



COVID-19 Response & Preparedness Plan

Updated May 27, 2020

Note: Operations at ITL's manufacturing facility and offices are classified as Lower Exposure Risk (Caution) in accordance with OSHA guidance on Covid-19 and other similar infectious diseases. ITL employees, while on the premises - whether on the manufacturing floor or in the office cluster, do not engage in jobs that require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public.

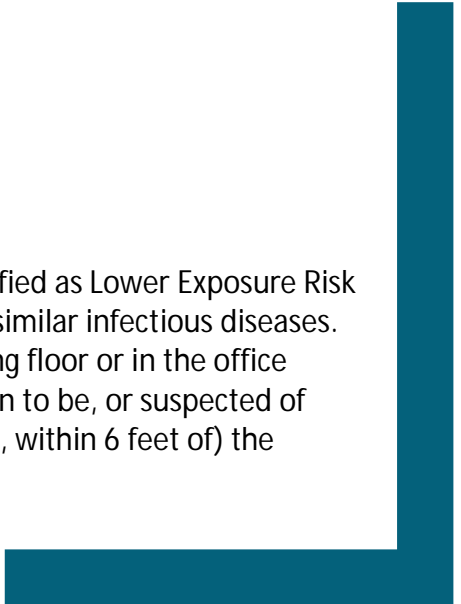


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1. PURPOSE AND INTENT

The procedures set forth in this framework provide a consistent strategy and response for epidemic and pandemic preparedness at ITL while protecting employees and making sure everyone stays safe, healthy and confident on the premises at all times. All employees of ITL are required to comply with the procedures which have been posted to the company's internal communications portal, communicated to them by their department managers, and as set forth herein.

This framework is the result of implementation of a series of recommended industry best practices, dealing with various Health, Safety, Environmental, and Public Health focused measures, designed to enhance the health and well-being of employees working in an outbreak/epidemic or pandemic environment.

The protocols set out in this document constitute recommendations, based on guidance provided by Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), as well as various country specific public health authorities. Should local public health and/or country/state specific regulatory requirements impose a more rigorous standard, ITL will employ the local legal requirement, as applicable.

2. INTERNAL COMMUNICATIONS OVERVIEW & EMPLOYEE RESOURCES

Internal Communications and Alerts are posted digitally on ITL's Webportal.

ITL employees are assigned login credentials and encouraged to login and monitor these alerts from home each morning before leaving for work; department managers are also to communicate directly with each team member to ensure that daily alert updates have been communicated and are clearly understood.

The alerts include broad directives governing reducing the risks of community spread at the ITL Facility, including policies related to WEARING OF PPE, TRAVEL, VISITORS, PERSONAL HYGIENE, SANITIZING WORK AREAS, SOCIAL DISTANCING PROTOCOLS, FACILITY FLOW AND VISIBLE ILLNESS & HEALTH SCREENING POLICIES.

A Power Point Presentation on Protective Measures has also been prepared and disseminated through the ITL Intranet. Department managers are responsible for ensuring that each member of their respective teams has viewed it and for answering questions that may arise so that each team member understands the importance of compliance with the protocols set forth in the presentation.

Additional Resources for ITL Employees have also been disseminated through the ITL Intranet Webportal and as hand-outs.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

The OSHA COVID-19 webpage offers information specifically for workers and employers: www.osha.gov/covid-19.

Updates from the World Health Organization may be found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

3. PANDEMIC RESPONSE TEAM (PRT)

Key areas of responsibility for policies and procedures, applicable to both manufacturing and non-manufacturing areas of ITL's facility, are assigned to the Pandemic Response Team (PRT), a cross-functional team led by Senior Management.

The PRT includes six representatives to cover all operational departments:

Senior Management: Roberto Schipp, Andy Rudolph

Purchasing & Logistics: Kenny Mathis/Phoun Kounvalong

Production: Kenny Mathis/Phoun Kounvalong

Health & Safety/Human Resources: Roberto Schipp/Andy Rudolph/Lori Flicek

Public Relations: Jack Burden

The following roles & responsibilities are assigned to facilitate appropriate actions by the Management Response Team.

