



Manufacturer of High Performance PTFE Composites and Laminates

Infectious Disease Preparedness and Response Plan

**ADMINISTRATIVE GUIDELINES
Response To Covid-19 Pandemic Calendar Year 2020**

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Definition: A pandemic is an epidemic occurring on a scale that crosses international boundaries, usually affecting a large number of people. Pandemics can also occur in important agricultural organisms (livestock, crop plants, fish, tree species) or in other organisms. A disease or condition is not a pandemic merely because it is widespread or kills many people; it must also be infectious. For instance, cancer is responsible for many deaths but is not considered a pandemic because the disease is not infectious or contagious.

I. PURPOSE

To reduce the risks of infections in individuals served, care providers, and employees through identification, prevention, control and surveillance.

II. APPLICATION

The guidelines and procedures stated herein apply to all employees, vendors, and contractors working within TCI operations/facilities. These guidelines also pertain to all employees outside of TCI operations/facilities, good individual hygiene is critical in and outside of normal work hours.

III. REFERENCES

- A. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.1030.
- B. OSHA Guidance regarding Covid-19 outbreak

IV. DEFINITIONS

Airborne/Droplet Pathogens	Microorganisms capable of causing diseases that may be transmitted through excretions or secretions from the upper or lower respiratory system. Covid-19 example of droplet pathogens
Blood	Human blood, human blood components and products made from human blood.
Blood Borne Pathogens	Microorganisms present in blood and body fluids that are capable of causing disease. These pathogens include but are not limited to HBV, HCV and HIV.
Contaminated	The known or suspected presence of blood or other potentially infectious materials on an item or surface.
Decontamination	Destroys Infectious pathogens on a surface or item.

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Action Items

Engineering Controls

1. Methods and materials shielding, work surface cleaning, machine/equipment control surface cleaning, restroom sanitation, lunch-room sanitation, door- knobs, handrails etc.
2. Cleaning and sanitation will be shared by shift overlap and janitorial duties.
3. Ensuring an adequate supply of cleaning and disinfecting materials is readily available to all shifts/operations and office areas. May include face masks if determined necessary, availability of facial tissue.
4. In addition, all timeclock areas will be taped off to mitigate groups gathering maintaining six-foot separation of employees.

Exposure

- 1 Maintaining a safe distance between employees/visitors CDC recommends six feet separation when at all possible.
- 2 Curtailing mass meetings i.e. safety training, company meetings. A limit of no more than ten employees at any one time specifically lunch/break areas.
- 3 Encouraging frequent hand washing/disinfecting, touching face mouth and eyes.
- 4 Utilizing the operations PA/TV systems. Postings (updates) to be sent as reminders during shifts three-hour intervals is recommended. Shift supervisors and leads will strictly enforce these measures.
- 5 Understanding the symptoms of infectious diseases i.e. Covid-19, HR will communicate through mass e-mail/supervisors and leads. Emphasizing to employees staying at home when sick. Stages of a Pandemic Influenza Outbreak (Appendix C)
- 6 Use of non-contact thermometers to scan employees reporting an illness, Employees with a temperature of 100> will be sent home and advised to contact their primary health provider. Employees wishing to return to work will be rescanned to ensure their temperature is within normal range (97.5-98.9). A secure room, thermometers, disinfecting supplies will be identified for the purpose of scanning. Information will be logged gained during the process will also be utilized and kept confidential. (log Appendix I)
- 7 Establish communication procedures for both employees and management for reporting of potential employee cases/symptoms internally and externally while maintaining



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- employee confidentiality.
 - 8 Other Available Information (Appendix A)
 - 9 Work from home arrangements for higher risk employees whose essential job functions can be effectively performed at home.
- Compensation/Leave**
- 1 Stay informed with ongoing local, state and federal requirements as it relates to TCI's business, unemployment compensation and employee benefits.
 - 2 Leave Flexibility as required and approved by management for excused absences related to infectious diseases i.e. Covid-19. Establish mass e-mailing from HR with critical CDC updates. FMLA/Sick leave Act. (Appendix B)
- Domestic/International Travel During Pandemic Occurrences**
- 1 CEC/HR/Plant Manager approval required, in all likelihood travel will be suspended i.e. Covid-19.
 - 2 Management will utilize CDC guidelines regarding air travel during outbreaks and make an informed decision.
- New Hampshire Small Business Relief Program Availability**
- 1 Small businesses facing an unprecedented economic disruption due to the Coronavirus (COVID-19) outbreak. On Friday, March 27, 2020, the President signed into law the CARES Act, which contains \$376 billion in relief for American workers and small businesses.
 - 2 CEO/CFO determines the need by a Pandemic/State or Federal Emergency adversely affecting the company may decide to utilize this program or like programs offered.
- Pre-Shift Employee Screening**
- 1. Pre-Shift screening will commence beginning on May 4, 2020
 - 2. Screening will consist of 5 questions recommended within CDC guidelines. Employee Temperatures will also be taken utilizing non-contact thermometers and recorded.
 - 3. Screening will be conducted by leads/supervisors adequate training will be provided to screeners.
 - 4. Reference TCI screening procedures.



