

BioZyme Infectious Disease Preparedness & Response Plan

(Frequently Asked Questions About COVID-19 & BioZyme)

The Company encourages employee's to self-monitor for signs and symptoms of the virus, COVID-19 (fever, cough, shortness of breath, body aches and respiratory related issues) and stay at home if you feel you have any of the symptoms associated with this virus or any other type of sickness.

What should I do if I feel sick at home?

- If you are feeling sick or experiencing any symptoms associated with COVID-19, you must notify the Company Human Resources Director (Adam Norton) or Safety Director (Sam Norton) before coming to work. **Do not** come to work without speaking by phone directly to Adam or Sam. Adam will notify your immediate supervisor of your absence and complete a PTO request on your behalf if the illness is not related to COVID-19.
- The CDC (Center for Disease Control) recommends, employees who have symptoms of acute respiratory illness to stay home and not come to work until they are free of fever (A fever is defined as a temperature of 100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants).
- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:

Test negative or If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:

1) You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)

AND

2) other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

3) at least 7 days have passed since your symptoms first appeared.

Again, you must Contact Human Resources before returning to work after having been sick with COVID-19.

What should I do if I get/feel sick at work?

- If you begin to experience symptoms while at work, distance yourself from others, cover your coughs and sneezes, exit the facility and call one of the following immediately and they will assist you.

Adam Norton - Director of Human Resources (816) 262-2451

Sam Norton - Director of Safety & Efficiency (913) 689-5575

How will the Company respond to a possible in-house exposure of COVID-19?

- All reported illnesses are being closely monitored by Human Resources and Safety, we will err on the side of caution when making a determination and if any concerns arise, we will notify employees immediately.
- Anyone reporting an illness may be asked to describe their symptoms and recall their interactions or person to person contact at work for up to 48 hours previous to the illness onset to the best of one's ability. This information could be very useful in determining a course of action for the Company.
- For the protection of all employees, if it is determined there has been an exposure in our facilities, a Company spokesperson will inform all Employees.
- A sanitation process at the facility may then be imposed and the Company may limit the activity at the facility until the sanitation process is completed. You will be informed if such a need arises.

Will I be paid if I have to self-quarantine for confirmed COVID-19 exposure or illness?

Refer to **The Families First Coronavirus Response Act (FFCRA or Act)** located on the B4 website under COVID-19 Information, Official Government Issued

COVID-19 Information. If you have any questions, please direct them to the Human Resources Director-Adam Norton at extension # 2126.

What if I'm uncomfortable coming to work due to concerns about COVID-19 Exposure?

If you are concerned about exposure, you may utilize your PTO (Paid-Time-Off) at your discretion. Refer to **The Families First Coronavirus Response Act (FFCRA or Act)** located on the B4 website under COVID-19 Information, Official Government Issued COVID-19 Information. If you have any questions, please direct them to the Human Resources Director-Adam Norton at extension # 2126.

What do I do about child-care when schools and day cares are closed, and I have no other means of caring for my children?

We will work with each of you to determine if working from home is feasible, we can change your shift so you can share the needed care with family, or we can come up with another plan that is mutually beneficial. Please visit with your supervisor if you need to work on a plan for this situation.

What do I do if I have a family member diagnosed with COVID-19 virus?

Employees who are well but who have a sick family member at home with COVID-19 should notify Adam Norton or Sam Norton and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure. The company will access the risk and determine your immediate work status.

What do I do if I have travel plans?

Reconsider travel plans by delaying if possible. Check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each area to which you will travel. For the most up-to-date COVID-19 travel information, visit [CDC COVID-19 Travel page](#).

If you choose to travel, notify Human Resources (Adam Norton) of your travel itinerary and check yourself for symptoms of [acute respiratory illness](#) before returning to work. The Company will advise you as to your immediate work status.

What is our Company policy regarding non-employee guest at the facilities?

At this time and until further notice any non-essential visitors are prohibited. If it is a necessary business appointment, please notify Human Resources ahead of the appointment and please consider other means of managing the communication.

All essential vendors that support BioZyme activity must complete the Health Screening Survey before entering the facilities. If approved they may enter and sign in as guest at the designated entry points.