COVID-19 RESPONSE PLAN

By implementing a COVID-19 Response Plan, an "essential" company pledges to dedicating resources immediately to identify and mitigate situations in the workplace which may introduce, expose or spread COVID-19. Each company's written plan, unique to the operations under its control, will document the identification and mitigation measures taken, including all engineering controls, administrative controls and safe work practices, and will update that plan on a regular basis for the duration of the COVID-19 Situation.

- Ban in-person meetings (internal or external) and employee convening (formal or informal) of any size. Employee communication handled virtually wherever possible.

- Regular body temperature scans performed and logged for all on-site employees (contingent on availability of scanning devices, which are in short supply due to acute global demand).

- Immediate workflow audit that removes instances of employees being within 6' of each other.

- Reduction of on-site work hours to minimum needed to sustain operations.

- Staggered shifts and work hours to minimize on-site human presence at a given time.

- Staggered use of all shared spaces, including bathrooms, breakrooms and lunchrooms.

- Staggered facility entry and exit procedures.

- Mandatory work at home for all employees except the absolute minimum required for baseline production and logistics functions.

- Sanitary processes implemented throughout facility (soap, hand sanitizer, single-use gloves, doors propped open, hands-free capabilities, no shared food).

- Blue tape marking of surfaces that receive frequent human contact; disinfection of these surfaces multiple times daily.

- International travel ban – business and personal.

- Domestic business travel bans except for critical operations (with senior management approval). Domestic personal travel requires employee to self-quarantine for 14 days and be symptom-free before returning to work.

- Any employee returning from a Level 2 or 3 CDC travel country must self-quarantine for 14 days and be symptom-free before returning to work.

- No deliveries, except those that support production activities or emergency building maintenance.

- No visitors (including suppliers and customers) except those approved by senior management.

- Employees must immediately report symptoms associated with COVID-19 exposure.

- Employees must report contact with any person who tests positive for COVID-19; employee must subsequently self-quarantine for 14 days and be symptom-free before returning to work.

- Essential manufacturing personnel should be evaluated in the testing queue, especially in circumstances in which employers would request workers to be sequestered on site, certified clean and then shelter in the workplace.

For more information please contact:

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COVID-19 Response Plan Checklist

☐ Identify team responsible for staying abreast of reviewing information and implementing changes as necessary.

☐ Identify and establish respective sick-leave policy in accordance with pandemic information.

☐ Identify and source required PPE as available. Identify and document alternate PPE options to ensure safety of employees who continue to work onsite if deemed an essential business.

☐ Identify and document travel protocol – will travel be suspended? What action will be taken for employees upon return from their destination?

☐ Establish expected work hours for remote workers with empathetic approach to flexibility where needed and warranted.

☐ Identify resources for employees and communicate. These could be for emotional health, health insurance, childcare resources, etc. Provide information to employees as you receive it.

☐ Identify plan for positive COVID-19 case in facility. Establish decontamination procedures and identify vendor if utilizing outside resources.

☐ Establish routine sanitation and cleaning procedures for workplace. Ensure chemicals are EPA approved and employees tasked with sanitation and cleaning are trained in the proper use of chemicals in accordance with OSHA Hazard Communication Standard.

☐ Establish required social distancing. Identify best practices to eliminate congregation in break areas or entry ways.