Indium Corporation's Airborne Infectious Disease Exposure Prevention (AIDEP) Plan

GOAL STATEMENT:

- Ensure the highest standards of workplace safety that meet or exceed recommendations for virus containment
- Protect employees, their families, and our communities
- Secure critical supply chains and employment

This AIDEP Plan is to be used as a guideline for corporate protocols and recommended practices in the event of a global pandemic. It is a working document and should be reviewed and updated periodically to reflect changes in regulations and recommended practices as they evolve, as well as emerging health trends and transmission threats.

This AIDEP Plan provides general recommendations for use in all Indium Corporation facilities. Because circumstances may differ, different regions may need to adapt these recommendations to suit their situation. Such exceptions should be discussed with Senior Management and the Pandemic Response Team. All facilities must comply with all applicable laws and, in the event of a conflict, those laws must take precedence over the AIDEP Plan guidelines.

I.   CORPORATE PREPARATIONS:

ACTION	RESPONSIBILITY
1. **Assemble crisis/issue management team** to assess our preparedness for a global pandemic at the first sign of a multi-national spread of a virus or other communicable illness	**COO or Crisis Response Team Leader**

2. **Assemble the Pandemic Response Team** (PRT)
  a.   The team should include (at a minimum):
    i.   CEO
    ii.   COO
    iii. CFO
    iv. HR VP
    v.   Ops VP
    vi. Marketing/Sales/Tech VP
    vii. Director Corporate Quality &EHS
    viii. Information Systems Director
    ix. Facilities Manager
    x.   Supply Chain Director
    xi. Managing Directors for Europe and Asia
    xii. Marcom Manager
  b.   Others may be included based on functional responsibilities, including facility operations managers for manufacturing facilities, HR leadership team, and EHS representative
  c.   Designate PRT leader
	COO or Crisis Response Team Leader

3. **Establish roles** for each member of the PRT – who does what	**COO**

4. Set up **PRT communications** on Webex Teams
  a.   PRT management
  b.   PRT testing
  c.   PRT communications
	PRT leader

5. **Apply to state governments** to be designated an essential business to continue operations	**Director Corporate Quality & EHS**

6. **Monitor daily the relevant health management sites**, including:
  a.   CDC (Centers for Disease Control)
  b.   DOH (Department of Health) for each state in which we operate
  c.   WHO (World Health Organization)
  d.   OSHA (Occupational Safety & Health Administration)
  e.   DOL (Department of Labor)
  f.   Any other recognized authority on pandemic information.
	PRT Leader

ACTION	RESPONSIBILITY

7. **Research relevant laws and regulations** that offer benefits to the company and our employees, such as:
   a. **Matilda's Law** (covering at-risk senior citizens and other health-compromised individuals)
   b. **Government subsidies and tax benefits**
	HR, Finance and other Sr. Managers

8. **Develop EHS response** to customer inquiries	**Director Corporate Quality & EHS**
9. **Develop corporate response** to media, customers, vendors, co-suppliers, and employees	**PRT**

10. **Review past response documents, communications**, and existing procedures, DRP, etc.
   a. Establish priorities
   b. Protect the factories – establish site controls
   c. Reduce visitors and other non-production-related employees from entering the factories
	PRT

11. **Monitor news sites** and designate someone to watch all government briefings for breaking information	**PRT**
12. **Establish periodic health check** with global and functional leadership teams (daily, then weekly)	**PRT leader**

13. **Establish a travel policy** to limit exposure related to traveling outside their geographic regions.
   a. **Business travel**
   b. **Personal / vacation travel**
	Marketing/Sales/Tech VP; HR VP; PRT leader

14. **Ensure business continuity by evaluating options to mitigate pandemic-related challenges and retain jobs**.	**COO, Senior Managers**

II. FACILITY PREPARATIONS AND SITE CONTROLS:

ACTION	RESPONSIBILITY

1. **Establish Employee, and vendor/visitor entry protocols**
   a. Health Screening process for employees
   b. Health screening and prescreening process for vendors & visitors
   c. Essential vendor list (only those vendors who NEED access to come inside the facilities)
   d. Notice to all vendors so they know the protocols
   e. Establish record keeping requirements
	PRT leader, Director Corporate Quality & EHS, Associate VP of Human Resources, and Managing Directors

