UMA INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN

Purpose

Uchiyama Mfg America LLC is dedicated to the protection of its employees, facilities, and resources. Also, we are committed to ensuring that our company can continue all aspects of its critical business processes during an infectious disease outbreak and can safely resume normal operations as quickly as possible after an outbreak affects our facility. We place a high priority on developing, validating, and, if necessary, implementing our company's Infectious Disease Preparedness and Response Plan.

If after reading this plan, you find that improvements can be made, please contact the PESM. We encourage all suggestions because the success of this written plan is important.

Administrative Duties

UMA Management Team to include but not limited to the Plant Manager, VP, EHS Manager, and the Human Resource Manager. Our Infectious Disease Preparedness and Response Plan Team, is responsible for establishing, implementing, and overseeing our written Infectious Disease Preparedness and Response Plan. The team has full authority to make necessary decisions to ensure the success and effectiveness of this plan

Copies of this written plan may be obtained from the EHS Manager.

Critical Business Processes and People

The critical business processes we must keep functioning during an infectious disease outbreak include:

Business process:	Departments/Entities affected:	Names/Titles of critical people within department/entity:	Names/Titles of backup(s) of each critical person:
Maintenance	All (including facility)	PESM	Maintenance Employees
Mfg Depts	Molding and Inspection as well as support depts.	Dept Supervisors / Managers	Leaders / Asst Supervisors
Production Control / Logistics	Shipping / Receiving and Production Control	Production Control Mgr, Shipping/Rec Supervisor	Production Control Specialists
IT	Facility Wide	IT Specialist	Outsourced
Accounting	Payroll, Accounts Payable / Receivable	Accounting Manager	Accountant
QA / QC	Facility Wide	QA Manager	QA Supervisor
Human Resources	Facility Wide	HR Manager	Vice President
Safety	Facility Wide	PESM	HR Manager

In addition to critical business processes and people, we have the following other critical inputs:

Critical input:	Location:	Function during outbreak:
Raw Material Suppliers	Various (Domestic and International.	Supply Raw Material
Logistics (Carriers)	Various (local and international)	Shipping / Receiving product
Sub-Contractors	Local companies	Facility Maintenance

Business Impact Analysis

The business impact analysis determines the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes.

Exposure Determination

Job tasks can be divided into four exposure risk levels:

- Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease during specific medical, postmortem, or laboratory procedures.
- High exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease.
- Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with the infectious disease but who are not known or suspected to have the infectious disease.
- Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with the infectious disease nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The following table lists job classifications at our organization in which employees have exposure risk to an infectious disease during an outbreak — very high, high, medium, or lower risk exposure. These classifications are made without regard to the use of personal protective equipment. If only some employees in a job title have occupational exposure risk, we also list the tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure risk may occur for these individuals.

Exposure risk level:	Job title:	Department/location:	Task/procedure:
High Risk	Receptionist	HR / Lobby	Receptionist
High Risk	Shipping / Receiving	PC / Shipping Dock	Shipping / Receiving
Medium Risk	Office/QA/Plant Team Members	Facility Wide	Production and Support
Medium Risk	Contractor/Vendors	Facility Wide	Production and Support

Full-time, part-time, temporary, contract, and per diem employees have been considered above.

Scenario Impacts

We have determined that the following scenarios are likely to result in a change in demand for our products and/or services during an infectious disease outbreak:

Scenario:	Increase or decrease in demand?
Restriction on Mass Gatherings	Decrease meeting size
Shortages of Hygiene Supplier	Increase in demand

We have determined that the following scenarios are likely to result in a decrease in our capabilities to provide our products and/or services during an infectious disease outbreak:

Scenario:	Capabilities decreased:
Absenteeism	Production and logistics abilities.
Overtime & Burnout	Production and logistics abilities.
Illness and Breakouts	Production and logistics abilities.
Family Member Illnesses and Fatalities	Production and logistics abilities.
Shutdowns	Production and logistics abilities.
Power & Comm Outages	Production and logistics abilities.
Interrupted Supply Chain/delayed shipments	Production and logistics abilities.

Employee Fear and anxiety	Production and logistics abilities.

