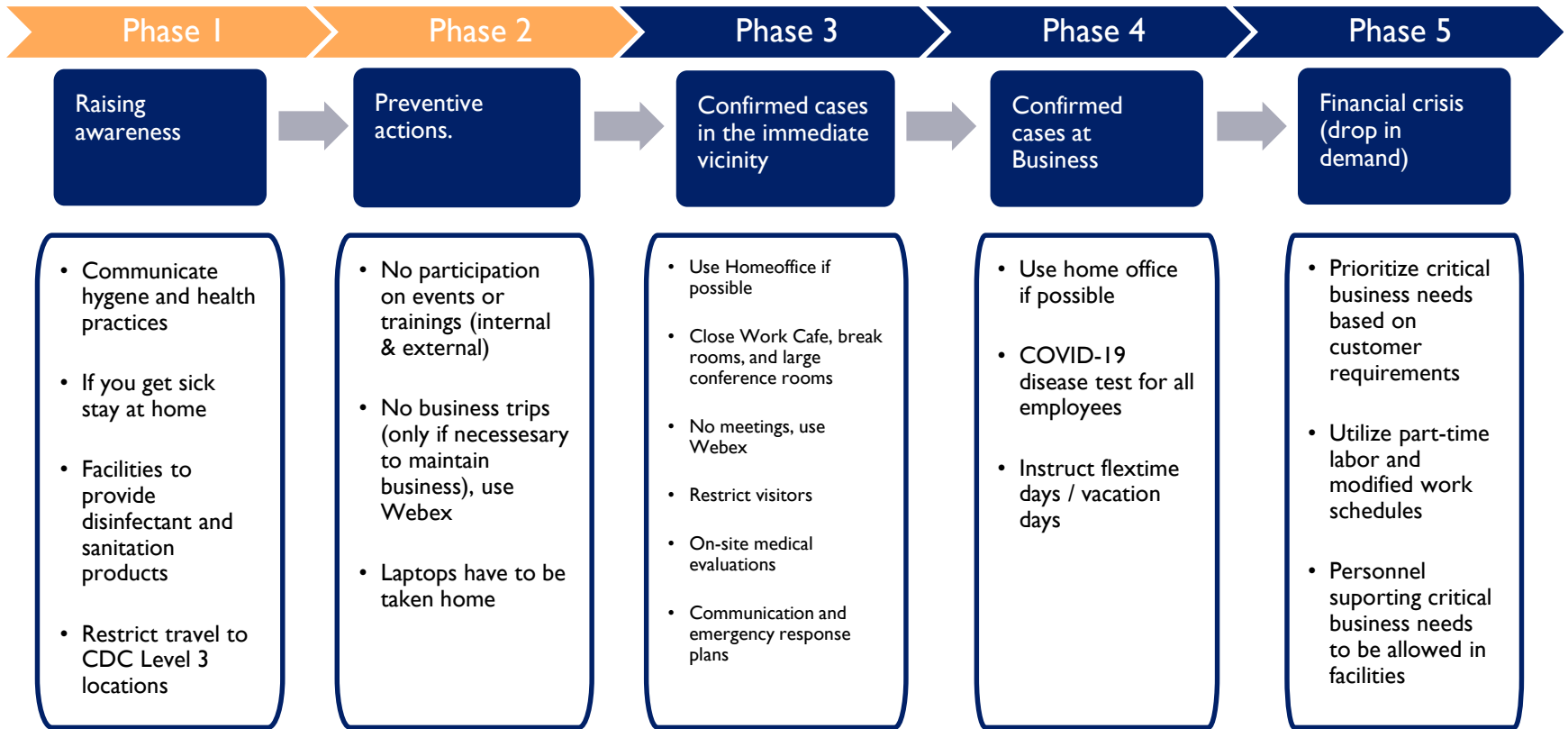


Pandemic Plan COVID-19

Phases of escalation and general action preparation



Considerations if situation reaches Phase 3 or Phase 4

phase 3

- Restrict non-essential travel
- Identify technology needs (ex. 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 event 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
- Preapre for sending team members home if on-site medical team determines their illness is a risk to the population
- Plan for constant dis-infectant 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

- Preapre for modified shift schedules (i.e. Transform 2nd and 3rd shift to primary production shifts)
- Establish communication channels with local schools