship travel worldwide](#).
- If you travel, **protect yourself and other people during your trip** by following the CDC's "[Considerations for Travelers](#)."

INSTRUCTIONS FOR RETURNING FROM BUSINESS & PERSONAL TRAVEL

Some types of travel can put you at **higher risk of exposure** to COVID-19 (see examples below). If you participated in high-risk travel or think you may have been exposed before or during a trip, you must:

- Get tested 5 days after high-risk travel and stay home for 7 days before returning to work following a negative test result. If you don't get tested, stay home for 10 days after high-risk travel.
- If your travel does not meet the criteria requiring you to stay home upon return as listed below, it may still require you to wear a mask at work at all times for 14 days upon your return. In accordance with LP's COVID-19 High-Risk Activities Policy (page 14), taking public transportation like trains or buses or being in transportation hubs like airports requires you to wear a face mask at all times while at work for 14 days upon your return.

Manager Notification

- It is your responsibility to assess whether your travel included higher risk activities or situations as illustrated by the examples below. Please discuss your individual situation with your supervisor or local HR representative to make a determination.

What Types of Travel are Considered Higher Risk

The following are some activities that put you at higher risk for COVID-19 while traveling, requiring you to stay home for 7 to 10 days after you travel:

- International travel to a country with a Level 2, Level 3, or Level 4 [Travel Health Notice](#).
- Domestic travel to [states, counties, and cities](#) or [provinces](#) experiencing high levels of COVID-19.
- Traveling on a cruise ship or river boat.



ILLNESS POLICIES

DAILY HEALTH MONITORING

Monitor for Symptoms

- Monitor for fever, cough, shortness of breath, or other symptoms of COVID-19.
- If you experience any symptoms, notify your supervisor and stay home except to get medical care.

Take Your Temperature

- Take your temperature before coming to work each day if possible.
 - Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, such as acetaminophen.
- If your temperature is at or above 100°F or 37.7°C, stay home from work and notify your supervisor.

Participate in Wellness Screening

- Employees and visitors must pass a wellness screening before they are permitted to enter LP facilities.
 - Wellness screening includes:
 - A temperature check using no-touch thermometers.
 - A series of yes-or-no questions related to wellness (symptoms), exposure to COVID-19, and adherence to government regulations.
 - Depending on the results of your screening, you will either be permitted to enter the facility or be sent home, for a specified amount of time, before you can attempt to enter the facility again.

WHAT TO DO IF YOU FEEL SICK

Stay Home If You Feel Sick

- People with COVID-19 have reported a wide range of symptoms, ranging from mild (or no symptoms) to severe illness. Stay home (except to get medical care) if you exhibit signs of illness, particularly:
 - **The most common COVID-19 symptoms:** Fever (of 100°F or 37.7°C or higher), atypical cough, and shortness of breath or difficulty breathing.

- **Other possible COVID-19 symptoms:** Chills, atypical fatigue, atypical muscle or bodaches, atypical headache, new loss of taste or smell, sore throat, atypical congestion or runny nose, nausea or vomiting, and diarrhea.
- **If you have a non-communicable medical condition**—such as allergies, asthma, or sinus infection—you may continue to come to work if you feel well enough.
- Whenever you are experiencing symptoms of a non-COVID-19 condition, wear a mask at all times while you are at work.

WHEN TO RETURN TO WORK FOLLOWING A NON-COVID-19 ILLNESS

You may return to work following an illness unrelated to COVID-19 once you meet at least one of the following three criteria:



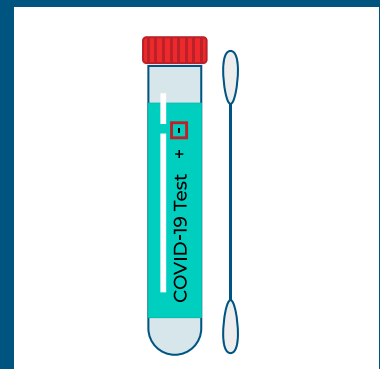
OPTION 1:

You have not experienced fever for 24 hours, *and* symptoms have improved (for example, cough or shortness of breath), *and* 10 days have passed since your symptoms first appeared.



OPTION 2:

A doctor has confirmed that the cause of your symptoms was not COVID-19 and has approved your return to work.



OPTION 3:

You have tested negative for COVID-19.

Positive COVID-19 Cases

If you are diagnosed with COVID-19:

1

NOTIFY YOUR SUPERVISOR

Notify your supervisor and your local HR representative. HR must notify crisis.response@lpcorp.com.

- Your supervisor or HR representative will work with you to identify colleagues whom you had close contact with at work during the period when you may have been infectious. These employees will be instructed to stay home for 7 to 10 days (see Confirmed Exposure Policy in the Quarantine Policy section), work from home if possible, and self-monitor for symptoms.
 - **Close contact** is defined as anyone who was within 6 feet or 2 meters of you for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before you began feeling sick and ending when you were isolated at home.
-

2

STAY HOME

- **Stay home.** Most people with COVID-19 experience mild illness and can recover at home without medical care. Do not leave your home except to get medical care based on your doctor's instructions.
 - You may not return to work to collect work aids, such as laptops or personal belongings. These items can be mailed to you upon request to your local HR representative.
- **Take care of yourself.** Rest and stay hydrated.
- **Stay in touch with your doctor.** If you have an [emergency warning sign](#) (including trouble breathing), get emergency medical care immediately.

