

MCCREARY MODERN PREPERATION PLAN FOR SERIOUS INFECTIOUS ILLNESSES

Updated 03/05/2020

The Pandemic Threat

Pandemic (widespread) diseases have occurred throughout history. The last three occurred in 1918 (killing 40 million worldwide), 1957 (killing 2 million worldwide) and 1968 (killing 1 million). Each of these pandemics were the result of transmission of viruses from animals to humans. We are likely to face the threats of other pandemics that stems from a new viruses in humans. The Center for Disease Control expects these viruses to cause illness, hospital stays, and deaths in the US. For that reason McCreary Modern is preparing for any pandemic.

Strategy for Controlling Pandemic

Goals

1. Stop or slow the spread of the virus.
2. Decrease disease, suffering and death.
3. Sustain the McCreary Modern business and decrease financial impact to the company and it's employees.

The medical clinic will coordinate efforts for response of McCreary Modern to any pandemics.

Essential employees will be all Administration and Managers at McCreary Modern. All communication will flow following the chain of command identified by McCreary Modern.

Training for Employees and our Vendors will be provided.

Training will include:

1. Infection Control methods.
2. Avoidance of transmission of disease.
3. Procedures for reporting infectious illnesses.
4. Procedure for clearance to return to work after illness.
5. Personal disaster planning.

Prevention for Infectious Illnesses.

The steps to preventing infectious illness transmission are similar regardless of illness. The following are common-sense measures all North Carolinians can take to prepare for potential widespread transmission of infectious disease in the state:

Individuals, Families and Communities

- * Wash hand frequently with soap and water, and for at least 20 seconds each time.
- * Avoid touching your eyes, nose and mouth with unwashed hands.
- * Avoid close contact with people who are ill.

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- * Cover your mouth and nose with a tissue when you cough or sneeze.
- * Do not reuse tissue after coughing, sneezing, or blowing your nose.
- * Clean and disinfect surfaces that are frequently touched.
- * It is also good practice to start being more aware of the number of times a day your hands touch an object or hard surface and then touch your face without being washed. Limiting the exposure of your nose, mouth and eyes to unwashed hands can help to protect from the spread of all germs and illnesses.
- * Have a plan in case you need to miss work or other responsibilities due to personal illness or to care for a sick family member.
- * For pregnant women and children, review the information and guidance available on the CDC website.

Businesses and Employers

- * Practice good hand hygiene and encourage your employees and patrons to take common-sense precautions to protect themselves from the spread of respiratory illnesses.
- * Review your policies and procedures for remote or teleworking when possible.
- * Cross-train employees for key functions so that daily schedules can continue relatively uninterrupted by potential employee absences.
- * Review absenteeism policies to make sure employees are not being encouraged to come to work if they are sick. Employees may take Holiday pay including the extra week's vacation pay for 15 years of service generally paid at Christmas.
- * The Medical Clinic will establish a relationship with your local health department and communicate with them for any questions or concerns about infectious illnesses.
- * Look for more updates and guidance for businesses available on the CDC website.

Emergency Restrictions of gatherings will include:

1. Limitation of all meetings whether that be with vendors, customers, managers or employees.
2. Communication will be by e-mail.
3. Employees are encouraged to have e-mail addresses listed with Human Resource so they can receive emergency messages related to work or check McCreary Modern's Facebook page for information - at some point it may become necessary to close plants for a period of time.

Need for Hygiene and Emergency Supplies

1. All medical supplies will be ordered and stocked in the medical clinic.
2. Hand sanitizer stations are located throughout the plants. Employees are encouraged to use them often throughout their shifts.
3. The first symptom of an infectious disease, such as fever and cough, must be reported to your supervisor and the employee may be sent home.
4. All Employees with a fever over 100 and/or significant cough will be sent home.

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Emergency Attendance Policy

1. The point system will not apply if we are deemed to be in a state of emergency preparedness.
2. Employees who have an infectious illness or who have family members with an infectious illness, should contact the medical clinic by phone first. They will be treated by the medical staff and directed when to seek care or when possible treated here, however, the staff will not risk the spread of disease to other employees.
3. Provide counseling services per our employee assistance program.
4. Employees are forbidden from coming to work with infectious illness symptoms.
5. All Employees will be screened by medical staff before return to work.

Business Travel

All Business travel should be approved by Top Management.

Authority

The Medical Clinic in collaboration with the HR Department and the Company President, will be responsible for authorizing this emergency plan. The team will also collaborate with insurers, healthplans, hospitals and other community organizations to share information.

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