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APPENDIX A External Contacts

1. Health Professional Contacts

World Health Organization

www.who.int
WHO Disease Outbreak News
www.who.int/csr/don
Telephone: + 1 202 974-3000

Centers for Disease Control and Prevention

www.cdc.gov/outbreaks
1600 Clifton Rd
Atlanta, GA 30333, U.S.A.
(800) 232-4636

Red Cross

<http://www.concord-redcross.org/>
Granite Chapter Office
2 Maitland Street
Concord, NH
(800) 464-6692 or (603) 225-6697
Fax Number: (603) 228-7171
Email: info@redcross-concordnh.org

State of NH Health Dept

www.dhhs.nh.gov
Public Information Office



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APPENDIX B Sick Leave

Sick Leave

Employees exhibiting flu symptoms in a pandemic alert stage 4 or higher as determined by the CDC, will be encouraged to work from home, if possible. If unable to perform their job duties from home, employees exhibiting flu symptoms are required to stay at home to avoid spreading the illness.

In the event that an employee is diagnosed with an illness due to the pandemic, HR will be notified on that employee's place of work, hours worked, and any other employees the effected person has been in contact with during the last 14 days.

The area in which the diagnosed person worked in will be disinfected along with common areas

Individuals the employee had immediate contact with will be notified of possible contamination (while maintaining all HIPAA laws). Those employees with a significant and reasonable expectation of possible contamination will be requested to self-quarantine and see medical attention from their PCP as soon as possible. They are cleared to return to work at such time as 14 days have passed, or they receive negative test results from a medical provider.

Other individuals not in immediate contact will be instructed to monitor themselves for signs or symptoms. If any present themselves, they will immediately self-quarantine and notify HR.

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APPENDIX C Stages of Pandemic Influenza

Stages of Pandemic Influenza

Inter-pandemic phase	Low risk of human cases	1
New virus in animals, no human cases	Higher risk of human cases	2
Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of sustained human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6



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APPENDIX D Stages 4 Pandemic Influenza

Should the CDC announce Pandemic Alert 4 in our geographical area, which means- evidence of increased human-to-human transmission, the following actions will be taken.

1. Increased communication from Pandemic Response Team through TCI's email system to our employees regarding infection control steps in action or to be taken.
2. Communication from Pandemic Response Team to employees regarding sick leave policy with regards to pandemic & work from home or stay at home policy for ill employees
3. At stage 4 Pandemic Response Team will determine which employees are to remain home and work from VPN remote access to TCI and or the use of the telephone and email to stay in contact.
4. Purchasing Department members will continually inventory supplies to ensure 45-60-day surplus stock on hand of necessary supplies
5. Daily the Pandemic Response Leadership (HR) will monitor the CDC, DHMC, ADP, and State of NH websites for regular status reports on the Pandemic Flu in our geographical area. This daily monitoring will assist TCI in making sure we implement the correct action items at the correct times.
6. Daily the HR Department will monitor the company's departments and locations for a status check on absenteeism and or employees not feeling well due to flu like symptoms.
 - Should the Pandemic Response Leader become ill with Flu, the Pandemic Response Team will appoint a new Leader to help facilitate this plan.
7. Based on results of step 5 and 6 above, the Pandemic Response Team will make decisions whether to send employees who display flu like symptoms home, keep them at work in secluded area or escort the employee to hospital. Keep in mind that states, counties and townships have the authorization to close borders based on the volume of reported flu cases in their jurisdictions. This means once an employee reports to work, our neighboring counties, townships or state borders could be closed without advance warning and a mandate placed on employers to keep healthy employees at work secluded from the potentially ill. Border crossing employees will be given a letter on company letter head stating the work for and at an essential business.
8. Pandemic Response Team will meet daily or as required by teleconferencing and emails to ensure the steps in place for continued business operations are working, in the event that employee absences continue to increase.



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APPENDIX E Stage 5 Alert Pandemic Influenza

Should the CDC announce a confirmed Pandemic Alert 5 in our geographical area, which means evidence of sustained human-to-human transmission, the following steps will be taken.

