

	<b>Policy</b>	<b>Reference #:</b>
		<b>Version:</b> 4
	<b>CORONAVIRUS DISEASE 2019 (COVID-19)</b>	<b>Creation Date:</b> 4 Mar 2020
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With the continued issues and concerns associated with COVID-19, measures are in place to both protect workers and visitors and to minimize the risk of disruption to our business. The ROC Team and the COVID-19 Task Force are closely monitoring the rapidly evolving situation with particular focus on the many issues presented by the outbreak, including international travel, worker health and operational issues. As a result of recent events, we are expanding our COVID-19 policies for all of our team members and visitors.

**Task Force**

The company has created a COVID-19 Task Force with representatives from each region. If any employee has any questions or concerns related to COVID-19, the following team members should be the first point of contact:

- China – Amy Bell-Elmohammed, [abellelmoahammed@alltech.com](mailto:abellelmoahammed@alltech.com)
- Asia-Pacific – Craig Parker, [craig.parker@alltech.com](mailto:craig.parker@alltech.com)
- Europe/Middle East/Africa – Yvonne van der Heijden, [yvanderheijden@alltech.com](mailto:yvanderheijden@alltech.com)
- Mexico – Daniel Anteliz, [danteliz@alltech.com](mailto:danteliz@alltech.com)
- Latin America – Mariano Hernandez, [mahernandez@alltech.com](mailto:mahernandez@alltech.com)
- North America – Janna Norton, [jnorton@alltech.com](mailto:jnorton@alltech.com)
- Brazil – Clarissa Cunha, [ccunha@alltech.com](mailto:ccunha@alltech.com)
- South Asia – Manish Chaurasia, [mchaurasia@alltech.com](mailto:mchaurasia@alltech.com)

**Travel Restrictions**

- All international business travel is prohibited by team members, consultants and guests, unless approved as essential by executive management. Exceptions for essential travel must be authorized by the Executive Management Team. This is an evolving situation, and we will continue to adjust our travel policy based on the most up-to-date recommendations.
- We would encourage you to make use of technology such as Microsoft Teams to stay connected with your colleagues and other contacts through chats, live meetings and group video calls. Best practice guidelines can be found on ATLAS.
- Any employee, consultant or visitor who has travelled internationally, or out of state, shall adhere to local rules regarding any quarantine period that must be observed. Any employee, consultant or visitor who is symptom free after this quarantine period will be permitted to enter an Alltech facility.

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- For employees working within countries that have implemented lockdowns, please follow any specific local procedures that have been put in place.
- Please contact a member of management if you anticipate that this policy will create impacts to previously planned work so that alternate arrangements can be made to minimize any impacts.

### Alltech Facility Considerations

- All offices shall revise their entrance requirements to align with the travel restrictions above. These requirements shall include asking all visitors to complete the Infectious Disease Visitor Screening Form (PR-ROC-017a) located [here](#), which shall be sent to all visitors of an Alltech facility no more than three days ahead of a visit. Visitors include employees from other offices and any third parties, including government inspectors. The completed form needs to be returned to the local office and then reviewed and approved by management before the visit is accepted. All offices must also develop a policy for how unannounced visitors can complete the forms with limited exposure to the office.
- A record shall be kept of anyone who meets with the visitors.
- Please notify your supervisor as soon as possible if you have been diagnosed with COVID-19. Any supervisor who is notified of an employee being diagnosed with COVID-19 shall immediately contact the ROC Team or the relevant Covid Task Force member. The [Suspected or Confirmed Covid-19 Response Plan](#) shall guide the response to be taken.
- Office managers are encouraged to make sure soap, alcohol-based hand sanitizer, disposable wipes and tissues remain readily available. Additionally, please ensure that proper cleaning and disinfection is occurring daily as a minimum, especially within bathrooms and commonly touched surfaces such as workstations, countertops, doorknobs and handles.
- Office managers are encouraged to post information about [proper handwashing technique](#). The CDC has stated that keeping hands clean is one of the most important steps to avoid the spread of germs. They recommend washing hands with soap and water for at least 20 seconds. Office managers can print and post CDC or WHO fact sheets that remind employees how and when to wash their hands.