3

RETURN-TO-WORK INSTRUCTIONS

When you can return to work following a COVID-19 diagnosis depends on different factors for different situations:

- **Employees with symptoms may return to work if:**

- At least 10 days since symptoms first appeared *and*
- At least 24 hours with no fever without fever-reducing medication *and*
- COVID-19 symptoms have improved

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Talk to your healthcare provider for more information.

- **Employees without symptoms (asymptomatic carriers) may return to work if:**

- You continue to have no symptoms and 10 days have passed since the date you had your positive test.

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance for employees that test positive for COVID-19 and have symptoms.

- **For individuals with weakened immune systems:**

- People with conditions that weaken their immune systems might need to stay home longer than 10 days. Talk to your healthcare provider for more information.

IF SOMEONE AT YOUR LP FACILITY IS DIAGNOSED WITH COVID-19



NOTIFICATION

- HR or site leadership will notify employees about a confirmed case of COVID-19 in the workplace but maintain confidentiality as the [Americans with Disabilities Act](#) (ADA) requires.
- Employees who may have been exposed to the virus through close contact with the sick employee will be informed of their possible exposure to COVID-19 and instructed to stay home for 7 to 10 days (see Confirmed Exposure Policy in the Quarantine Policy section), work from home if possible, and self-monitor for symptoms.



CLEANING

- If fewer than 7 days have passed since the employee with COVID-19 was last in the facility, any areas that the person had used for prolonged periods will be temporarily closed off for cleaning and disinfecting.
 - Wait 24 hours before cleaning and disinfecting in order to minimize the potential for other employees' exposure to the respiratory droplets that can cause COVID-19. If waiting 24 hours is not possible, wait as long as possible before cleaning and disinfecting.
 - During this waiting period, during the cleaning, and afterward, ensure the areas being cleaned have proper ventilation. Open the facility's outside doors and windows to increase air circulation in the affected areas.
 - Do not use compressed air or water sprays to clean potentially contaminated surfaces, as these techniques may aerosolize infectious material. Additionally, do not use cleaning procedures that could re-aerosolize infectious particles such as dry sweeping or high-pressure streams of water or cleaning chemicals.
 - Follow the CDC's recommendations on "[Cleaning and Disinfection for Community Facilities.](#)"
- If 7 days or more have passed since the employee with COVID-19 last used the facility, additional cleaning and disinfection are not necessary. Continue routine cleaning and disinfection of all high-touch surfaces in the facility.

QUARANTINE POLICY

IF YOU HAVE ALREADY HAD COVID-19 OR IF YOU HAVE BEEN FULLY VACCINATED AGAINST COVID-19

People who have **tested positive for COVID-19** do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

Employees who have been **fully vaccinated against COVID-19** are also not required to quarantine after exposure if they meet all of the following criteria:

- Are fully vaccinated (more than 2 weeks following receipt of the second dose in a 2-dose series, or more than 2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure (see exposure types and definitions below)

Employees who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. In accordance with CDC guidelines, after 3 months have passed since becoming fully vaccinated against the disease, employees must begin to quarantine after exposure again. That is because health experts do not yet know how long the vaccines will protect people from getting sick.

CONFIRMED EXPOSURE

WHAT	WHEN	HOW	ACTIONS REQUIRED
<p>Confirmed exposure is when you were exposed to a person with a confirmed case of COVID-19, even if they did not experience symptoms and even if they had been wearing a face covering or respiratory PPE — excluding people who have had COVID-19 or who have been fully vaccinated against COVID-19 within the past 3 months.</p>	<p>If you were near someone, at some point during the last 14 days who now has a confirmed case of COVID-19, you have confirmed exposure.</p> <p>If the person with COVID-19 is or was symptomatic, you have confirmed exposure if you saw the person up to 48 hours before they became symptomatic.</p> <p>If person with COVID-19 is asymptomatic, you have confirmed exposure if you saw the person up to 48 hours before the date of their COVID-19 test.</p>	<p>Confirmed exposure occurs when you had close contact (within less than 6 feet or 2 meters) with a person who has a confirmed case of COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.</p> <p>It also occurs when:</p> <ul style="list-style-type: none"> You provide care at home to someone who is sick with COVID-19 You had direct physical contact with the person (hugged or kissed them) You shared eating or drinking utensils They sneezed, coughed, or somehow got respiratory droplets on you 	<p>Notify your supervisor and stay home following your exposure to a person with a confirmed case of COVID-19. Return to work after:</p> <ul style="list-style-type: none"> 10 days have passed with no symptoms, or 7 days have passed with no symptoms after receiving a negative COVID-19 test result (test must occur on day 5 or later; can be a PCR/lab or rapid test) If symptoms develop during quarantine or anytime after, stay home and do not return to work until 10 days have passed since symptoms first appeared, symptoms are improving, and you have been fever-free for at least 24 hours <p>If you live with someone who has COVID-19 and you cannot avoid continued close contact with them following their COVID-19 diagnosis, you must quarantine for a longer period. In these instances, you are providing direct care to the person who is sick, or you don't have a separate bedroom to isolate the person who is sick, or you live in close quarters where you are unable to keep a physical distance of 6 feet. If this happens, you must quarantine for 14 days after the person who has COVID-19 in your home meets the CDC's criteria to end home isolation.</p>