Here is our negative business impact analysis for an infectious disease outbreak:

Scenario:	Human impact:	Property impact:	Business impact:	Total impact:	Probability of scenario:	Probable impact:	Travel impact:	Potential financial loss:
Plant Shutdown	5	2	5	12	3	15	1	5
Logistics Interruptions	5	2	5	12	4	16	5	5
Outbreak/ cluster	5	1	3	9	3	12	1	4

***Note** – For the table above:*

- *The business impact analysis examines the:*
  - ***human impact** (high (5) to low (1)) (these include the safety, health, and psychological impacts on people during an infectious disease outbreak);*
  - ***property impact** (very high (5) to very low (1)) (these include property, technology, infrastructure, and environmental damage); and*
  - ***business impact** (high (5) to low (1)) (these include financial, compliance, contractual, operational, image, and other impacts.*
- *Compute the **total impact** rating by adding the human, property, and business impact ratings.*
- ***Probability of scenario** is the likelihood rating (these include: expected (5), likely (4), moderate (3), unlikely (2), or rare (1).*
- *Compute the **probable impact** by adding the total impact rating to the probability of scenario rating.*
- *The **travel impact** is the degree of travel restriction (high (5) to low (1)) (these include local, state, domestic, and international air, sea, and land travel restrictions.*

The scenario(s) with the worst total impact is/are: Logistics interruptions and plant shutdown. Factoring in probability with the combined, possible impact, the worst, probable scenario is the Logistic Interruption. The scenario(s) with the greatest potential impact on business-related domestic and international travel is logistic interruption. Finally, the scenario(s) with the greatest financial losses are: logistics interruption and plant shutdown.

Business Assessment

As an infectious disease outbreak approaches and once it has occurred at our locations or traveler destinations, The Vice President will assess the status and impacts and determine our needs and continuity strategies as follows: Meetings with management to discuss daily (may change meeting frequency as situations change).

Vice President will brief company president/CEO, Infectious Disease Preparedness and Response Plan Team, etc. on the status and our needs and strategies.

Goals and Objectives

Based on our business impact analysis and the latest business assessment (if completed), our immediate goals and objectives for planning for, containing, and recovering from an infectious disease outbreak include:

Goal:	Objective:	Short-term or long-term?
Reduce Costs	Prioritize necessary spending for critical needs	Short-term
Production Scheduling	Prioritize necessary production requirements	Short-term
Containing the spread of the infectious disease	Prevention and Sanitization	Short-term
Keep critical people healthy	Illness Prevention	Short-term
> 3 weeks Finished Goods Inventory	Recovery/Maintain	Long-term

Communication

We must have an effective way to reach those working for our company to inform them of the status of the infectious disease approaching or affecting our company and their responsibilities during the outbreak. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in

absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

The audiences we have and the content and methods we use for internal and external communication are as follows:

Audience:	Content:	Method:
Company Employees	Anything / Everything	Weekly Plant Meeting Notes – Communication Board, Paychex
Customers	Shipping, Orders, Shutdowns, Delays, etc.	Email, Phone, Customer Portals
Vendors / Sub-Contractors	Shutdowns, Restrictions, Special Requirements, etc.	Email and Phone
Parent Company / UMD	Anything / Everything	Email and Phone
Health Department	Outbreak information	Phone

The Vice President will officially declare the dates on which our outbreak containment period begins and ends. Employees will be notified of these dates by written notification via Paychex and communication board as well as verbally through department supervisors.

Once briefed on the business assessment after an infectious disease outbreak has occurred at our company, UMA Management Team will prepare a public statement, which may or may not be used. If necessary, the CEO (or designate) will communicate with the media, as well as keep records of any information released to the media. Under no circumstances shall an employee speak to the media unless authorized.

Training

Information and training are at the heart of infectious disease planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to infectious disease, what their responsibilities are, and what protective measures they can take. Informed and trained employees who feel safe at work are less likely to be unnecessarily absent.

Due to the complexity of an infectious disease outbreak and the continuity and recovery process a member of the management team provides notification, awareness, support to all those working for our organization in the following in relation to an outbreak:

Examples include, but are not limited to:

- *Elements of the written Infectious Disease Preparedness and Response Plan*
- *Roles and responsibilities of employees, especially for business essential job functions*
- *Fundamentals of the infectious disease, e.g., hazards, signs and symptoms, modes of transmission*
- *Infection control supply locations*
- *Hand-hygiene and workstation housekeeping practices*
- *Suitable cleaning and disinfection chemicals, their hazards, and their safe use, according to our Hazard Communication Program*
- *Information on the types, proper use, limitations, location, storage, handling, decontamination, donning and doffing, and disposal of personal protective equipment, including respirators and face mask, if applicable.*
- *Social isolation practices, e.g., face-to-face, meeting, cafeteria, and travel restrictions and the telecommuting program*
- *Alternate cafeteria provisions*
- *Healthy living practices, e.g., getting proper rest and diet*
- *Coughing/sneezing etiquette*
- *Illness or symptoms reporting*