2.1. Senior Management

- 2.1.1. Approval of site-specific protocols and corporate policies (All categories);
- 2.1.2. Monitoring of threat level changes and emergency planning;
- 2.1.3. Interface with and Management of reports to governmental authorities, when required;

2.2. Human Resources / Health and Safety Protocols

- 2.2.1. Create policies and processes (All categories);
- 2.2.2. Internal Communication (Develop and Prepare Digital and Hard Materials to Communicate Pandemic Protocols/Employee Training);

2.3. Site Management/Production

- 2.3.1. Overall responsibility for employee access control, environmental disinfection and coordinating daily checks to ensure 100% compliance (Social Distancing, Cleaning/Disinfecting /PPE);
- 2.3.2. Front line communication (Communication/Training);
- 2.3.3. Workforce Scheduling (Social Distancing);

2.5. Purchasing and Logistics

2.5.1. Secure redundancy in supply chain and establish inventory requirements, to account for longer lead times, including for preventative materials such as PPE (disposable masks, nitrile gloves, safety glasses) and sanitizing supplies, paper towels and tissues, as well as bin liners and trash bins;

2.5.2. Confirm 30-day minimum to three-month supply of appropriate inventory for preventative materials;

2.5.3. Manage risk from shipping and receiving materials;

2.6. Public Relations

2.6.1. Customer, supplier, and contractor communications;

2.6.2. Media/Social Media;

4. COVID-19 RESPONSE TIMELINE

<u>Date</u>	<u>Action</u>
March 2, 2020	Business Travel Suspended Indefinitely Initial COVID-19 Guidance Established on ITL Intranet via WebPortal Personal Hygiene/Hand Washing Signage Posted Frequent Disinfection Protocol of High Touch Surfaces in Common Areas and Work Stations Initiated
March 9, 2020	Open Door Policy to Reduce High Touch Areas Implemented No Visitors Policy Activated Disinfection Protocols Established with Hand Sanitation Stations, including at Time Clock Lunch Room and Production Tables Separated and Reorganized Capacity Limitations for Table Seating Instituted in All Areas Additional Signage and Disinfecting/Sanitation Supplies Positioned Throughout Facility Work from Home Option Offered to All Non-Production/Non-Essential Personnel Ordered Inventory of Disposable Daily-Wear Masks
April 6, 2020	COVID-19 Guidance Extended through end of May Non-surgical Disposable Daily-Wear Masks Distributed and Made Mandatory PPE for All On-Site Personnel
April 30, 2020	Healthy Workplace Certification Training Webinar Completed by ITL Representative Leigh Wieland
May 26, 2020	Mandatory COVID-19 Training Update for ITL Personnel

5. SOCIAL DISTANCING PROTOCOLS

In order to decrease likelihood of transmission of infectious disease, ITL has instituted a facility-wide practice of physical/ social distancing. For as long as needed as deemed by ITL management, employees are directed to minimize close personal contact with one another at all times and limit those with whom they interact face-to-face (preferably both at work and off-site) to reduce the risk of transmitting the virus.

- Avoid gathering when entering and exiting the facility;
- Remain in your car until your scheduled window of start time;
- Stay 2m/6ft away from others as a normal practice;
- Eliminate physical contact with others, such as handshakes or embracing coworkers, visitors, or friends;
- Do not touch your face before you have had a chance to wash your hands;
- When speaking with someone without a mask, do not point your head directly at them;
- Avoid touching surfaces touched by others, including door handles and time clocks, to the extent feasible;
- Avoid anyone who appears to be sick, or who is coughing or sneezing;

All work stations are to be individually assigned. Work stations are not to be shared..

The practice of social distancing includes, but is not limited to, production lines, lunch room, common areas, entrance/exit areas of work locations, and offices. The principle of social distancing is universally applicable.

5.1. Limit Meetings

- 5.1.1. Face to face meetings are to be conducted only with the appropriate social distancing in place. Disposable non-surgical masks will be provided and must be appropriately secured by all participants.
- 5.1.2. Virtual meetings, whenever possible, are to be held even when attendees are in the facility.
- 5.1.3. Internal communications by phone or computer are to be utilized to the extent possible.
- 5.1.4. Company travel and visits to our facility by non-employees are suspended until further notice.