UNCONFIRMED EXPOSURE

WHAT	WHEN	HOW	ACTIONS REQUIRED
<p>Unconfirmed exposure is when you were exposed to a person with a suspected but unconfirmed case of COVID-19 — excluding people who have had COVID-19 or who have been fully vaccinated against COVID-19 or who have been fully vaccinated against COVID-19 within the past 3 months.</p> <p>This could be exposure to someone that is currently waiting for his or her COVID-19 test results.</p>	<p>If you were near someone, at some point during the last 14 days, who now has a suspected case of COVID-19, you have unconfirmed exposure.</p> <p>Unconfirmed exposure includes contact with someone who has a suspected case of COVID-19 up to 48 hours before they became symptomatic.</p>	<p>Unconfirmed exposure occurs when you had close contact (within less than 6 feet or 2 meters) with a person who has a suspected case of COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.</p> <p>It also occurs when:</p> <ul style="list-style-type: none"> • You provide care at home to someone who is sick with COVID-19 • You had direct physical contact with the person (hugged or kissed them) • You shared eating or drinking utensils • They sneezed, coughed, or somehow got respiratory droplets on you 	<p>If the person you were exposed to with a suspected case is waiting for COVID-19 test results, stay home until their results come in. If they are asymptomatic, you may continue to work while they await their results.</p> <ul style="list-style-type: none"> • If their results are negative, you may return to work. • If their results are positive, follow the Confirmed Exposure Policy above. <p>If the person with a suspected case is not waiting for COVID-19 test results, you may continue to work <i>only</i> if you remain asymptomatic and you implement the following additional precautions:</p> <ul style="list-style-type: none"> • Wear a mask at all times in the workplace for 14 days after your last exposure. • Practice physical distancing and other personal prevention strategies (see Basic Infection Prevention Policies). • Monitor for symptoms.

INDIRECT EXPOSURE (SECONDHAND)

WHAT	WHEN	HOW	ACTIONS REQUIRED
<p>Indirect exposure or secondhand exposure is when you were exposed to someone who was exposed to someone else with a confirmed case of COVID-19. (For example, if your spouse was exposed to someone with COVID-19, you would have indirect exposure through your spouse.) This excludes people who have had COVID-19 or who have been fully vaccinated against COVID-19 within the past 3 months.</p>	<p>If you were near someone, at some point during the last 14 days who was around someone else who now has a confirmed case of COVID-19, you have indirect exposure.</p>	<p>Indirect exposure occurs when you had close contact (within less than 6 feet or 2 meters) with a person who has had close contact with someone else who now has a confirmed case of COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.</p>	<p>Following indirect exposure, may continue to work <i>only if</i> you remain asymptomatic <i>and</i> you implement the following additional precautions:</p> <ul style="list-style-type: none"> • Wear a mask at all times in the workplace for 14 days after your last exposure. • Practice physical distancing and other personal prevention strategies (see Basic Infection Prevention Policies). • Monitor for symptoms.

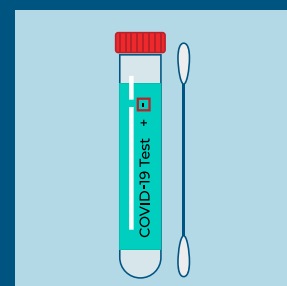
For more information on when to quarantine following exposure, refer to the CDC's "[When to Quarantine](#)" information.

INTERESTED IN GETTING TESTED FOR COVID-19 AFTER BEING EXPOSED TO SOMEONE WHO HAS IT?

You may test negative if your sample is collected early on in your infection and then test positive later on in your illness. This potential false negative result means you could unknowingly spread the virus if you are tested too early.