- *Procedures for isolating persons who have signs and/or symptoms of the infectious disease*
- *Medical care in the event of an outbreak*
- *Sick leave, time off, and vacation policies*
- *Overtime/wage policies*
- *Stay-at-home issues relating to school and childcare closings, and community quarantines*
- *Vaccinations, declinations, quarantines, and return-to-work policies and resources*
- *Notification procedures activated in an outbreak situation*
- *Emergency/information contacts*
- *Community sources of timely/accurate outbreak information (domestic and international)*
- *Employee assistance programs*
- *Media relations*

Technology

To meet the possible need to support employee telecommuting and remote customer access, we will enhance our communications and information technology infrastructures as follows: All company managers are issued a company laptop, and cell phone. The company laptop has Virtual Private Network (VPN) for server access built into it from the IT department. Company issued cell phones have the capability to have the calls from the office line forwarded directly to the cell phone, or other means as the personnel see fit. Office personnel can also sign out company laptops with access to the building servers. All the laptops and cell phones have the respective personnel email accounts attached to them.

To ensure that technology will be up to the challenge of an actual infectious disease outbreak, we will perform drills or tests for the following: Remote access availability stress testing of the VPN system, and server. We will hold these drills or tests on a quarterly basis. After a drill or test, The I.T Administrator evaluates the effectiveness of the plan and reviews any employee input concerning the drill or test.

Also, to keep critical business processes operational during an outbreak, we will need the following backed-up databases and electronic and paper documents:

Database/Document:	Network or physical location/date:	Backup location:	Who needs it:
UMA-Server	UMA Server Room	UMA-NAS	IT Admin
IQMS-1 Server	UMA Server Room	IQMS-NAS	IT Admin

Air Circulation

To assure optimal air circulation and filtration, we have a third-party contractor that shall ensure proper preventative maintenance (PM) to heating, ventilation, and air conditioning (HVAC) systems. They perform PMs to all HVAC systems every six months, and these are documented through our ERP system. They perform filter changes bi-monthly, and we also record these in the ERP system.

Vaccination and Antivirals

We encourage vaccination; however, Employees may accept or decline a vaccine that is made available to them.

Flu Vaccination

While the seasonal flu vaccine will not protect people against pandemic flu or another infectious disease, it can help them stay healthy. For this reason, we encourage employees to get a seasonal flu shot. We make the seasonal flu shot available to all employees provided by a local pharmacy on site. The HRM will schedule this date and time for this vaccine clinic.

Housekeeping and Hygiene

"Cleaning" refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill infectious agents. Yet, by removing the infectious agents, it decreases their number and therefore any risk of spreading infection. "Disinfecting" works by using chemicals to kill infectious agents on surfaces. This process does not necessarily clean dirty surfaces or remove infectious agents. However, by killing infectious agents remaining on a surface after cleaning will further reduce any risk of spreading infection.

Our third-party cleaning service is responsible for general housekeeping at the organization. This includes the selection and use of suitable cleaning and disinfection solutions for all areas with items, such as toilets, urinals, sinks, faucet handles, countertops, tables, desks, workstations, doorknobs, handrails, microwave handles, remote controls, common areas, and so on. These items must have approval before entry into the facility and have an SDS on file. When choosing and using cleaning and disinfection solutions during an outbreak, the EHS Manager will consult information on EPA-approved disinfectants against the infectious agent. Workers who are designated to use the cleaning and disinfection solutions must follow manufacturer's instructions for use (e.g., concentration, application method and contact time, and personal protective equipment).

The UMA Management Team will determine the need for: special accommodations for vehicle cleaning and disinfection, decontamination of specific departments within facilities, decontamination of product and or equipment prior to shipping, labeling contaminated equipment or materials, or decontamination of wastes.

The role of hygiene is key to reducing the spread of an infectious disease. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs and sanitizing wipe stations will be installed throughout the organization at strategic locations. The EHS Manager through maintenance will be responsible for maintaining sufficient inventories of alcohol-based hand rub containing at least 60 percent alcohol. If face masks are required, the CEO, VP and/or EHS manager will be responsible for maintaining sufficient inventories.