2. **Designate hygiene leaders** for every facility	**Facility Managers**
3. **Train hygiene leaders**	**PRT Leader, Site EHS Managers**

4. **Establish what PPE and protective materials** will be needed:
   a. Face masks (surgical, N95, KN95, etc.)
   b. Face shields
   c. Gloves
   d. Hand sanitizer
   e. Disinfectants and cleaning materials
	Director Corporate Quality & EHS

5. **Inventory materials on hand** to determine what needs to be ordered	**PRT Leader**
6. **Secure supply chain for all necessary cleaning supplies** (soaps, sanitizers, etc.)	**Maintenance Managers**
7. **Secure supply chain for all PPE supplies** (masks, face shields, gloves, etc.)	**Procurement Director**
8. **Work with hygiene leaders to establish supply needs for their facilities** (recommended 2-month supply in factories)	**PRT Leader**
9. **Establish required supply on hand** to ensure uninterrupted supply to the facilities (recommended 6-months)	**PRT Leader**

10. **Implement deep cleaning** and disinfection protocols
   a. Cleaning checklists – who cleans what
   b. Weekend "deep" cleaning teams
   c. Establish record keeping requirements
	Maintenance Managers

11. **Implement facility screening protocols**	**PRT Leader & Hygiene Leaders**

12. **Evaluate engineering controls**
    a. General ventilation - HVAC systems, air handling systems, fans, and air purifiers
    b. Natural ventilation - opening of windows and doors
    c. Automatic disinfection systems - UV Lights
	Maintenance Managers

13. **Implement social distancing and density reduction protocols documented plans for:**
    a. Work separation (curtains, drapes, etc.)
    b. Shift reassignments
    c. Lunch and break room reorganization
    d. Common areas - distance markers
    e. Aisles – one-way traffic markers (tape, decals)
    f. Conference rooms
	PRT Leader & Hygiene Leaders

14. **Implement cleaning protocols** for shared tools, utensils, and common surfaces (pens, touch screens, water dispensers, etc.) a. Remove unnecessary shared items (salt & pepper shakers, pens, tape dispensers, staplers, etc.)	**PRT Leader & Hygiene Leaders**

15. **Identify signage to support all social distancing, density reduction, and cleaning protocols**
    a. Signs
    b. Decals
    c. Posters
	Marcom Manager

16. **Establish shipping and receiving protocols** for:
    a. Raw materials
    b. Supplies
    c. Product
	Facility Managers & Director Corporate Quality & EHS

17. **Provision all conference rooms** with cleaning supplies so users can sanitize after each meeting	**Hygiene Leaders**

18. **Create signs for facilities**:
    a. Entrance signs – directional, informational
    b. Educational signs
    c. Motivational signs
    d. Hygiene signs
    e. Instructional signs
    f. Conference room signs
	Hygiene Leaders & Marcom Manager

19. **Seek out public health experts** to review policies and protocols to recommend improvements as needed	**PRT Leader**

III.   **IT PREPARATIONS – hardware, software, communications, etc.**

ACTION	RESPONSIBILITY

1. **Define global business needs for mobility** during a pandemic, based on worker roles, to access need for laptops, monitors, RSA access, software permissions, or other Work from Home (WFH) devices Develop documented plans for:
    a. NEED to be mobile vs. ABLE to be mobile in emergency
    b. WFH 100% of the time
    c. WFH 50/50
    d. Essential workers who cannot WFH
	IT Director

2. **Match inventory of equipment with essential requirements** and identify supply chain to fill those requirements – laptops, printers, headsets, monitors, cell phones, tablets, etc.
    a. Identify low-cost, temporary alternatives as needed
    b. Determine how much inventory to keep on hand
	IT Director

ACTION	RESPONSIBILITY

3. **Identify needs for remote access to files and electronic communications software/applications required for WFH**
    a. **Broadband access and speed**
    b. **RSA access**
    c. **Webex teams**
    d. **Webex meetings**
    e. **DocuSign**
    f. **Etc.**
	IT Director