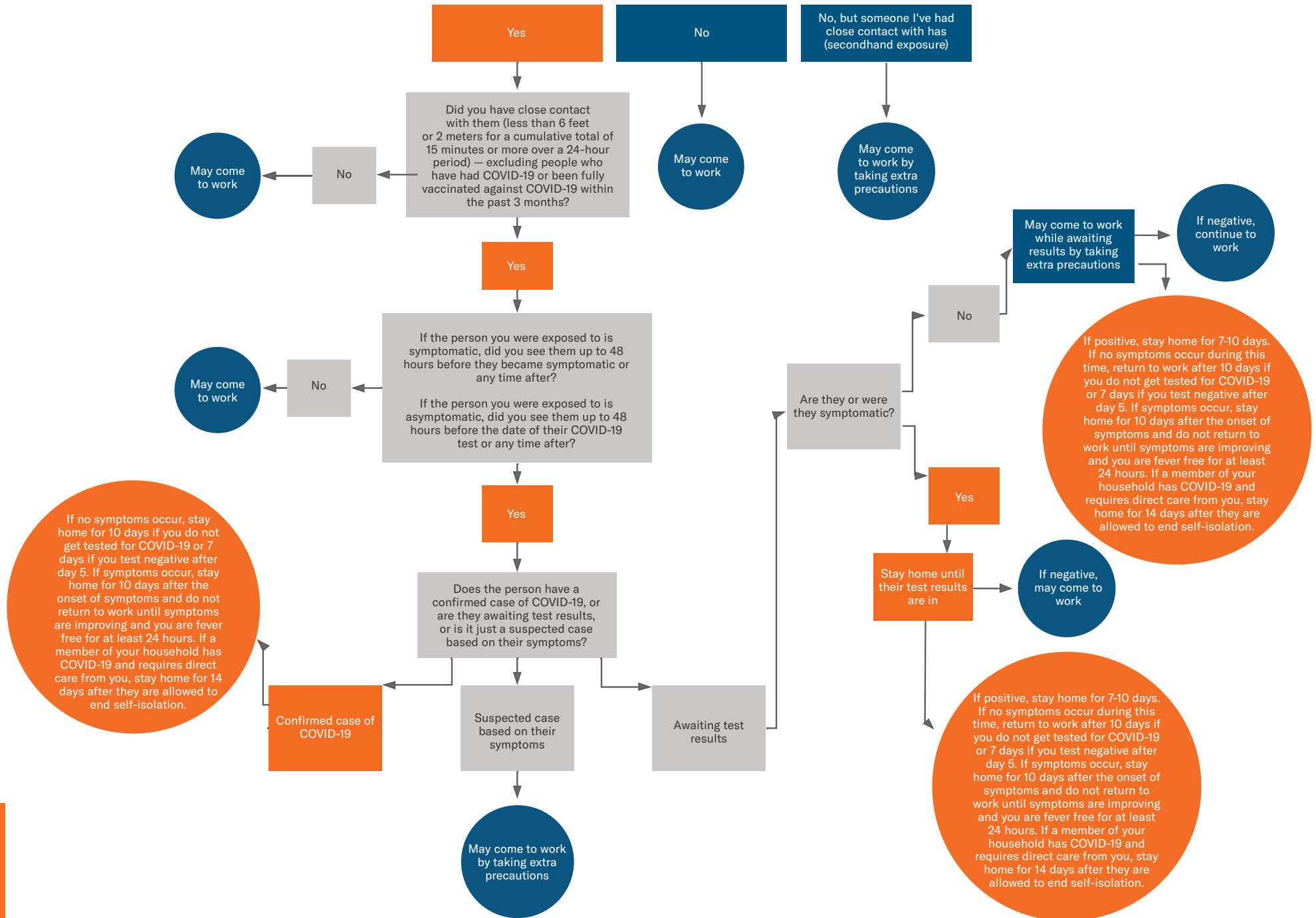
Health officials recommend testing either:

- Once symptoms are present, or
- Four to five days after known or potential exposure to the virus.



QUARANTINE DECISION TREE

IN THE LAST 14 DAYS, HAVE YOU BEEN AROUND SOMEONE THAT MAY HAVE COVID-19?



TEMPORARY LOCATION CLOSURE PLAN

CRITERIA FOR CLOSURE

- LP may decide to temporarily close a location in certain situations, including:
- If multiple employees test positive for the virus within a short period of time.
 - While the facility is temporarily closed, employees with the ability will work from home. Employees unable to work from home will be placed on a temporary layoff and able to collect unemployment until we reopen the site.
- If an LP facility is in a region experiencing a fast-spreading or high-volume outbreak.
- If the area's government issues a "stay at home" order that does not deem the wood products industry as essential, we will temporarily close until we are allowed to reopen.

CLOSURE NOTIFICATION

If your location temporarily closes for COVID-19-related reasons, you may be notified by your supervisor, site HR, email, text alert, or by calling LP's Emergency Employee hotline at 866-896-8718.

SCHOOL AND DAYCARE CLOSURES AND WORK-FROM-HOME REQUESTS

SCHOOL AND DAYCARE CLOSURES

If your child's school or daycare has closed due to COVID-19, you may work from home (if your job allows), take PTO or vacation, or take unpaid leave.

OTHER WORK-FROM-HOME OR PTO REQUESTS

According to the CDC, if you are at an increased risk of experiencing severe illness from COVID-19, if you must take extra precautions because of an existing condition ([see this CDC list of "People Who Need to Take Extra Precautions"](#) for details), or if you live with someone in one of these categories, and you would feel more comfortable temporarily working from home, taking PTO or vacation, or taking unpaid leave, you may request the appropriate option with your manager.

LAPTOP PRECAUTIONS

LAPTOPS

If you have a company laptop, take it home with you every evening. This precaution prepares you for working from home if necessary.