1. Increase communication Pandemic Response Team through email, from the Pandemic Response Team to employees regarding infection control steps that will be taken.
2. The PANDEMIC RESPONSE TEAM will communicate to employees the sick leave policy with regards to pandemic & work from home or stay at home policy for ill employees.
3. Daily the Pandemic Response Leadership (HR) will monitor the CDC, DHMC, ADP, State of NH websites for regular status updates on the Pandemic Flu and what additional steps we should take in our geographical area.
4. Daily the HR Department will monitor the company's departments and locations by telephoning each for a status check on employee absenteeism's and or employees displaying flu like symptoms.
5. Based on results of step 5 and 6 above the Pandemic Response Team will make decisions whether to send employees who display flu like symptoms home, keep them at work in secluded area or send them directly to a hospital.
6. At stage 5 the Pandemic Response Team will determine which employees/positions are to remain home to work from VPN remote access to the bank and or the use telephone/email to stay in contact with their clients and other employees as necessary. The key is to eliminate person to person contact. Keep in mind that states, counties and townships have the authorization to close borders based on the volume of reported flu cases in their jurisdictions. This means once an employee reports to work that our neighboring counties and or township borders could be closed without advance warnings and a mandate placed on employers to keep their healthy employees at work secluded from the potentially ill. Border crossing employees will be given a letter on company letter head stating the work for and at an essential business.
7. At stage 5 the Pandemic Response Team must monitor daily/hourly if employees are demonstrating flu like symptoms. Depending on the severity of the employee's symptoms and the CDC's recommendations at that time, the Pandemic Response Team must make quick decisions which employees/positions will remain at work possibly in quarantine, which employees/positions will be sent home until further notice or which employees may be sent to the hospital because they are displaying Flu like symptoms.

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APPENDIX E CONTINUED

8. At stage 5 the Pandemic Response Team must also determine which Offices and or Lobbies will remain open (if any) to facilitate vendor/client services.
9. Pandemic Response Team to meet daily and possibly hourly by email media systems and telephone conference calls to ensure the necessary steps have been taken for continued business operations in event of employee absences.

APPENDIX F

Stage 6 Alert Pandemic Influenza

1. Internal and External Communication Plan to be implemented by the HR Manager.
2. All employees that can work from home through VPN remote system will be mandated to do so. Email and telephone access should continue from home completing minimally the most crucial tasks outlined above.
3. Daily and by the hour the Pandemic Response Leadership (HR) will monitor the CDC, DHMC, ADP, State of NH websites for regular status reports on the Pandemic Flu in our own geographical area.
4. Daily and by the hour the Pandemic Response Leadership (HR) will monitor all the company's departments and locations for a status check on employee absenteeism and or employees displaying flu like symptoms.
5. Based on results of step 5 and 6 above the Pandemic Response Team will make quick decisions whether to send employees who display flu like symptoms home, keep them at work in secluded area or send them directly to a hospital.
6. At stage 6 Pandemic Response Team will continue to determine which employees/positions are to remain home to work from VPN remote access to the bank and or the use telephone/email to stay in contact with their clients as necessary. The key is to eliminate person to person contact. Keep in mind that states, counties and townships have the authorization to close borders based on the volume of reported flu cases in their jurisdictions. This means once an employee reports to work, our neighboring counties and or township borders could be closed without advance warning and a mandate placed on employers to keep their healthy employees at work and secluded from the potentially ill.
 - The PRT must monitor where sick employees are to be sent for medical services during this time. It is probable that the local hospitals could be at maximum capacity.
7. At stage 6 the Pandemic Response Team must also determine which departments will remain open (if any) to facilitate production. The decision will need to be made based on the percentages of



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APPENDIX F CONTINUED

8. Absenteeism throughout TCI as well as job requirements. If the number of absenteeism exceeds 35%, requesting permission to reduce manufacturing jobs affected and remaining employees will then become essential.
9. The CDC has stated should a Pandemic Flu occur the Flu would most likely remain in a populated area 6 to 8 weeks before relief was experienced.
10. Pandemic Response Team to meet daily/hourly by email, media systems and telephone conference calls to ensure the necessary steps have been taken for continued business operations in event of employee absences.
11. Daily/hourly the Pandemic Response Leadership (HR) will verify with CDC and all local agencies responsible for the monitoring of the Pandemic Flu, the additional steps that must be taken to re-open offices after the Pandemic Flu has been deemed no longer a threat to the community.
12. The Pandemic Response Leadership (HR) will arrange for facilities to be professionally cleaned prior to reopening for business.
13. Employees who were diagnosed with Pandemic Flu must secure a physician's certification that they are now well enough to return to work. Employee will be rescanned for temperature prior to release to the shop floor.
14. All reasonable health steps outlined by the CDC and local agencies within our communities we service will be adhered to in order to maintain a healthy workplace environment for both employees.



