Pandemic Plan
COVID-19
Phases of escalation and general action preparation

**Phase 1: Raising awareness**
- Communicate hygiene and health practices
- If you get sick stay at home
- Facilities to provide disinfectant and sanitation products
- Restrict travel to CDC Level 3 locations

**Phase 2: Preventive actions.**
- No participation on events or trainings (internal & external)
- No business trips (only if necessary to maintain business), use Webex
- Laptops have to be taken home

**Phase 3: Confirmed cases in the immediate vicinity**
- Use Homeoffice if possible
- Close Work Cafe, break rooms, and large conference rooms
- No meetings, use Webex
- Restrict visitors
- On-site medical evaluations
- Communication and emergency response plans

**Phase 4: Confirmed cases at Business**
- Use home office if possible
- COVID-19 disease test for all employees
- Instruct flextime days / vacation days

**Phase 5: Financial crisis (drop in demand)**
- Prioritize critical business needs based on customer requirements
- Utilize part-time labor and modified work schedules
- Personnel supporting critical business needs to be allowed in facilities
Considerations if situation reaches Phase 3 or Phase 4

**Phase 3**

- Restrict non-essential travel
- Identify technology needs (e.g., access to CAD software) and prepare accommodations to access from home
- Establish protocol for minimizing congregations in group spaces (work cafe, electronics lab, large conference rooms, etc.)
- Develop protocols for access to facilities in the even Phase 4 occurs (access to lab, electronics lab, production considerations, etc.)
- Establish policy and protocol for team members traveling for vacation, especially to areas of concern (level 2, 3, or 4 on CDC website)
- Prepare plan for additional disinfecting and sanitation services in all facilities
- Monitor customer communication channels for revised policies on visitors, production schedules, engineering change coordination, and other on-site meetings
- Develop communication plan for team members and contractors
- Identify emergency response team, and escalation protocols for evaluating threat levels and enacting steps in the next phases

**Phase 4**

- Mandatory quarantine for team members showing signs of illness
- Mandatory work from home for all non-production team members
- Enact plans for modified shift schedule for production to accommodate school and child care closings
- Monitor customer production schedules closely
- Prepare medical protocols to avoid interference from authorities.
  - If a team member(s) has fever, send home and quarantine, test, and clear those in contact with sick employee(s)
  - Quarantine sick team members for 14 days, and require medical clearance before returning to work
  - Identify employee assistance programs for sick team members (FMLA, unemployment, etc.)
Immediate Considerations for Manufacturing

• Increase Inventories of Finished Goods by 1-2 days
• Increase orders from suppliers by 1-2 days
• Plan for in-house medical staff to evaluate team members who become sick while working at any facility
• Prepare for sending team members home if on-site medical team determines their illness is a risk to the population
• Plan for constant disinfectant and sanitation services in all facilities
• Monitor customer communication channels for changes to visitor policies

In the event illness prevents 80 – 120 team members become ill and are not able to work any shift
• Prepare action plans for production prioritization
• Prepare for modified shift schedules
• Prepare additional temporary team members as possible
• Develop contingency plans for technical team coverage, sample coordination, and cross department production labor deployment

In the event of School Closings and Child Care Closings
• Prepare for modified shift schedules (i.e. Transform 2nd and 3rd shift to primary production shifts)
• Establish communication channels with local schools