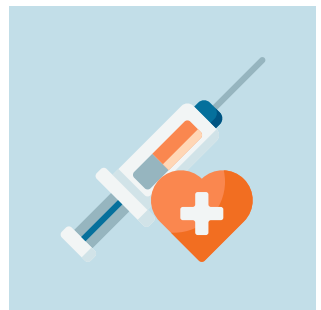
COVID-19 VACCINES

To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so your body will be ready to fight the virus, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

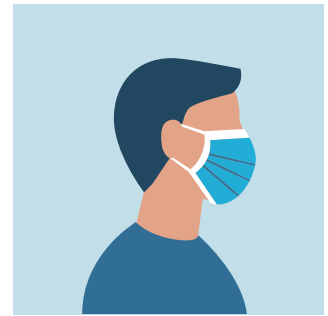
Studies show that COVID-19 vaccines are very effective at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.

WHAT YOU SHOULD KNOW

- **The vaccines are safe.** The U.S. vaccine safety system as well as Health Canada and the Public Health Agency of Canada (PHAC) make sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years.
- **The vaccines are highly effective.** Studies show that COVID-19 vaccines are highly effective at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the virus.
- **After COVID-19 vaccination, you may have some side effects.** These are normal signs that your body is building protection. The side effects from COVID-19 vaccination may feel like flu and might even affect your ability to do daily activities. Most of these side effects should go away in a few days.
- **Different types of COVID-19 vaccines will be available.** Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least 2 to 3 weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



- **Even after you get your vaccine, you will need to keep wearing a mask that covers your nose and mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with.** This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.



VACCINATION POLICIES & PLANS

- **Is LP requiring employees to get COVID-19 vaccinations?**

No. While LP is not requiring COVID-19 vaccinations at this time, the company does highly encourage and promote vaccination for employees, especially those whose work requires their presence in settings that involve direct interaction with coworkers, vendors, and customers.

Vaccination against viruses and other diseases improves employees' health and wellness and morale and decreases absences, doctor visits, and healthcare expenses. LP takes seriously its responsibility and duty to provide employees with a workplace free of recognized and preventable/mitigable hazards, including COVID-19 and other viruses and infections.

- **Once I receive both doses of the COVID-19 vaccine, do I still have to follow LP's COVID-19 Employee Guidelines?**

Yes. Even after you get your vaccine doses, you will need to keep wearing a mask that covers your nose and mouth, wash your hands often, and stay at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus.

However, employees who have been fully vaccinated against COVID-19 are not required to quarantine after exposure if they meet all of the following criteria:

- Are fully vaccinated (more than two weeks following receipt of the 2 dose in a two-dose series, or more than 2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Employees who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. In accordance with CDC guidelines, after 3 months have passed since becoming fully vaccinated against the disease, employees must begin to quarantine after exposure again. That is because health experts do not yet know how long the vaccines will protect people from getting sick.

- **Will LP give employees extra PTO/vacation time for vaccine appointments and necessary recovery time?**

Not at this time.

- **Will LP cover the cost of COVID-19 vaccination?**

U.S. Employees: The federal government is providing the vaccine free of charge to people living in the U.S. For employees on LP's health insurance plan, Cigna covers the cost of administering the vaccine at 100% without any out-of-pocket costs when it's done by any provider, whether in-network or out-of-network.

Canadian Employees: Health Canada has shared that free vaccines will be available to everyone who lives in Canada over the course of 2021.

- **Will LP offer COVID-19 vaccinations on-site?**

When the vaccines are more readily available, LP will assess the feasibility of providing opportunities for employees to be vaccinated on-site. If possible, it is something the company would like to offer employees. Because we do not expect vaccines to be available to us in the near future, we encourage you to get the vaccine through your local health department or a pharmacy if it is available to you.

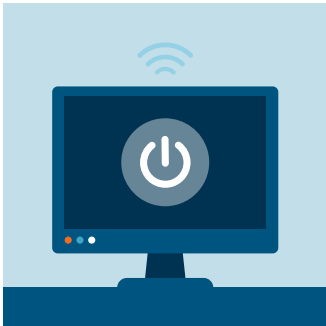
- **If I already had COVID-19 and recovered, do I still need a COVID-19 vaccine?**

Yes, you should be vaccinated regardless of whether you already had COVID-19. That's because experts do not yet know how long you are protected from getting sick again after recovering from COVID-19. Even if you have already recovered from COVID-19, it is possible that you could be infected with the virus that causes COVID-19 again. If you were treated for COVID-19 with monoclonal antibodies or convalescent plasma, you should wait 90 days before getting a COVID-19 vaccine. Talk to your doctor if you are unsure what treatments you received or if you have more questions about getting a COVID-19 vaccine.

EMPLOYEE SUPPORT PROGRAMS

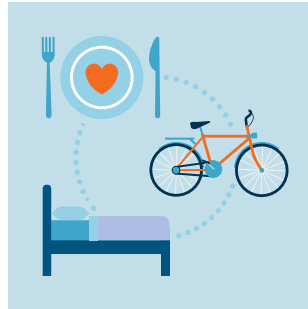
Pandemics can be stressful for everyone. Fear and anxiety about a disease can be overwhelming, and these concerns can cause strong emotions in both adults and children. Coping successfully with stress will make you, the people you care about, and your community stronger.