5.2. Modified Workplace Layout & Following Social Distancing

- 5.2.1. Modifications to the manufacturing floor have been made to accommodate social distancing guidance; Production Team members are assigned to specific areas and responsible for maintaining their respective work space zones according to cleaning and sanitation guidance provided by their department head.
- 5.2.2. Visual reminders of social distancing policies in the form of signage have been posted liberally throughout the facility.

- 5.2.3. Tables in the lunch room are limited to occupancy of one person per table and spaced in accordance with social distancing guidelines; tables are not to be rearranged; disposable towels and surface cleaner are provided on each table for use by the individual both before and after eating at the table.

5.3. Staggered Schedules and Remote Work

- 5.3.1. Staggered shifts and remote work have been established as needed and upon request to limit the number of employees onsite at any given time and to protect vulnerable employees.
- 5.3.2. Social distancing is to be maintained in lunchrooms, bathrooms, and all other common areas inside and outside the building. Signage is visibly posted.
- 5.3.3. If employees line-up to enter the building or punch-in at the time clock, they are responsible for maintaining social distancing.

6. PERSONAL PROTECTIVE EQUIPMENT USAGE

Protection of ITL team members is afforded via the protective triad of 1) personal hygiene; 2) social distancing; and 3) frequent disinfection of common surfaces.

Depending on specific work tasks, employees' PPE requirements may change.

Non-surgical disposable masks are currently available to each employee by ITL for daily use. Individuals are also permitted, upon approval by their respective Department Heads, to provide their own reusable masks. These masks are to be secured at all times, when in contact with others, after entry to the building via the designated Employee Entrance. At the end of each day, these masks are to be disposed of in a lined trash bin upon exiting the building via the designated Employee Entrance.

The following PPE requirements have been established, assigned and communicated to appropriate parties. Department managers instruct new hires accordingly.

- 6.1. PPE Requirements, in addition to daily use disposable masks, may include Safety Glasses and Disposable Gloves, as identified by work task or specific conditions (gloves put employees at higher risk of contamination and exposure and, therefore, are not recommended for general protective use);**
- 6.2. Inventory requirements for PPE and cleaning supplies have been established and are maintained by the Purchasing Department;**
- 6.3. Hand sanitizer stations are located throughout the building;**
- 6.4. Instructions for proper utilization of required PPE, including no sharing of PPE between employees, are communicated to each employee by their respective department heads;**
- 6.5. Daily-use disposable masks should be disposed of in a lined trash bin upon exiting the building via the Employee Entrance.**

	<u>Safety Glasses</u>	<u>Disposable Mask</u>	<u>Gloves (nitrile)</u>	<u>Protective Goggles OR Safety Glasses AND Face Shield</u>	<u>Respirator (N95)</u>	<u>Protective Gown OR Cloth Coverall</u>
Member of PRT in continuous close contact with an employee who has become ill at work	Req	Req	Req			
Employees who become ill at work	Req	Req				
Employee who has recovered from COVID and has residual cough	Req	Req				
General Cleaning	Req	Req	Req	Opt		Opt
Shipping & Receiving (interaction with drivers)	Req	Req				
Decontamination of affected areas (Follow chemical specific requirements for PPE)	Req	Req	Req			Req
Essential Visitors	Follow Social Distancing and PPE Required by Facility					
Reception/Entry Area						
Public Areas/General Plant Area/Offices						
Off-site Visits	Suspended until further notice.					
Company Travel	Suspended until further notice.					

7. CLEANING/DISINFECTING GUIDELINES

General Disinfection Measures: The cleaning steps outlined below are completed routinely to maintain good personal hygiene and establish a sanitary baseline each day. Take unique circumstances into consideration upon disinfecting workplace surfaces, chairs, tables, etc. and to protect employees.

