



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 someone who has worked at an Alltech site is tested positive for Coronavirus or has the symptoms associated with the disease, i.e. fever (temperature higher than 100.4° F or 37.8° C), new persistent dry cough, shortness of breath.

Note: If the national authorities in the country have determined what response a site should take, then those rules will supersede this document.

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 any positive test report will ensure the event 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 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 is found to have tested positive for the Coronavirus, the health authorities will be immediately contacted and asked what steps need to be taken. They will further be asked to help identify which other members of staff may have the virus through testing of those at risk.

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

Additionally, the response to news of a positive test, or to an employee displaying the symptoms associated with COVID-19, shall be proportionate and will be largely in two parts:

- a) Cleaning and disinfecting the plant and area associated with the affected person
- b) Identifying and quarantining 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

4.1 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 was their role?
- b) Where did they work (location within the site)?
- c) Who did they come into contact with?

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.

From this information, a plan will be created and this will be shared with the COVID-19 Task Force Member for your region, ROC and Alltech management.

4.2 Cleaning the Affected Area

Once the affected area has been identified, cleaning shall begin immediately:

- a) Cordon off the area and deny entry to everyone except for the cleaning team
- b) Provide adequate 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
- c) 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
- d) Clean the area concerned at least twice to ensure there are no gaps in the cleaning
- e) Ensure the PPE used is disposed of safely in a manner that does not constitute a risk to others

4.3 Affected Employees

All employees who may have come into contact with the affected person during the previous 14 days shall be identified, and they will be told to immediately go home and self-isolate for a period of 14 days. If they do not develop symptoms during that time, they will be allowed back to work at the end of that quarantine period.

Communication channels will be 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.

The health of other employees at the site should be monitored daily using, for example, non-invasive thermometers to measure temperature.

4.4 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.