As we deal with the stressors that many of us are facing, it is important to remember that you are not alone. **Here are a few ways to cope with stress:**



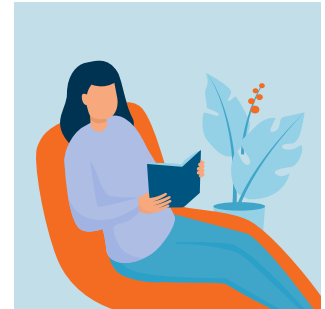
Take breaks from the news and social media.

Repeatedly hearing or reading about the pandemic can be upsetting.



Take care of your body.

Take deep breaths, stretch, meditate, eat healthy and well-balanced meals, and, if you are not experiencing an illness, exercise regularly.



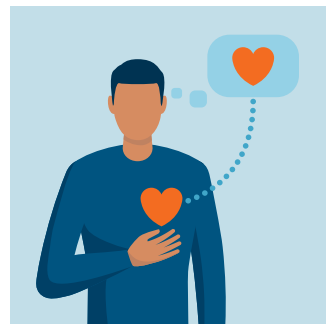
Make time to unwind.

Try to do activities that you enjoy.



Connect with others.

Talk with the people you trust about your feelings.



Support your loved ones.

Virtual communication can help you and your loved ones feel less lonely and isolated.

Learn more about stress and coping during the pandemic from the CDC's guidance on "[Coping with Stress](#)."

EAP AND HEALTH BENEFITS

Our Employee Assistance Program (EAP) and health benefits offer a variety of services and resources—24 hours a day and seven days a week. At no cost to you, we provide you and your family with support to handle real-life circumstances, manage your wellbeing, and move forward with confidence.

We understand that recent events may have you feeling stressed or depressed, and you may also find yourself struggling with relationships during these difficult times. Don't forget that our EAP and health benefits are here to help, at no expense to you!

COUNSELING

- **What:** All employees have access to free, confidential emotional support from trained clinicians for anxiety, depression, stress, grief, life adjustments, relationships or marital conflicts, and more. These counseling services are available 24 hours a day and seven days a week.
- **Where:** 1-888-603-9872 (in the United States) and 1-844-300-2925 (in Canada).

OTHER EAP PROGRAMS

- **What:** In addition to the no-cost counseling listed above, our Employee Assistance Program also provides:
 - **Work-Life Solutions:** Resources on just about anything, from finding child or elder care to locating and hiring contractors and more.
 - **Legal Guidance:** Access to an attorney for assistance in legal matters.
 - **Financial Resources:** Assistance on a wide range of issues, such as budgeting, debt, mortgages, insurance, and taxes.
- **Where:** 1-888-603-9872 (in the United States), 1-844-300-2925 (in Canada), and guidanceresources.com (ID: LPEAP).

TELEHEALTH (UNITED STATES)

- **What:** All US-based LP employees and their dependents who are enrolled in our health insurance program have access to physicians and therapists via a secure video chat or phone call—without having to make an appointment. This service is available 24 hours a day, seven days a week, and 365 days a year.
 - Common uses for physical health issues include cold and flu symptoms, allergies, sinus and infections.

- Common uses for mental health support include addiction, issues with children or adolescents, parenting issues, life changes, depression, panic disorders, relationship or marriage issues, and stress.
- The cost of this service is \$55 per medical visit and \$90 per therapist visit.
- **Where:** 1-888-726-3171 or MDliveforCigna.com.

HEALTHCARE ADVOCATE (UNITED STATES)

- **What:** LP's employee healthcare advocate service, Alight, can help you better understand your health benefits or medical bills, compare costs for procedures and care, coordinate care (such as surgery and pregnancy care), find in-network doctors, dentists, or optometrists, and help you save on prescriptions.
- **Where:** Contact LP's Health Pro Scott Onyeokeziri at scott.onyeokeziri@alight.com or 1-800-513-1667, extension 2902.

EMERGENCY PTO & TIME OFF OPTIONS

As the coronavirus pandemic continues to disrupt many of our personal and professional lives, we find ourselves in a period of unique challenges and uncertainty. Many of us will face challenges in the days, weeks, and months ahead—whether with our own health, the health of a family member, or the care of our children.

PTO POLICY

In order to provide you with greater flexibility to manage these challenges, we have created an emergency paid leave policy related to COVID-19 absences that allows employees to go negative in their PTO balance up to 40 hours.

We hope that taking this step to give you more accruable PTO, when you may have otherwise taken unpaid leave, will provide you additional peace of mind as you care for your families and protect your health.

- All US and non-union Canadian employees who are eligible for PTO may use this paid leave for self-quarantine, the quarantine or care of an immediate family member, childcare resulting from school closures, or other related scenarios. Any negative PTO hours will build back up to zero and above as employees accrue PTO hours during each pay period.
- This temporary paid leave policy only applies during the current coronavirus pandemic.

TIME OFF OPTIONS

If you need to or are required to take time off work because of COVID-19, depending on your circumstances, you have several options available to you:

- **Paid Time Off (PTO)**

- You may use your PTO at any time with manager approval. The emergency paid leave policy related to COVID-19 absences for all U.S. and non-union Canadian employees who are eligible for PTO allows qualified employees to go negative in their PTO balance up to 40 hours.