4. **Provide instructions to all employees** who will be required to WFH
    a. Do's and don'ts of setting up home offices
    b. Utilizing remote access
    c. How to use communications tools
    d. Availability of electronic systems and apps
	IT Director

5. **Test systems to facilitate remote WFH access** to networks and internal systems – annual WFH drills	**IT Director**

6. **Assess WFH supply needs**:
    a. Computers – desktop, laptop, tablets, mobile phones, monitors, headsets, printers, etc.
    b. Office accessories - chairs and other ergonomic accessories
    c. Access to digital files and printers
	IT Director

IV. EMPLOYEE PREPARATIONS – hygiene practices, social distancing, etc.

ACTION	RESPONSIBILITY

1. **Establish documented HR protocols for employee tracking and tracing**
    a. Track employee infections (positive cases)
        i. Implement call-in log to track active cases and understand trend
        ii. Virus "fact boxes" to capture relevant details for all "positive" cases
    b. Establish quarantine protocols
    c. Designate someone to trace secondary exposures
    d. Establish process for DOH notifications
    e. Define record keeping & retention requirements and establish records systems
	HR Managers

2. **Review and establish new policies** (as needed) for benefit time utilization and unpaid leave time
    a. Set up request forms
    b. Communicate new policies to managers/supervisors and employees
	HR Managers

3. **Review and establish new policies (as needed) for special accommodations for individuals with added risk factors**	**HR Managers**

4. **Establish communication protocols** for:
    a. Pandemic response team
    b. Hygiene leaders
    c. Managers & supervisors
    d. Workplace employees
    e. WFH employees
	PRT Leader & Marcom Manager

5. **Establish frequent communications** programs that include:
    a. Small group, in-person, stand-up meetings
    b. Webex team meetings (small teams, larger groups)
    c. Global Webex meetings
    d. Task force meetings
    e. Work group meetings
	PRT Leader, COO, Facility Managers, Department Managers and Supervisors

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6. **Set up regular and consistent communications; ensure consistency and continuity of messaging – get everyone on board at an early stage;**
    a. **Manage people's fears; keep the business going**
    b. **Establish empathy for BOTH onsite and WFH workers**
        i. **The value of teamwork – both groups need to work together**
    c. **Understand the difference between flexibility and inconsistency and over communicate**
	PRT Leader & Marcom Manager

7. **Establish documented training programs** for (initial training and periodic/bi-weekly reinforcement):
    a. Hygiene leaders
    b. Screeners
    c. Managers and supervisors
    d. Workplace employees
    e. WFH employees
    f. Training records & retention requirements
	PRT Leader, Marcom Manager, Hygiene Leaders
	Site Quality Managers, Site EHS Leads, Site HR Business Partner

8. **Create communication and training materials** for:
    a. Brainshark – presentations and videos
    b. Indium TV – posting and videos
    c. Bulletin boards
    d. Email
    e. Facility posters
	PRT Leader & Marcom manager

9. **Determine the need for an employee pledge** to ensure employees follow all safety and hygiene protocols in their personal life as well as at work, and to connect the impact that personal behaviors outside of the workplace has on the safety of employees and co-workers inside the workplace. Determine record & retention requirements.	**PRT Leader & Operations VP** **Associate VP of HR**

10. **Create awareness, compliance, and informational materials** for facilities to inform employees and visitors of protocols for:
    a. Entering the facility
    b. Hygiene practices
        i. Respiratory etiquette
        ii. Handwashing
        iii. Masks
    c. Social distancing
    d. Proper PPE
	PRT leader & Marcom Manager,

11. **Assess the need and establish specific guidelines to keep morale high and demonstrate appreciation for dedication and commitment**:
    a. Weekly gift card rewards to onsite workers showing up and working their scheduled hours
    b. Activities to keep WFH employees connected and motivated
    c. Utilize hybrid work schedules (WFH and work onsite)
    d. Scheduling and/or staffing adjustments
    e. Community support
        i. Weekly Gift Card rewards from local businesses
        ii. Take out the Virus to support local restaurants
        iii. Employee food drives to support individuals and families in the community who have lost their jobs
    f. Hygiene leaders & site screeners
    g. Weekend cleaning teams
    h. Explore childcare options for families with children (remote schooling and day care closings)
	Senior Managers – All