7.1. Handwashing/Personal Hygiene & Work Area Sanitization

- 7.1.1. Employees should wash hands for minimum of 20 seconds with soap and water upon entering the building and after contact with high touch surfaces, coughing or sneezing, breaks and lunch. Utilize hand sanitizer and sanitizing wipes following hand washing as well as when hand washing is not possible.

7.1.2. Disposable wipes are to be used to clean public surfaces and individual work stations before and after anyone touches them. The time clock is an example of a high touch area that will require disinfection before and after use by each individual.

7.1.3. Clothing worn at work should be washed in hot water and detergent and completely dried in a hot dryer.

7.2. Cleaning Agents

7.2.1. Verified cleaning agents suitable for the surface they will be applied to are readily available and provided in generous quantities to all employees and should be used after reading and following the manufacturer's labeling and MSDS. Further, all ITL employees are required to complete annual OSHA training for handling of chemicals in the workplace.

7.2.2. General Agent Guidelines

7.2.2.1. Follow manufacturer's instructions for application, and ensure proper ventilation and dermal protection.

7.2.2.2. Ensure the product is not past expiration date.

7.3. Personal Protective Equipment Use and Disposal

7.3.1. Each team member will be issued a daily use disposable face mask to be worn over their nose and mouth while on-site and in proximity to others at all times, except during lunch and breaks in designated areas. Wearing of these masks is to be accompanied by social distancing protocols, as indicated by area signage, and to the extent possible where no signage is visible.

7.3.2. Gloves and eye protection are to be worn when cleaning tools, equipment and surfaces.

7.3.3. Used PPE is to be disposed of in accordance with the manufacturer's instructions and local regulations.

7.3.4. PPE is not be shared. Disposable respiratory protection, such as daily use masks and nitrile gloves, should be disposed of in a lined trash bin.

7.3.5. Employees should avoid touching the front of surface of any eyewear/face shield. Remove eyewear/face shield by tilting the head forward and lifting the head band or earpieces. Note: The outside of protective eyewear/face shields maybe contaminated and should be wiped with sanitizing wipes before and after use.

7.3.6. Nitrile Gloves, after use, should be removed so they are inside-out and properly disposed of in a lined trash bin. Never touch your face, eyes, nose or mouth while wearing these gloves.

7.4. General Cleaning Guidelines should be followed regularly.

7.4.1. Employees are trained on cleaning processes, including using any required PPE, by their respective department heads.

7.4.2. Daily disinfection at the end of shift of all frequently touched surfaces includes desks, laptops, phones, conference room tables, restroom stalls/stall doors, door handles, railings, keyboards/mice and sink fixtures.

- 7.4.3. Disinfection occurs each afternoon prior to completion of a shift, after cleaning is complete, including emptying trash and dusting to minimize cross-contamination.
- 7.4.4. Do not immerse electrical or battery-operated tools/equipment in solutions; wipe the outside of these objects with a disposable rag soaked with the solution and allow it to dry.
- 7.4.5. Forklifts should be wiped with a disinfecting wipe or sprayed with disinfecting spray after each use.
- 7.4.6. Interface surfaces of vending machines should be sprayed daily with disinfecting solution.
- 7.4.7. Pre-approved Cleaning Contractors must verify no exposure to persons with COVID-19 or to persons exhibiting symptoms within the prior 14 days in order to enter the premises. Persons with known exposure are prohibited from entering the facility at any time.

7.5. Cleaning Process

- 7.5.1. Remove any visible soil from the surface with a detergent-based cleaner before applying a disinfectant.
- 7.5.2. Apply a mist of solution from a spray bottle, thoroughly wetting the area or use disposable wipes. Ensure area remains wet for the contact time specified on the product label.
- 7.5.3. For light switches, electronics, laptops, monitors etc. do not directly spray with the solution. Apply the solution to a rag and wipe the surface.
- 7.5.4. Wipe with a clean, dry paper towel and rag. After use, ensure all paper towels and disinfecting wipes are disposed of correctly in a lined trash bin.
- 7.5.5. Disinfect surfaces from high areas to low areas so that any dirt/dust that may contain microorganisms dislodged from above are removed when you clean the lower surfaces.
- 7.5.6. Disinfect surfaces from “clean” areas, such as office spaces, to “dirty” areas, such as bathrooms, to minimize cross-contamination.

