



Suspected or Confirmed Employee with Covid-19 - Response Plan

1.0 Purpose

The purpose of this document is to provide a framework for response if an Alltech employee (or household member) or someone who is working at an Alltech site is tested positive for Coronavirus or has [the symptoms associated with the disease](#).

Note: If the rules laid down by the relevant national authority are more stringent than those contained in this plan, they shall be followed instead.

2.0 Scope

This document applies to the entire Alltech group of companies.

3.0 Actions to take prior to receiving a positive test

A number of actions taken in advance of an employee becoming sick will ensure the issue is managed as successfully as possible – please refer to the Covid-19 Response Planning Checklist (PR-ROC-018a) located [here](#).

Actions include:

- a) Identification of key tasks that need to be performed to ensure continuity.
- b) Identification of personnel with skills to perform these tasks in the event that the normally responsible person becomes ill.
 - a. This could include external groups, temporary staff agencies, recently retired people, etc.
- c) Develop a plan to continue operations with as few people as possible.
 - a. Ensure essential support activities such as First Aid and Emergency Response are taken into account when developing the plan.
 - b. How would the office operate if it closes and everyone has to work from home?
- d) Ensure contact details are in place for all members of staff in case they cannot come to work.
- e) Develop a plan for the potential cleaning of any affected area of the site.
 - a. Ensure appropriate PPE is available for any cleaning team that may be required to disinfect an area of the site.
 - b. Ensure disinfectant and application tools are also available for use when required.
- f) Understand what external communication process would be used in the event that journalists contact the site; see section 4.4.
- g) If working in a shared building/office understand the procedures required by the building management in case of a worker developing symptoms associated with Covid-19.

4.0 Types of Coronavirus testing

There are [two types of testing](#) generally available:

- a) **Diagnostic tests** – tests for the presence of active virus
- b) **Antibody tests**– tests for the presence of antibodies (IgM & IgG)

Note: The interpretation of the results should be left to the medical professional and the following information is produced to help aid the discussion that should take place. Any one result could be false (false negative or false positive) and it is recommended that two PCR tests taken at least one day apart should be used to confirm an individual does not have the virus. Additionally any diagnostic test taken as a result of contact with someone who is positive should be taken at least three days after contact.

4.1 Diagnostic Test

Currently there are two types of diagnostic tests available:

- a) Molecular tests (PCR)
- b) Antigen tests

If available, the PCR test is preferred – the antigen test can give quick results but generally has lower sensitivity and produces more false negative results than the PCR test.

PCR Result	Likely Situation	Likely response to be discussed with medical professional
Not Detected	Individual does not currently have virus	Return to work
Positive	Individual has active virus within the body and is likely infectious (at the time the sample was taken)	See 5.3.1

4.2 Antibody Test

This test cannot be used to determine whether someone currently has Covid-19. It can be useful to identify whether someone has had Covid-19 in the past. The results need to be interpreted and discussed with a medical professional.

5.0 Managing the Response

At all times, the health, safety and wellbeing of Alltech's employees, external contractors, customers and neighbours will be the over-riding priority and will guide decision making throughout an outbreak.

If an employee, or a member of their household, is found to have tested positive for Covid-19, or is displaying symptoms associated with the disease, **contact line management and the Covid Task Force member for your region.**

In the case of a shared building, the building management will also be notified immediately of the issue.

Whilst waiting for direction, take action to:

- a) Isolate the individual concerned.
- b) Identify and quarantine any other people who may have been affected – it is important to also consider which external people this may include such as contractors, customers and visitors.
- c) Clean and disinfect the plant and area associated with the affected person.

5.1 Assessing the Potential Impact

The extent to which actions will be necessary will depend on the person concerned. In determining this, the following considerations will be taken into account:

- a) What is their role?
- b) Where do they work (location within the site)?
- c) Who did they come into contact with, when and for how long?
- d) What was their last day on site?
- e) When did symptoms first show?