- **Short-Term Disability**

- In the U.S., following a positive COVID-19 test or diagnosis from a medical professional, LP will waive the five-working-day (seven-calendar-day) waiting period if you are approved for short-term disability (STD) benefits. This means disability pay (60% of wages) will begin on the first day of the sickness, instead of after the waiting period. Continue to submit your disability claims to The Standard at 866-756-8116 or file online at www.standard.com/absence.
- In Canada, short-term disability benefits are available if you test positive for COVID-19. In addition, disability benefits may be available for medically directed quarantined employees. Contact your local HR representative to initiate a disability claim.

- **Family Medical Leave Act (FMLA) – U.S. Only**

- If you have a sick family member, you can apply for unpaid leave through the Family Medical Leave Act by calling 1-866-756-8116. You may also request leave online at standard.com.

- **Canada Recovery Sickness Benefit (CRSB) – Canada Only**

- The Government of Canada's Canada Recovery Sickness Benefit (CRSB) provides a payment of \$500 per week (before taxes withheld) for up to two weeks for workers who:
 - Are unable to work because they are sick or must self-isolate due to COVID-19
 - Have an underlying health condition that puts them at greater risk of getting COVID-19
- Employees may consider applying for this benefit when not in receipt of STD benefits; for example, during the waiting period (if applicable). You can either apply online through your CRA Account or call 800-959-2019 or 800-959-2041.

- **Unpaid Leave**

- If all of the above options have been exhausted or are not available to you, you can discuss the option of unpaid leave with your supervisor.

FAQS

Q

Do LP's guidelines vary by location?

A

The guidelines outlined in this document apply to all of LP's North American locations. However, site leaders have the authority to take appropriate actions based on their local conditions.

Q

Can LP require me to get a COVID-19 test?

A

While LP is not requiring COVID-19 tests at this time, employers are permitted to do so in the United States. The EEOC has stated that COVID-19 viral tests are permissible under the ADA. The law in Canada provides that employers can require testing when there is reasonable cause to do so. Where there is an argument that a legitimate risk of spread of the virus exists, it is reasonable to test, if testing is available, or alternatively, the administration of temperature testing is also reasonable. However, in several Canadian provinces, employer-required testing is no permissible unless several requirements are met.

Q

Do I have to get a COVID-19 test to return to work?

A

No. If you are home from work due to an illness or exposure to someone with COVID-19, you do not have to be tested for COVID-19. However, you do have to remain home until you meet our requirements to return to work under each circumstance (see the Illness Policy and Quarantine Policy).

Q

Can LP require me to stay home if I'm sick or if I've been exposed to someone with COVID-19?

Q

My coworker tested positive for COVID-19. I was around him or her at work, but we both had face masks on. Do I still have to quarantine?

Q

What if I'm unable to get a COVID-19 test?

A

Yes. The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance on "[Pandemic Preparedness in the Workplace and the Americans with Disabilities Act.](#)"

This guidance enables employers to take steps in order to protect workers, consistent with CDC guidance and including requiring workers to stay home when necessary to address the direct threat of spreading COVID-19. Similarly, in Canada, where an employer has reasonable cause to believe an individual is at risk of spreading the disease the employer is within their right to deny entry into the workplace and require medical clearance before entry. Screening of employees should occur generally and not be exclusive to only a few employees to avoid the risk of a human rights issue arising.

A

If you spent a cumulative total of 15 minutes or more over a 24-hour period with this coworker and were less than 6 feet or 2 meters from them up to 48 hours before they developed symptoms and/or tested positive for COVID-19, you must follow our Confirmed Exposure Policy in the Quarantine Policy section and quarantine at home.

A

If you are home from work due to an illness or exposure to someone with COVID-19 and you are unable to get tested, you must remain home until you meet our requirements to return to work under each circumstance (see the Illness Policy and Quarantine Policy above).

Q

If I begin presenting symptoms of illness while I'm at work, will I be sent home?

Q

Is it legal to take employees' temperatures?

Q

If my location closes, if my child's school or daycare closes, or if I'm in an at-risk group for COVID-19, what should I do if working from home isn't possible for my role?

A

Yes. Employees who appear to have symptoms upon their arrival at work, or who become sick during their workday, will be immediately sent home.

A

Yes. On March 17, 2020, the U.S. Equal Employment Opportunity Commission (EEOC) issued an update to its guidance that now expressly acknowledges that employers may implement temperature screening measures in response to the current COVID-19 pandemic. The EEOC noted, "Because the CDC [Centers for Disease Control and Prevention] and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions, employers may measure employees' body temperature." The law in Canada states that where there is an argument that a legitimate risk of spread of the virus exists, it is reasonable to conduct temperature testing.

A

If your role does not allow you to work from home, you may take PTO, vacation time, or unpaid leave.

Q

Will LP pay my internet bill if I'm required to work from home?

Q

Do I need to set anything up on my laptop, or use any special equipment or software, to work from home?

Q

I don't have an LP laptop. How can I work from home?

Q

I left my LP laptop at the office. Can I use my personal laptop to work from home?

A

We have no plans to supplement employees' internet bills at this time.