### Alltech Events

- All Alltech meetings shall comply with national requirements in force and take note of any restrictions such as the number of people allowed to gather at the same point.
- All Alltech events shall be approved by management. Approval may be granted on the basis of a risk assessment the outcome of which shall form the basis of the plan for staging the event.
- All Alltech event attendees shall be subject to the travel restrictions above.

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- Any Alltech events shall include procedures for asking all potential attendees prior to the event about recent travel to areas impacted by Alltech’s travel restrictions and potential exposure to confirmed cases of COVID-19.

**Employee Considerations**

- If an employee has COVID-19, please refer to the Suspected or Confirmed Covid-19 Response Plan (PR-ROC-018) located [here](#). This plan contains details on isolation and quarantine measures that need to be followed.
- Employees shall seek medical care promptly if they have flu-like symptoms including fever, cough, congestion or difficulty breathing and have recently travelled or believe that they may have been exposed to COVID-19. Be sure to share information about any potential exposure or recent travels with your healthcare provider.
- Employees shall notify their supervisor and stay home if they are sick or have flu-like symptoms including fever, cough, congestion or difficulty breathing. The employee shall not come back to work until they are free of fever, i.e. < 100.4° F or < 37.8° C for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines and there has been improvement in respiratory symptoms (e.g., cough and shortness of breath) and at least 10 days have passed since symptoms first appeared.
- Please notify your supervisor as soon as possible if you or any member of your household have been diagnosed with COVID-19 and stay away from the Alltech facility. Any supervisor that is notified of an employee or an employee’s household member being diagnosed with COVID-19 shall immediately contact the ROC Team or the relevant Covid Task Force member. The [Suspected or Confirmed Covid-19 Response Plan](#) shall guide the response to be taken.
- Employees shall follow normal work attendance policies unless there are extenuating circumstances and alternative work plans are approved by managers after consultation with the regional Task Force member. This will include working from home and the guidance available on ATLAS should be used.
- Globally, there are many greeting customs that involve physical contact (e.g., shaking hands, kissing cheeks, hugging, etc.). Until COVID-19 subsides, the Company encourages employees to greet others without direct physical contact.
- The wearing of face masks / face coverings within production facilities is covered in the [Social Distancing Measures in Manufacturing Facilities policy](#). Wearing of face coverings in office environments shall be subject to local risk assessment.
- Good hygiene is especially important in prevention of the virus and includes handwashing and proper etiquette when sneezing and coughing.
  - Wash hands often with soap and water and consider frequent use of an alcohol-based hand sanitizer.

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- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid hugging and sharing cups or eating utensils with people who are ill.
- Disinfect frequently touched surfaces, especially if someone is sick.
- Cover your mouth and nose when coughing or sneezing with a tissue or your sleeve, and be sure to throw the tissue away immediately and wash your hands thoroughly.
- Avoid close contact with anyone who is sick or has a cough or a fever.

### **Local Policies**

While we encourage local offices to adjust this policy to suit local requirements, please maintain consistency with this global policy. If a local office needs to implement a policy that contradicts this Global Policy (e.g., if local laws or government guidance advice differs) or identifies a situation that is not addressed by this Global Policy or there are any questions, please contact your regional Task Force member. In general the most stringent policy shall be adhered to.

All resources will be made available through the ATLAS COVID-19 page [here](#).

### **Where can I learn more?**

In addition to the information on ATLAS, a wealth of information has been published in recent weeks, including from several leading global health authorities:

- [World Health Organization](#) (WHO) updates on the Coronavirus outbreak – including situation reports, travel advice, and how to protect yourself
- [Centers for Disease Control and Prevention](#)

[European Centre for Disease Prevention and Control](#)

Your health and safety are our top priority. We are committed to ensuring your well-being and doing our part to minimize the spread of this novel virus. This situation is dynamic and evolving, so we will send additional updates as more information becomes available.