This will provide the information to determine to what extent the plant needs to close for cleaning and how any essential tasks can continue during this period.

5.2 Cleaning the Affected Area

Guidance can be found on the CDC website [here](#).

Once the affected area has been identified, the cleaning process below shall be implemented immediately:

- a) Cordon off the area and deny entry to everyone except for the cleaning team.
- b) Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- c) Provide suitable PPE to the cleaning team to safeguard their own health
 - eye protection (goggles) and/or face visor, nose/mouth mask (N95 min), disposable over suit and disposable gloves.
- d) Identify a suitable cleaning agent and ensure it is used in accordance with the manufacturer's instructions – the EPA provides a suitable list [here](#).
 - a. Note that many disinfectants need to be left “wet” after application to a surface for a period of time to work effectively, i.e., ensure the contact time necessary is adhered to.
- e) Clean the area concerned at least twice to ensure there are no gaps in the cleaning.
- f) Ensure the PPE used is disposed of safely by placing it in a tied plastic bag and then placing this bag inside a second tied plastic bag. This should then be stored for 72 hours before disposal.

5.3 Affected Employees

5.3.1 Employee testing positive or showing symptoms of Covid-19

The employee shall be isolated for at least 10 days following the first sign of any Covid-19 symptoms. At the end of this period if:

- a) Their symptoms are reducing (i.e., they are getting better)
- b) They haven't had a fever for at least 24 hours (without the use of medication)

then they shall be considered for returning to work.

This may require authorisation from a medical professional – be sure to obtain that if required. Also, be aware that in some regions the medical professional may require a confirmatory PCR test before allowing an employee back to work.

If an asymptomatic employee has tested positive, then they shall be isolated for 10 days following the date of the test.

5.3.2 Other employees who have come into contact with the affected employee

All employees that have had close contact (within 6 feet or 2 metres) with the affected person for the two days before they showed symptoms to the present time shall be traced.

Contact will include those people who:

- a) Have spent more than 15 minutes with the affected person without a mask or
- b) Live in the same household as the person

These people will be told to immediately go home and quarantine for a period of 14 days from the last time they had contact with the affected person. If they do not develop symptoms, they will be allowed back to work at the end of that quarantine period.

To initiate notifications, please use one of the templates below depending on whether Covid-19 has been confirmed or not:

- a) [Confirmed Case Communication Template](#) or
- b) [Potential Exposure Note](#)

Communication channels shall be put in place to provide contact with any quarantined employees to monitor their progress, and they will be contacted at least daily during this period of isolation. If they develop COVID-19 symptoms, then a further assessment shall be undertaken to identify any other employees who may have come into contact with this secondary person and the same steps of quarantining these individuals will apply.

Additionally, the health of other employees at the site should be monitored daily and any change noted addressed in the same way as the steps above.

If, in the course of their business activities, the employee has had contact with external people during this same period then discuss with the Covid Task Force member so appropriate action can be taken.

5.3.3 Employees coming into contact with Covid positive person outside of work

Any employee that has had close contact (within 6 feet or 2 metres) during the infectious period* of a person that subsequently tests positive shall be quarantined for at least 14 days starting from the time they last had contact with the affected person. The situation shall be discussed with the Covid Task Force member so that the exact quarantine period can be determined.

*Infectious period begins two days before symptoms show and lasts for ten days after symptoms show. For asymptomatic people who test positive assume infectious period runs from two days before the test date to ten days after.

Contact will include those people who:

- a) Have spent more than 15 minutes with the affected person or
- b) Live in the same household as the person

Secondary contact employees (those who have had contact with the contact employee) shall remain at work and monitored for any signs of illness.

5.4 Guidelines for Communications

It is important to remind the team that, out of respect for the privacy of the individual, they should not post or engage in conversation on social media about the situation.

Additionally, all media queries must be directed to Alltech's Press Team (press@alltech.com) who will ensure that official responses are provided through approved spokespeople.