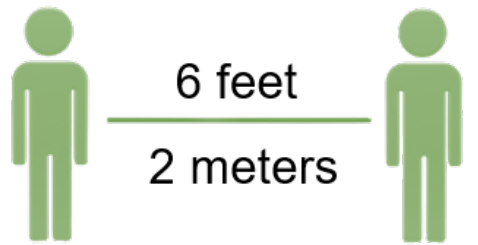


# COVID-19 Social Distancing Guidelines



## General Guidance

- Maintain 6 feet or 2 meters distance from others.
- Refrain from shaking hands or other direct contact.
- Limit face-to-face meetings and discussions. Use teleconferencing (Zoom, Skype, etc.) or communicate by email wherever possible to minimize direct personal contact.
- If a face-to-face meeting is required, limit it to a small group of six participants or less and maintain adequate distance between meeting participants.
- Large company gatherings and meetings are to be postponed and remote technology employed where possible (Zoom, Skype, etc.).
- Avoid carpooling and public transportation when commuting to work.
- Limit the extent of visitor access to facilities and contact with AGC Biologics employees.
- Avoid eating together if you can (sit at a desk, car, outside or bring your own lunch in). Be especially mindful when getting coffee, water or snacks in common spaces.
- Keep note of which people you have had close contact with and which rooms / spaces you have utilized.

*Find additional departmental guidance on subsequent pages in this document.*

*NOTE: This document is updated regularly. Check the COVID-19 Advisory Page for the most recent version. Thank you.*

# COVID-19 Social Distancing Guidelines

## Engineering

- Please follow all available guidance provided by EHS. Most importantly, report if your status changes (e.g. if someone you have had close contact with is undergoing testing, or if you are ill).
- For hybrid engineering employees (combo work-from-home/on-site), do all possible to work from home. Spend the minimum time onsite required to get your work done. Please continue to follow our staggered onsite schedule.
- When onsite:
  - Please continue to follow the 6-foot rule. Do not gather in groups, especially in the break areas.
  - Space your work areas out as much as possible.
  - Separate office areas and use open desks as much as possible to maximize spacing.
  - Tidy your desk area as much as possible so your area could be deep cleaned easily.
  - Use the available hand sanitizer and wipes to sanitize yourself and your areas – and continue good handwashing practice.
  - Use PPE (e.g. masks) to protect yourself and your coworkers when possible.
  - Follow all growing and screening requirement when entering a GMP area.
  - Maintain proper social distancing when working together on a task. If not possible, use gowning (masks, gloves, etc.) and handwashing techniques.
  - Identify high-risk associates and limit exposure as much as possible enforce PPE use at all times.
  - Prop open doors as appropriate to limit exposure.
  - Use sanitizing wipes on door handles where propping the door open is not an option

## Manufacturing

- 0615 Shift Exchange
  - Zoom/Skype Meeting (apps available for phones)
  - Supervisors on-shift will lead; all associates are welcome to join
- Working in Office Space

## COVID-19 Social Distancing Guidelines

- Separate teams in different **offices**. Reduce contact between upstream, downstream and support and from line A/B and line C in order to reinforce social distances rules
- Spread-out in **cubicles** (minimize co-mingling) A / B / C – Support/ Upstream / Downstream
- Minimize time spent in the cubicles due to space constraints
- Conversations should be quick and to the point
- Avoid eating together if you can (sit at a desk, conference room, car, outside)
- Do not order food for sharing (unless packaged individually)
- To protect each other, surgical style masks (N-95, see pic attached) will be provided for employees when the 6 feet rule cannot be maintained
- Please Note – Nationally, masks are in extremely limited supply, and should be re-used until more can be procured
- Locker Room
  - Disinfection materials are present in each changing room (e.g. Satpax)
  - Signs are present requesting wipe down of bench, door handles and locks upon exit
  - At the end of each shift: MFG Support to wipe down benches, door handles, faucets etc. with Satpax or a similar disinfectant
- Working on the floor
  - Maintain 6-foot distance whenever feasible.
  - Adopting a different shift structure for upstream. Line A/B will be shifting to the 3-4-4-3 shift model to minimize exposure. Line C to be assessed and discussed.
  - Support will split shifts into two groups – B2 and B10 operations (unable to split into pairs).
  - People should pair up with an operator and perform operations with only 2 people per room in case is possible (e.g. sampling).
- Face Masks
  - Wear facemasks on the floor to minimize infection while operating (CR-9202 initiated for change to gowning practice).
  - Signs are posted in the entry to the locker room with guidance

# COVID-19 Social Distancing Guidelines

- Entry/Exit Airlocks
  - Limit to one or two individuals at a time
- Managers coverage
  - Limit days on site – set up a rotation for the majority of the ops managers (one day a week on site)
    - Erica is working from home unless something critical comes up
    - Jason is working from home unless something critical comes up
    - Diego is on a different campus
    - Ray, Brian and Matt to rotate coverage when possible

## Supply Chain Management

- Extra PPE for Warehouse Ops
  - Nitrile exam gloves for everyone working in the warehouse and also hand sanitizers
  - PAPR device or N95 mask required for dispensing operations where 2 people are required to work in close proximity
- Marked standing area for delivery drivers at edge of dock to maintain distancing
- Every 2 hours – Wipe down all door handles (dispensing room, entry door to office, main door to parking lot), gate handles, freezer handles, vinyl curtain closure handles, cold room opening chain and pallet jack handles after each use.

## Process Development

- Please follow all available guidance provided by EHS. Most importantly, report if your status changes (e.g. if someone you have had close contact with is undergoing testing, or if you are ill).
- For PD employees in the hybrid (combo work-from-home/in-lab) category, do all possible work from home; spend the minimum time onsite required to get your in-lab work done. Please continue to communicate what you need to work effectively from home.
- When onsite:
  - Please continue to follow the 6-foot rule. Do not gather in groups, especially in the break areas.
  - Space your work areas out as much as possible.

## COVID-19 Social Distancing Guidelines

- Tidy your desk area as much as possible so your area can be deep cleaned easily.
- If possible (and if it works for your schedule), consider shifting your work hours from typical to reduce population density onsite.
- Use the available hand sanitizer and wipes to sanitize yourself and your areas – and continue good handwashing practice.
- Use PPE (e.g. masks) to protect yourself and your coworkers whether in the labs or in office areas.

### Quality

- Please follow all available guidance provided by EHS. Most importantly, report if your status changes (e.g. if someone you have had close contact with is undergoing testing, or if you are ill).
- Please continue to follow the 6-foot rule. Don't gather in groups, especially in the break areas.
- Space your work areas out as much as possible.
- Separate office areas and use open desks as much as possible to maximize spacing.
- Tidy your desk area as much as possible so your area could be deep cleaned easily.
- Use the available hand sanitizer and wipes to sanitize yourself and your areas – and continue good handwashing practice.
- Use PPE (e.g. masks) to protect yourself and your coworkers when possible. Please don masks when walking through office areas or conversing with your colleagues.
- Follow all gowning and screening requirement when entering a GMP area.
- When working together on a task ensure proper distance is maintained. If not possible, use gowning (masks, gloves, etc.) and handwashing techniques.
- Prop open doors as appropriate to limit exposure.
- Use sanitizing wipes on door handles where propping the door open is not an option.