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APPENDIX G

External Communication: Alerts Customers Potential Customers

- **Website and social media (public facing):**

The Marketing Manager and/or Director of Marketing will contact to place necessary updates. The Marketing Manager can post required messages from home to keep suppliers, customers, and employees updated on changes to our business hours, locations, or any other piece of news we decide to share publicly. Additionally, updates and notifications to our Facebook followers can be done from home.

APPENDEX H

Internal Communication: Alerts Employees

- Employees will receive on going communication through the leads, supervisors, and managers.
- Televisions located on the plant floor will also provide updates, as needed.
- Memos and flyers will also be sent out with weekly pay vouchers, as necessary.

APPENDEX I

Temperature Scanning Log

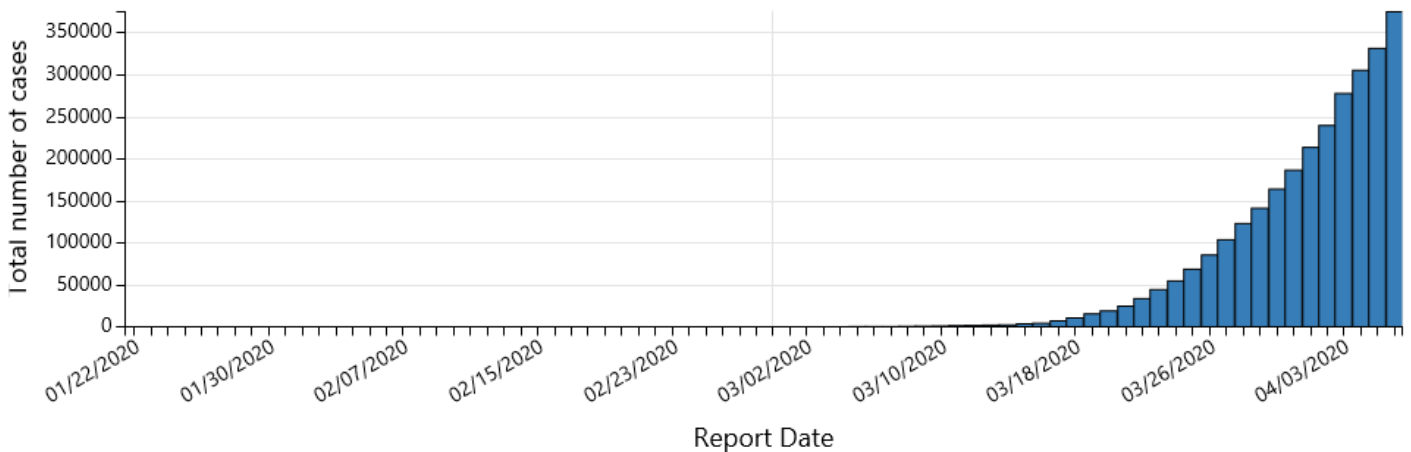
Employee	Date	Time	Scan By	Results

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Dates and Updates

Plan Adoption: With Covid-19 Adversely Impacting Around The World TCI Began A Proactive Approach To Protecting All TCI Employees And Visitors. TCI Responded By Establishing A Covid-19 Management Response Team, Purpose To Respond To The Data Received From The CDC. The Team Is Consisted Of HR, Health And Safety, CEO, Plant Manager, Purchasing And Quality Manager, Engineering Manager And Operations Managers (2). Initial Meeting Was Held On March 5, 2020, Meetings Followed Every Two To Three Days. Each Meeting Raised Action Items And Responsibility For Carrying Out Tasks. Some Of The Tasks But Not Limited To, Social Distancing, Cleaning Frequency, Disinfecting Common Areas And Equipment, Ensuring Adequacy Of Cleaning And Disinfecting Supplies Were In Stock And Available. Frequent Employee Communication Regarding Covid-19, Symptoms/Reporting Etc., Staying Home If Sick, Curtailing Domestic And International Travel. The CDC Graph Below Illustrates The Rising Cases Across The US Beginning in Early March 2020.



Dates:

Covid-19 Response Team Formation: March 5, 2020
 Covid-19 Action Items and Responsibilities: March 5, 2020-Ongoing

Draft Plan Review: April 8, 2020
 Plan Acceptance: April 10, 2020

Plan Review: Three Years on Or Before April 2023 *

*Once The Covid-19 Crisis Subsides An After-Action Review Will Be Held, Any Updates From What We Have Learned Will Be Immediately Incorporated Into This Plan. Recorded On Page 14.

Plan Update History:



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Plan Review: _____

Lessons Learned From Covid-19 After Response Review

Issue Or Deficiency	Steps To Correct	Correction Date	Comments