

COVID-19 Emergency Response Plan

The Company has created guidance for use in the following scenarios. Note, that federal, state, and local public health and workplace safety guidelines are changing rapidly in response to this evolving crisis – as a result, this guidance is also subject to change.

1. Sick Household or Family Member of Employee
 - a. Direct employee to immediately inform HR and/or supervisor upon confirmed exposure to COVID-19.
 - b. Direct employee to self-quarantine for 14 days and encourage them to seek medical advice as to whether or not employee is eligible for and should pursue testing.
 - i. If deemed eligible, encourage employee to pursue testing as soon as possible.
 - c. Ask employee to monitor and report any onset of symptoms during the self-quarantine period.
 - d. Additional plant quarantine measures may be taken depending on the specific facts and circumstances.
 - e. Follow the federal guidelines regarding sick pay and family leave as they are formalized.
2. Sick Employee
 - a. Encourage any sick employees experiencing flu-like and other COVID-19 symptoms and/or confirmed exposure to COVID-19 to remain home and contact a healthcare provider immediately (recommended via phone or video health) to determine whether or not employee is eligible for and should pursue testing.
 - i. If deemed eligible, encourage employee to pursue testing as soon as possible.
 - ii. If test results are negative, allow employee to return to work once standard handbook protocols for illness have been observed.
 - b. Upon a confirmed positive test result, employee should immediately notify the Company.
 - i. Direct employee to self-quarantine for 14 days.
 - ii. Based on their positive test date, establish the 28 day period for the employee; and identify employees who may have been in contact with infected employee during that period.
 1. Ask those potentially affected employees to self-quarantine.
 2. Arrange for those who are able to work remotely, to do so.
 3. Clean and sanitize any areas the infected employee was in contact with.
 - iii. If the infected employee is a plant employee or any employee who has been in high traffic or high touch environments, immediately shut down operations until a deep cleaning can take place and the chain of human interaction can be traced and assessed.
 - iv. Follow the federal guidelines regarding sick pay and family leave as they are formalized.
3. Significant Reduction in Workforce or Extended Plant Closure
 - a. Communicate shutdown to all employees.
 - i. Push out texts and calls to all employees.
 - ii. Post signs on plant doors and entrances.
 - iii. Implement daily call for all employees to receive updates.
 - iv. Implement work-from-home guidelines for eligible employees.
 - v. Issue a WARN Act notice, if applicable and required.
 - b. Immediately notify all vendors, customers, and other key business partners.
 - i. Delay / cancel inbound vendor shipments.
 - ii. Give customers notice around impacted order fulfillment. Assess available inventories and ability to ship from stock.
 - iii. Communicate anticipated timelines to all parties and provide regular updates.
 - c. Engage in enhanced cash preservation measures.
 - i. Suspend most or all vendor payments.

- ii. Consider the release of all temporary employees as well as permanent workforce reductions and/or pay cuts, depending on duration and potential re-occurrence of shut downs.
- d. Follow all federal, state, and local guidelines as applicable.