Because good hygiene and housekeeping practices may lower any potential risk of disease infection and prevent its spread, we encourage employees to take the following precautions before and during an infectious disease outbreak:

Examples of good hygiene:

- *Wash hands often with plain/antibacterial soap and water for at least 20 seconds or use an alcohol-based rub containing at least 60 percent alcohol if soap and water are not immediately available.*
- *Wash hands:*
    - *After coughing/sneezing*
    - *After blowing one's nose*
    - *After using the restroom*
    - *Before eating or preparing food*
    - *After contact with an ill person*
    - *Before and after providing routine care for another person who needs assistance*
    - *After removing personal protective equipment*
    - *When hands are visibly soiled*
- *Wear gloves and wash hands after removing gloves*
- *Wear a face mask (surgical mask) as required to contain respiratory secretions*
- *Keep hands away from the eyes, nose, mouth, and face*
- *Cough/sneeze into a tissue, sleeve, or elbow*
- *Dispose of used facial tissue in proper waste receptacles*
- *Disinfect work surfaces, keyboards, and telephones between shifts*

- *Use disposable dishes and dispose of them in waste receptacles*
- *Notify Supervisor immediately if infection control supplies are depleted*

Personal Protective Equipment

The EHS Manager is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at this organization will be provided without cost to employees. The Management team will determine when to provide and require the use of the following protective equipment: respirators, face masks, gloves, eye protection (goggles), face shields, boots, protective foot covers, protective clothing (gowns, lab coats, protective suits), caps, and so on.

The UMA Management Team will choose protective equipment based on the exposure risk level of the employee, our PPE hazard assessment, and guidelines from OSHA and the Centers for Disease Control and Prevention.

PPE will be provided to employees through the parts room distribution system. When there is required training for proper fit of PPE the EHS manager will provide training. If respirators are provided, training will be available through the Respiratory Protection Program, as needed.

All protective equipment will be cleaned, laundered, and disposed of by the organization at no cost to employees. The EHS Manager will determine what procedures and intervals will be necessary for storage, cleaning, disinfecting, inspecting, disposing of, and repairing protective equipment. Protective equipment that fails an inspection or is otherwise found to be defective is removed from service and discarded, replaced, repaired, or adjusted in accordance with manufacturer procedures.

Social Distancing

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, to prevent exposure. Name/title will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, and the affected employees and for notifying employees of the determination:

Examples of social distancing measures include, but are not limited to:

- *Prohibiting hand shaking or hugging*
- *Limiting face-to-face meetings and gatherings (i.e. virtual meetings when feasible)*
- *Prohibiting socializing (such as conferences, job fairs, etc.)*
- *Prohibiting public events (i.e. company family day, etc)*
- *Limit group activities*
- *Limiting group training*
- *Encouraging people to meet in a large room where they can spread out*
- *Arranging the workplace layouts to prevent crowding*
- *Allowing or requiring three shifts to keep employees apart*
- *Splitting teams into two or more locations or shifts*
- *Having employees alternate days*
- *Downsizing operations*
- *Limiting employees from eating in lunchrooms /breakrooms*
- *Allowing or requiring staggered lunch periods*
- *Encouraging employees to bring a lunch*
- *Prohibiting storage of food and drink in refrigerators or freezers that contain contaminated materials*
- *Prohibiting unnecessary travel (work related).*
- *Allowing or requiring telecommuting and virtual communications*

- *Requiring people who work face-to-face with the public to work (enter number of feet away) or to have a see-through barrier between them and the customer*
- *Implementing a quarantine or isolating those who are or may be infected*
- *Installing physical barriers*
- *Limiting visitors' access to the worksite, or restricting access to only certain workplace areas*
- *Closing the workplace in outbreak areas*

Travel and Off-Site Worker Restrictions

As infectious disease outbreak conditions change, travel into or out of geographic locations may not be possible, safe, or medically advisable. It is also likely that governments will respond to an outbreak by imposing public health measures that restrict domestic and international movement, limiting our organization's ability to assist employees that travel or work off-site. It is important that we plan appropriately, as it is possible that those measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

To be ready for an infectious disease outbreak, we have determined the positions that involve travel and/or work at off-site locations as follows:

Travel destination or off-site work location:	Department:	Job title:
Offsite Warehouse	Shipping/ Logistics	Shipping / Logistics

Employees must check themselves for symptoms of infectious disease before starting travel and notify their supervisor and stay home if they are sick. If employees become sick while traveling or on temporary assignment, they must notify HRM or EHS Manager promptly for obtaining medical care and finding an appropriate healthcare provider. Note that U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

The HRM tracks travel plans and off-site locations, updates the table of destinations/locations as necessary, and monitors travel advisories for all destinations/locations listed in the table above.