12. **Develop a PR plan for external communications** for:
    a. Media (local and industry)
    b. Customers
    c. Vendors
    d. Co-suppliers
	PRT Leader, Marcom Manager, COO

13. **Designate work-from-home advocates** to help WFH employees to stay connected, keep up morale, provide resources for WFH issues, advocate for concerns, and share tips.	**PRT Leader, COO and Managing Directors**

14. **Establish WFH teams** (USA, ICE, ICS, APO) within 2 weeks of WFH deployment
    a. Set up spaces in Webex Teams
    b. Get list of WFH employees from HR
    c. Initiate communications to get the conversation going
    d. Reach out to less experienced teammates to reassure them and provide support
    e. Include furloughed employees in communications and optional activities
    f. Ensure each WFH employee gets a personal call at least once every 2 weeks (not including contacts from their chain of command)
        i. Larger regions may want to set up a phone tree to assist with these communications
	WFH Advocates

V. RETURN TO THE WORKPLACE

ACTION	RESPONSIBILITY
1. Review all state and federal guidelines for returning to the workplace	**PRT Leader**
2. Draft a formal return to the workplace plan that establishes our RTW protocols	**PRT Leader**
3. Determine return to work dates based on state and federal guidelines and the needs of the business	**PRT Leader, COO**

VI. CHECKLISTS AND PROCEDURE DOCUMENTATION

DOCUMENT (all documents are in the COVID library in SharePoint) http://sharepoint/HQ/Marcom/COVID19/Forms/AllItems.aspx	RESPONSIBILITY
Air Travel during COVID-19 Pandemic (June 2020)	**PRT Leader**
Approved vendor list during COVID-19 Pandemic	**EHS Manager**
COVID Mask Guidelines	**PRT Leader**
COVID-19 Daily Call-in Log	**HR**
COVID-19 Request for Accommodation	**HR Manager**
Daily call in log	**HR Manager**
Disposable Dust Mask Program and Mask User Guidelines (with addendum)	**PRT Leader**
Employee and Visitor Health Monitoring Questionnaire	**EHS Manager**
Employee and visitor Health Screening – Viral and Related Communicable Containment Plan	**EHS Manager**
Employee Pledge (NYS)	**PRT Leader**
Employee Pledge (IL)	**PRT Leader**
Health Screening Process for The House and Conference Center	**PRT Leader**
HR Guidelines COVID-19 Pandemic Sick Time Procedures	**HR Manager**
HR Planning Work from Home Schedule Template	**HR Manager**
Indium Corporation's Certified Manufacturers Pledge	**COO**
North America Daily Temperature Registration Form	**EHS Manager**
North American Visitor & Returning Health Status Registration Form	**EHS Manager**
North America Visitor Information Registration Form	**EHS Manager**
Returned Goods Guidelines	**PRT Leader**
Tips for Working from Home	**WFH Advocates**
Travel Policy during COVID-19 Pandemic	**PRT Leader**
Voluntary Respirator Use Acknowledgement Form – Appendix D	**EHS Manager**
Voluntary use of Disposable Dust Masks Program and Mask User Guideline	**PRT Leader**

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VII.   PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

PLAN REVISION HISTORY (Date of origination July 28, 2021)				
DATE	PARTICIPANTS	MAJOR CHANGES	APPROVED BY	

VIII.   EMPLOYEE QUESTIONS AND CONCERNS

Employees should report any questions or concerns with the implementation of this plan to their HR Business Partner:

BPD: Holly Polidori, x2328 or hpolidori@indium.com
ECD: Kim Witchley, x7438 or kwitchley@indium.com
HQ, SMD, & RMD: Jackie McDowell, x7462 or jmcdowell@indium.com

Employees can also contact our confidential voicemail box at +1 (315) 624-0676

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