7.6. Pre-shift / Post-shift Workstation Cleaning

- 7.6.1. High-touch points should be cleaned twice daily to the extent possible (palm buttons, touch screens, control panels, table-tops / work surfaces, stools / chairs etc.).
- 7.6.2. Employees should take responsibility to clean their assigned workstation at the start of their shift (or when initially assigned to that workstation), when transferring to a different workstation and, at the end of their shift/work period at their assigned station.

7.7. Confirmed Case Deep Cleaning Guidelines for Decontamination.

Deep cleaning should be performed as soon as practicable after the confirmation of a positive test result from an active employee is reported; PRT may opt to have a deep cleaning performed for presumed cases, at their discretion.

- 7.7.1. Before commencing work, cleaning contractors must receive an appropriate site/plant orientation and provide proof of insurance, proof of workers compensation coverage (where applicable), proof of PPE training, GHS etc.

- 7.7.2. Cleaning staff should wear an appropriate face mask, disposable gloves and gowns for all tasks in the cleaning process, including handling trash compatible with the disinfectant products being used.
- 7.7.3. PPE should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- 7.7.4. Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to management.
- 7.7.5. Cleaning staff and others should clean hands often, including immediately after removing gloves, after contact with an ill person or when visibly dirty, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, cleaning staff should use an alcohol-based hand sanitizer that contains at least 60% alcohol.

7.8. Confirmed Case Disinfection of Work Area.

- 7.8.1. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. (CDC)
- 7.8.2. Disinfect all areas used by affected employee before allowing anyone to return to area.
 - 7.8.2.1. Disinfect work area including but not limited to workstations, touch screens, controls, computer screens and computer equipment.
 - 7.8.2.2. Disinfect common / public areas including but not limited to lunchroom and restrooms.
- 7.8.3. Cleaning Process
 - 7.8.3.1. Surfaces should be disinfected using an approved agent or a 10% chlorine bleach solution, as appropriate (OSHA).
 - 7.8.3.2. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - 7.8.3.3. Thoroughly douse surfaces that are presumed to have heavy deposits of contaminants and allow to stand for 3 minutes.
 - 7.8.3.4. Wipe the contaminants from the surface with a paper towel. Discard the towel.
 - 7.8.3.5. Repeat cleaning procedure and allow surface to dry.

8. HEALTH RISK SCREENING

To help reduce potential risk of infection, only ITL personnel may enter the building during the pandemic threat. No visitors, other than cleaning crew, will be allowed until the threat of high risk transmission has been lifted.

8.1. Vulnerable Workers

- 8.1.1. Those with health vulnerabilities will be accommodated on a case by case basis to ensure confidentiality and safety.

8.2. Entry Points

Entry points to the building are limited to the Employee Entrance. Only ITL personnel and cleaning staff may enter the facility until further notice.

- 8.2.1. Informational Handouts on COVID-19, including what to do in case of exposure or contraction of the virus, have been made available to all ITL employees. Additionally, a Power Point Presentation has been posted to the ITL Intranet and is required viewing by all team members.
- 8.2.2. Human Resources will serve as the contact point for self-health screening.
- 8.2.3. Self-Health Risk Screening is to be completed daily by all individuals without exception and self-report to Human Resources with any concerns about symptoms or possible exposure.
- 8.2.4. In the event of a self-reported high risk situation, employee confidentiality will be assured and maintained by Human Resources.

8.3. Screening

- 8.3.1. A Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and to decrease the likelihood of spreading infection. Self-assessment questions have been outlined in handouts and a slide show presentation posted on ITL's Intranet Webportal.
 - 8.3.1.1. Employees are asked to self-screen daily and those experiencing symptoms are to remain at home and will not be allowed on site until after three days of no symptoms or upon documented clearance by a medical professional.
 - 8.3.1.2. Any employee exhibiting symptoms at work or who indicates a fever (temperature of 100.4°F or higher) is considered to have a fever and will not be allowed to enter the site.
- 8.3.2. Symptom-free employees who have been ill may return to work when safe for others based on the guidelines developed by PRT, and on a case-by-case basis, following self-isolation and/or appropriate medical documentation as communicated by Human Resources and their respective Department Head.