If The Traveler detects a travel advisory for any destination listed, then the following procedure is followed: Notify HRM or EHS Manager.

Medical Surveillance

HRM will ensure that:

- *Supervisors know the signs and symptoms of the infectious disease and the latest procedures for handling an infected or potentially infected employee. These procedures are communicated by meetings, verbal contact, email, and phone.*
- *Employees know the signs and symptoms of the infectious disease. This information is communicated by meetings, verbal contact, email, and phone.*

All employees must abide by the following procedure during the infectious disease outbreak containment stage: Notify company, stay home, get tested, communicate results to HRM, and wait for confirmation to return to work based on CDC Guidelines.

The Plan Team will update the above procedures, as necessary.

Sick Leave and Time Off

We ensure our sick leave and time off policies, and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. During a "declared" infectious disease outbreak containment period, employees are eligible for:

Examples of benefits include, but are not limited to:

- *Paid personal leave, under the following conditions: See Employee Handbook*
- *Time off to care for sick family members or children whose school or daycare has closed and for workers with individual risk factors (e.g., older age, presence of certain chronic medical conditions, or pregnancy).*
- *Flexible use of vacation days.*
- *Family Medical Leave Act benefits.*

The above policies are subject to change during an outbreak to add flexibility in line with changing public health recommendations. Most importantly, employees are encouraged to stay home if they are sick.

HRM will also talk with other companies that provide our organization with contract or temporary employees to ensure they understand the importance of sick employees staying home. We will encourage them to develop non-punitive leave policies.

Stress Management

Fear, stress, frustration, anxiety, and loss are to be expected during an infectious disease outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, the Plant Manager/VP and /or HRM will ensure the following measures are taken in hopes that stress will be reduced and/or eliminated:

Examples of stress management measures include, but are not limited to:

- Employees are informed of the status of the outbreak and the contents of our Infectious Disease Preparedness and Response Plan.
- Employees are informed of necessary changes well ahead of time.
- Employees are informed what our organization is doing about the current situation.
- An employee assistance program is available.
- Employees are informed of the changes to personal leave, time off, and compensation policies implemented during the containment period.
- Employees are encouraged to stay home when they are sick.
- HRM will be available to answer questions about our plan, the status of the outbreak, the status of the organization, changes, what the organization is doing, sick leave, time off, and compensation policies.

Security

To protect our organization, property, and employees, certain security measures will be in place during an infectious disease outbreak:

Physical security includes the gated entrance to the facility with security guards at the facility. There are lines of communication directly to the guards for entry into the facility. Each employee has a security entry badge with their picture on the badge. Every visitor must sign in and out at the reception desk and they will be issued a visitor or contractor badge. They must display the badge while in the facility or be escorted by an employee of the company. Security cameras are installed for everyone's security throughout the facility.

Coordination/Collaboration with Outside Entities

The Infectious Disease Preparedness and Response Plan Team will coordinate/collaborate with the following outside entities before and during an infectious disease outbreak:

Outside entity:	Address:	Phone:	Description of coordination/collaboration:
Health Department	Goldsboro, NC	919-731-1284	Information flow / Interpretation of CDC Guidelines.
UMC (Parent Company)	Japan	Varies	USA status on pandemic

Post-outbreak Measures

Once it appears that a wave of infectious disease has passed, operations will return to "normal" in accordance with the following stages:

Stage:	Description:
Vaccination	Vaccination available to public
CDC Relaxed Requirements	Changes to social distancing, masks wearing, etc.
Internal changes to Requirements	Discussions, decisions how fast to follow CDC changes.
Implementation of changes	Communication of changes to team members.

UMA Management Team is responsible for determining when it is appropriate to move to each stage. Employees will be notified prior to a shift in stage level, by written and verbal communication (email, communication boards, Paychex, Team meetings, etc.)

Recordkeeping

We maintain the following records and documentation related to this plan:

Record/Document:	Location:	Duration kept:	Who is responsible:
Government COVID-19 Time	HR	7 years after employee separates from company	HRM

Plan Evaluation

By having the Infectious Disease Preparedness and Response Plan UMA Management Team thoroughly evaluate and, as necessary, revise our plan, we ensure our plan's effectiveness and prevent or eliminate any plan-related problems. Plan evaluation involves the following: Post Outbreak Assessment and Table Top Evaluations.

It is important to note that an infectious disease outbreak may occur in waves over as much as a two-year period. Each wave may offer a more deadly infectious agent than the first. Therefore, our organization cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Plan UMA Management Team will evaluate our plan's effectiveness and revise it as necessary.