



Pandemic Infectious Disease Procedure

SCOPE

The Procedure covers the maintenance of essential business operations during and after a business disruption caused by employee absence or relocation during a pandemic infectious disease.

STATEMENT

Almond Products, Inc. has developed this procedure for operational continuity in the event of an interruption that compromises the ability of the organization to carry out its essential functions and to protect the well-being of the company's employees. The determination that such an interruption has occurred will be made by the President/Chief Operating Officer or Chief Executive Officer.

The threat or onset of a pandemic infectious disease will create a major disruption of business operations should it occur. In preparation for such a threat, Almond Products, Inc. has developed this Plan to sustain business operations during a pandemic infectious disease event.

PANDEMIC INFECTIOUS DISEASE LEADERSHIP TEAM

Job Function	Contact	Contact Information
Administrator	President/COO (Brian Hoeker)	Office: 616.935.3344 Mobile: 231.578.6201 eMail: Brian.Hoeker@AlmondProducts.com
Human Resource Manager	HR Manager (Lori Bolema)	Office: 616.935.3375 Mobile: 231.578.9258 eMail: Lori.Bolema@AlmondProducts.com
Business Continuity Team Member	Operations Manager (Eric Vermillion)	Office: 616.935.3352 Mobile: 231.215.9711 eMail: Eric.Vermillion@AlmondProducts.com
Business Continuity Team Member	Manufacturing Manager (Matt Moore)	Office: 616.935.3345 Mobile: 616.402.3585 eMail: Matt.Moore@AlmondProducts.com
Business Continuity Team Member	Manufacturing Manager (Jason Ponce)	Office: 616.935.3355 Mobile: 231.670.6596 eMail: Jason.Ponce@AlmondProducts.com

Administrator. The Administrator is responsible for implementation of all aspects of the Procedure and for directing the recovery of business operations and has full authority to make decisions related to recovery efforts. The Administrator may delegate authority to other personnel to implement specific components of the Procedure.

Human Resource Manager. The Human Resource Manager will implement any changes for amendments to personnel policies during a pandemic infectious disease emergency and administer personnel relocation or layoff programs. The Human Resource Manager is a de facto member of the Business Continuity Team.

Business Continuity Team Member. The Business Continuity Team Members are responsible for implementing the portions of the Procedure for their functional areas and are given authority to do so by the Administrator.

ESSENTIAL OPERATIONS EMPLOYEES

The Administrator, in consultation with the Business Continuity Team, will develop a list of the production personnel who are deemed essential to the continuity of the business operations and the availability of the employees for work. The Essential Operations Management Team is listed below. This team will determine additional management staffing necessary based on business continuity requirements and availability of the employees for work. Asterik (*) denotes members that can work remotely either partial or in full as applicable.

Essential Operations Management Team

Controller *	Kathy Kerr	Office: 616.935.3350 Mobile: 616.292.1108 eMail: Kathy.Kerr@AlmondProducts.com
Purchasing Manager *	Tammy Harley	Office: 616.935.3359 Mobile: NA eMail: Tammy.Harley@AlmondProducts.com
Engineering Manager	Chris Stebbins	Office: 616.935.3366 Mobile: 616.844.8511 eMail: Chris.Stebbins@AlmondProducts.com
Facilities Manager *	Roger Miller	Office: 616.935.3353 Mobile: 616.502.9218 eMail: Roger.Miller@AlmondProducts.com
Lab/Environmental Manager	Kim Cooper	Office: 616.935.3370 Mobile: NA eMail: Kim.Cooper@AlmondProducts.com
Manufacturing Manager	Matt Moore	Office: 616.935.3345 Mobile: 616.402.3585 eMail: Matt.Moore@AlmondProducts.com

Manufacturing Manager	Jason Ponce	Office: 616.935.3355 Mobile: 231.670.6596 eMail: Jason.Ponce@AlmondProducts.com
Customer Service / Logistics Manager	David Overweg	Office: 616.935.3377 Mobile: 231.670.9786 eMail: David.Overweg@AlmondProducts.com
Quality Manager *	Dan Rop	Office: 616.935.3357 Mobile: 616.502.7755 eMail: Dan.Rop@AlmondProducts.com
Vice President Sales *	John Somers	Office: 616.935.3365 Mobile: 616.299.4259 eMail: John.Somers@AlmondProducts.com
Engineer *	Sasha.Jari	Office: 616.935.3363 Mobile: 231.670.5161 eMail: Sasha.Jari@AlmondProducts.com

ACTIVATION AND DEACTIVATION

The Administrator will activate this Pandemic Infectious Disease Procedure when:

- Federal, State or local public health authorities issue an alert concerning a pandemic infectious disease outbreak.

Upon implementation

- The guidelines in this Procedure will be followed.
- The [Emergency Shut-Down & Start-Up Checklist](#) will be followed.

The Administrator will deactivate the Procedure as deemed appropriate.

- The [Emergency Shut-Down & Start-Up Checklist](#) will be followed.
- Additional Quality Control measures will be implemented:
 - Quality representation on all shifts
 - Additional “safe launch” practices, as applicable

PLAN COORDINATION WITH OTHER ORGANIZATIONS

The company will share best practices with other businesses, chamber of commerce and associations to improve community response efforts to pandemic infectious disease as applicable.

EMPLOYEE EDUCATION AND INFORMATION

The Human Resource Manager or designee will develop or obtain materials covering the signs and symptoms of infectious disease, modes of transmission, personal and family protection.

At the onset of a CDC declared pandemic event, the Administrator or designee will distribute the pandemic educational material. The Administrator or designee will communicate pandemic status and actions to all employees, suppliers and customers.