8.4. Restricted Entry and Visitor Restrictions

- 8.4.1. Truck drivers/delivery personnel will be restricted to points of delivery only.
- 8.4.2. ITL no longer allows normal visitation to our facility until further notice. Meetings should take place virtually to ensure protection of both employees and visitors.
- 8.4.3. Pre-approved Cleaning Contractors must verify no exposure to persons with COVID-19 or to persons exhibiting symptoms within the prior 14 days in order to enter the premises. Persons with known exposure are prohibited from entering the facility at any time.

8.5. Inbound Parts / Materials / Packages Guidance

- 8.5.1. Parts in transit for more than 3 days (72 hours): These parts have a very low risk of supporting survivability of the virus. If there is concern about possible surface contamination, employees can use gloves as they see fit.

- 8.5.2. Expedited packages that have transit time less than 3 days: If there is concern about possible surface contamination, employees can use gloves as they see fit and are advised to wash their hands frequently with soap and water; utilize hand sanitizer frequently; and avoid touching their face, eyes, nose and mouth.

9. ISOLATION GUIDANCE

For employees who exhibit symptoms or become ill at work, the respective department head will discretely and immediately ask the individual to return home or seek medical care upon leaving the premises. Further, the following guidance outlines the proposed response when a person has declared close contact with a positive case, or when a person is presumed to have the virus.

9.1. Isolation Plan General Guidelines

- 9.1.1. Ensure and maintain employee confidentiality.

9.2. Isolation Guidelines for Symptomatic Employee

- 9.2.1. If able, employee should return home using their own vehicle. Public transportation should not be used. Employee should further be encouraged to seek medical advice or public health services for further guidance.
- 9.2.2. If severely ill, isolate the employee in designated isolation area and have a member of PRT, properly wearing PPE, stay with individual while emergency services are called.
- 9.2.3. Employees are requested to remain off the property for 14 days if COVID-19 symptoms are present, directly exposed to COVID-19 or if a test shows positive results. Employees affected by any of these scenarios should avoid leaving home if possible, but in every circumstance, practice exceedingly good hygiene and social distancing. Work at home, where possible, is expected to continue.
- 9.2.4. Additional Guidance for Symptomatic Employee:**
- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
 - No visitors unless the person needs to be in your home.
 - If you need medical attention, call ahead to ensure you're going to the right place and taking the necessary precautions.
 - Wear a face mask if you must be around other people, such as during a drive to the doctor's office.
 - When you cough/sneeze: cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with hand sanitizer that has at least 60% alcohol.
 - Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.

- Clean high-touch surfaces daily using a household cleaner or wipe. These include: “counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables,” the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask healthcare providers about that as well.

9.3. Return to Work for Affected Employees

- 9.3.1. Human Resources and Department Head develop and communicate the follow up plan with symptomatic individuals on a case by case basis, using the general guidance provided here.
- 9.3.2. Contact the employee to determine what medical or public health guidance they were given and evaluate the necessary pre-screening and medical documentation requirements for returning to work before communicating those back to the affected employee.
 - 9.3.2.1. If employee has not been tested to determine if they may possibly be contagious, they may leave home and return to work IF 1) No fever has been detected for 72 hours in the absence of fever-reducing medications; 2) Other symptoms have improved; and 3) At least 7 days have passed since your symptoms first appeared.
 - 9.3.2.2. If an employee has been tested to determine if they may possibly be contagious, they may leave home and return to work IF 1) No fever is present (and without use of fever-reducing medications); 2) Other symptoms have improved (cough and shortness of breath have improved, for instance); and 3) Two negative tests in a row, 24 hours apart, have been administered. Physicians will follow local health authority or CDC guidelines in these circumstances.