A

Most of LP's work-from-home connectivity does not require any additional setup. For some services, such as access to SAP, you will need to set up your access to work remotely. Click [here](#) to learn more.

A

Employees in most positions who can work remotely already have an LP laptop. If you do not have an LP laptop, discuss the possibility of exchanging your desktop for a laptop with your manager.

A

Yes. Instructions on how to use your personal laptop are available [here](#).

Q

I'm scared of contracting COVID-19 and would like to work from home or take PTO. Is working from home or taking PTO for this reason allowed?

Q

Due to the COVID-19 pandemic, I want to work from home, take PTO, or take unpaid leave, but my manager won't let me. What should I do?

Q

Will LP locations stay open in cities or states that have "stay at home" mandates?

Q

What if my customer has questions about LP's response to COVID-19?

A

If you or a family member are in an [at-risk group](#) for contracting the illness, you may work from home if your job allows, take PTO or vacation, or take unpaid leave with your manager's approval.

A

If you would like to escalate any concerns, please contact your local HR representative or crisis.response@lpcorp.com.

A

Locations staying open depends on how the government in each area structures its order and whether it classifies workers in the wood products industry as part of the essential workforce, which could allow LP employees to continue coming to work.

A

Please direct all customers to reach out to COVID19.customersupport@lpcorp.com.

Q

Can flying on an airplane for business or personal travel increase my risk of getting COVID-19?

Q

If someone in my household has COVID-19, how long do I need to quarantine?

A

Yes. Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and you may have to sit near others (within 6 feet), sometimes for hours. This may increase your risk for exposure to the virus that causes COVID-19.

A

This depends on if you continue to have close contact with the infected person after they are diagnosed with COVID-19. If you live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom and you have no close contact with the person after they isolate, then your last day of quarantine is 10 days from when the person with COVID-19 began home isolation or 7 days if you test negative for COVID-19 after day 5 of your quarantine. However, if you live with someone who has COVID-19 and you continue to have close contact with them because you are providing direct care to them, don't have a separate bedroom to isolate from them, or live in close quarters where you are unable to keep a physical distance of 6 feet, then you must quarantine at home 14 days after the person who has COVID-19 in your home meets the CDC's [criteria to end home isolation](#).

Q

Is at-home testing available?

Q

Can someone test negative and later test positive on a viral test for COVID-19?

Q

Is LP requiring employees to get COVID-19 vaccinations?

A

Not in Canada, but it is in the U.S. At-home testing allows you to collect a specimen at home and either send it to a testing facility or perform the test at home. You and your healthcare provider might consider either an at-home collection kit or an at-home test if you have signs and symptoms of COVID-19 or if you can't get testing at a local healthcare facility. For more information, [click here](#). To request an at-home test kit from Cigna, [click here](#).

A

Yes, it is possible. You may test negative if the sample was collected early in your infection and test positive later during the illness. You could also be exposed to COVID-19 after the test and get infected then. Even if you test negative, you still should take steps to [protect yourself and others](#). To learn more, see the CDC's information on [testing for current infection](#).

A

No. While LP is not requiring COVID-19 vaccinations at this time, the company does highly encourage and promote vaccination for employees, especially those whose work requires their presence in settings that involve direct interaction with coworkers, vendors, and customers.

Vaccination against viruses and other diseases improves employees' health and wellness and morale and decreases absences, doctor visits, and healthcare expenses. LP takes seriously its responsibility and duty to provide employees with a workplace free of recognized and preventable/mitigable hazards, including COVID-19 and other viruses and infections.

Q

Once I receive both doses of the COVID-19 vaccine, do I still have to follow LP's COVID-19 Employee Guidelines?

A

Yes. Even after you get your vaccine doses, you will need to keep wearing a mask that covers your nose and mouth, wash your hands often, and stay at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus.

However, vaccinated employees with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (more than 2 weeks following receipt of the second dose in a 2-dose series, or more than 2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Employees who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19. In accordance with CDC guidelines, after three months have passed since becoming fully vaccinated against the disease, employees must begin to quarantine after exposure again. That is because health experts do not yet know how long the vaccines will protect people from getting sick.

Q

Will LP offer COVID-19 vaccinations on-site?

A

When the vaccines are more readily available, LP will assess the feasibility of providing opportunities for employees to be vaccinated on-site. If possible, it is something the company would like to offer employees. Because we do not expect vaccines to be available to us in the near future, we encourage you to get the vaccine through your local health department or a pharmacy if it is available to you.

Q

I have a question that isn't listed here. Whom can I contact to ask my question?

A

For additional questions, contact your manager, local HR representative, or crisis.response@lpcorp.com.

COVID-19 RESOURCES

For more information about COVID-19, please visit:

- [LP Crisis Response](#)
- [CDC](#) (Centers for Disease Control and Prevention)
- [WHO](#) (World Health Organization)
- [Public Health Agency of Canada](#)

CONTACT US

- If you have any questions about LP's COVID-19 Employee Guidelines, please contact your manager, your HR representative, or crisis.response@lpcorp.com.
- We invite you to share any suggestions you may have to help us achieve an even safer workplace. Do not hesitate to discuss your ideas with your supervisor or share them with LP's [Crisis Response Team](#).



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