Employee Notifications

The Human Resource Manager or designee will make every attempt to contact employees in the event of a major business disruption or shutdown as quickly as possible. If a pandemic infectious disease alert occurs while employees are still at work, the notification and emergency response procedures in this plan will be implemented.

Employees who are not present at the business location where the notification occurs will be notified and provided instructions by company letter and company social media sites.

Employees will be updated periodically concerning:

- The status of business continuity efforts
- The schedule for the resumption of operations
- Alternate work locations
- Payroll
- Human resource activities

EXTERNAL COMMUNICATIONS

Customers

The Administrator or designee will notify customers concerning the effects of business operations and assist with customer needs and requests.

Vendors and Contractors

The Administrative Manager or designee will notify vendors and subcontractors with information or instructions concerning business operations during a pandemic infectious disease and obtain a status of business continuity.

The Administrative Manager or designee will provide all key suppliers with a [Supplier Risk Assessment](#) form for completion.

The Administrative Manager or designee will validate proper inventory levels of materials and supplies and update orders accordingly. This would include inventory levels of PPE and sanitation supplies.

Press or News Release

All inquiries or requests for company information from the press or news media will be referred to the Administrator or designee. Only authorized personnel are permitted to make statements to the media.

INFECTIOUS DISEASE CONTROL MEASURES

In the event of an onset of a pandemic the company will:

- Encourage employees to stay home when they are feeling ill.
- Provide proper guidelines to employees on good hygiene practices.
- Provide proper cleaning and sanitizing to common areas.
- Provide proper PPE and hygiene products.
- Minimize contact among employees as much as possible (3 – 6 feet).
- Establish appropriate work schedules to limit the amount of employees gathering or working in the facilities when applicable.

- Implement Employee Health Screening including
 - [Employee Health Screening Questionnaire](#)
 - [Plant Layout Diagram](#)
- Develop a quarantine area for ill employees,
- Provide guidelines for customer and supplier visits and implement the [Visitor Health Screening Questionnaire](#),
- As applicable, suspend business travel or return employees currently traveling back home.
- Move applicable employees to remote work locations.
- Implement virtual communication or alternate forms of communication with employees.

Cleaning and Sanitation

In the event of a pandemic infectious disease, the company will increase the cleaning and sanitization of the facilities.

- Sanitation stations will be installed throughout the facilities in common areas.
- Sanitation of the facilities will be increased on monitored by the Infectious Disease Leadership Team utilizing the [Infectious Disease Sanitation Check Sheet](#).
- Disinfection of conference rooms, cafeterias and restrooms will be added as applicable.

HUMAN RESOURCE POLICIES

The Human Resource Manager will review any potential amendments to the employee policy, health plan and investment plans surrounding any Federal, State or Local requirements during a Pandemic Infectious Disease. These could include:

- Extended Sick Leave
- Family or Dependent Care
- Stay at Home Policy
- Medical test and treatment coverage
- Use of retirement plan funds

CASE RESPONSE

If an employee reports an illness prior to work:

- The employee will be instructed to utilize the company call in policy.
- The employee will need a doctor release to report back to work.
- The supervisor will report the illness to the Pandemic Infectious Disease Leadership Team.

If an employee reports an illness while at work

- The employee will be instructed to notify the supervisor immediately.
- The employee will be sent home to consult his/her doctor.
- The employee will be isolated from the other employees in designated area.
- The company will remind impacted employees to be vigilant and monitor themselves for symptoms.
- The supervisor will report the illness to the Pandemic Infectious Disease Leadership Team.
- Appropriate cleaning protocol will be followed.

If an employee tests positive for the pandemic infectious disease

- The employee should remain out of the workplace until released by a healthcare professional.
- The company will communicate impacted employees in the applicable manner.
- Appropriate cleaning protocol will be followed.

Remote Work

The Administrator or designee will create a list of employees who could successfully perform their jobs, or elements of their jobs, through remote work. This list of employees will have computers and remote server access available to sufficiently perform their work. In the event of a pandemic, the Plan Administrator or designee will make temporary remote work arrangements with the appropriate employees as deemed necessary.

Layoff/Furlough

Upon implementation of the Pandemic Infectious Disease Procedure, layoffs or furloughs may be initiated without notice by the company President, COO or CEO. The company will provide frequent updates to the employees on longevity of the layoff/furlough as deemed appropriate.

RECORDKEEPING

The Human Resource Manager will maintain all records of materials related to the Pandemic Infectious Disease Plan including educational and information materials, flu-related supplies, vaccination forms, copies of company announcements and correspondence with employees and other organizations. The Plan and all relevant policies and forms will be on the company server.

CONTACT TRACING

In the event that an employee of the company tests positive for COVID-19, the company will notify co-workers, within the same plant, on the same shift, that a co-worker has tested positive for COVID-19. The company will provide details to the appropriate identities regarding any employee that tests positive for COVID-19 and will provide contact information (name and phone number, as available) of all co-workers, within the same plant. The phone numbers will be provided through the number provided by the employees on their daily health screen questionnaire.

SUPPORTING MATERIALS

[FADM-005 Emergency Shut-Down & Start-Up Checklist](#)

[FADM-006 Supplier Risk Assessment](#)

[FADM-007 Employee Health Screening Questionnaire](#)

[FADM-007 \(pg2\) Employee Health Screening Questionnaire](#)

[FADM-009 Visitor Health Screening Questionnaire](#)

[FADM-010 Infectious Disease Sanitation Check Sheet](#)

[FADM-011 Contact Tracing](#)