9.4. Contact Tracing Guidance

- 9.4.1. Department Head should identify team members who may have been in close contact with symptomatic employee.
- 9.4.2. When practicable, speak to the individual to identify close contacts at work.
- 9.4.3. At present, tracing should be done for the 7 days prior to the onset of an employee’s symptoms or the employee being told they have tested positive for COVID-19.
- 9.4.4. Review risk with close contacts and send home for self-isolation, if warranted, based on policy developed by PRT:
 - 9.4.4.1. The name of the infected employee should not be provided.

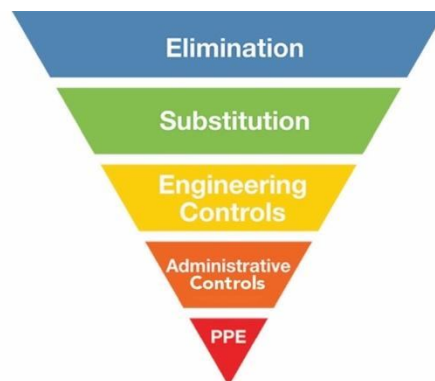
- 9.4.4.2. Advise employees that they may have been in contact with a suspected infected employee and to continue to carryout a self-screening check every morning, and based on any concerns to contact Human Resources.

9.5. Disinfection of Affected Employee Workspace

- 9.5.1. Determine the areas that may be contaminated.
- 9.5.2. Clean and disinfect potentially contaminated areas accordingly.
- 9.5.3. Communication when area is safe to use.
- 9.5.4. Plant management should monitor any Health, Safety, and Environment standards being adopted in their community to determine if these standards are consistent with this procedure and modify as required.

10. CONTROL & PREVENTION

Hierarchy of controls is a systematic process used to minimize or reduce exposure to hazards. Using a sequence of elimination, starting at the base and working down to the apex of the triangle, controls are ordered by priority and in decreasing effectiveness.



- **Elimination:** remove the hazard from the workplace
- **Substitution:** replace hazardous materials or process with less hazardous ones
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, processes etc. that reduce the source of exposure
- **Administrative Controls:** controls that alter the way work is done, including timing of work, policies, work practices, equipment maintenance and personal hygiene practices
- **Personal Protective Equipment:** equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.

11. MULTI-LEVEL AUDIT

An internal multi-level audit by members of the PRT will verify implemented practices.

First Layer: Conducted by Health and Safety Coordinator

- 1) Has the Cleaning Crew received training about disinfection protocols and required frequency?
- 2) Has appropriate grade disinfectant been secured and used appropriately?
- 3) Has each work team been trained to conduct cleaning and disinfecting in their respective areas and on all common surfaces? (forklifts, workstations, tools)
- 4) Has the Plant Manager facilitated comprehensive cleaning of all general objects used often or frequently touched according to the optimal frequency? (doors, windows, handles, faucets, sinks, bathrooms, vending machines, chair surfaces, tables, microwaves, refrigerators)
- 5) Has the Plant Manager facilitated comprehensive cleaning of all high traffic and multiuse areas? (floors, walls, chair surfaces, dispensers)

Second Layer: Conducted by Plant Manager

- 6) Were there non-conformities raised? Y/N
- 7) If yes, were they actioned?
- 8) If not, provide reasons:

Third Layer: Conducted by Senior Management

- 9) Were all non-conformities closed? Y/N
- 10) If no, please designate follow up actions and timeline for closing non-conformities:

12. COVID-19 ITL CONTRACTOR SELF-SCREENING FORM

The safety of our employees, customers and visitors, remains the company's primary concern.

As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, ITL is monitoring the situation closely and will periodically update company guidance on current recommendations from the Center for Disease Control and Prevention and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and contractors, we ask that each member of the contractor team complete a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and co-operation.

Contractor Company Name:

Name of Individual:

Mobile Number:

E-mail Address:

If the answer to question 1 below is yes, access to the facility will be denied.

1. Are you showing any signs of one or more of the following symptoms?

Temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, or fatigue?

Yes No

2. Have you knowledge of having been exposed to a COVID-19 positive individual or workplace?

Yes No

If Yes, please describe the circumstances and action that has been taken following exposure.

3. Is the information you provided on this form true and correct to the best of your knowledge? Yes