



PROTECTING YOUR EMPLOYEES AND OPERATION DURING COVID-19

March 2020



SUGGESTED LEADERSHIP BEHAVIORS

- Take steps that are crucial to keeping operations running now and into the future
 1. Start all calls and meetings with a check-in on everyone's welfare
 - **Ask how they and their families are doing during the slowdown/shutdown**
 2. Highlight the importance of employee's role to the company's success
- Putting forward the goodwill now, AHEAD of a production crisis (high numbers of employees not ill at this point), shows forethought and care, deepening employee loyalty



DECISION MAKING PRINCIPLES

OBJECTIVE: Keep our employees safe and keep our factories running

PRINCIPLES:

- Do not allow sick people to come to work
- Limit disadvantage to those who cannot or should not come to work for legitimate reasons
- Examples of employees not coming to work
 - Self-quarantine as required by employer
 - Diagnosed *OR* showing symptoms of COVID-19 (assessed by doctor)
 - Caring for a family member who lives in household, diagnosed *OR* showing symptoms of COVID-19 (assessed by doctor)
 - Employee is deemed high-risk as defined by CDC and has doctors note requiring self-quarantine
 - Child care issues



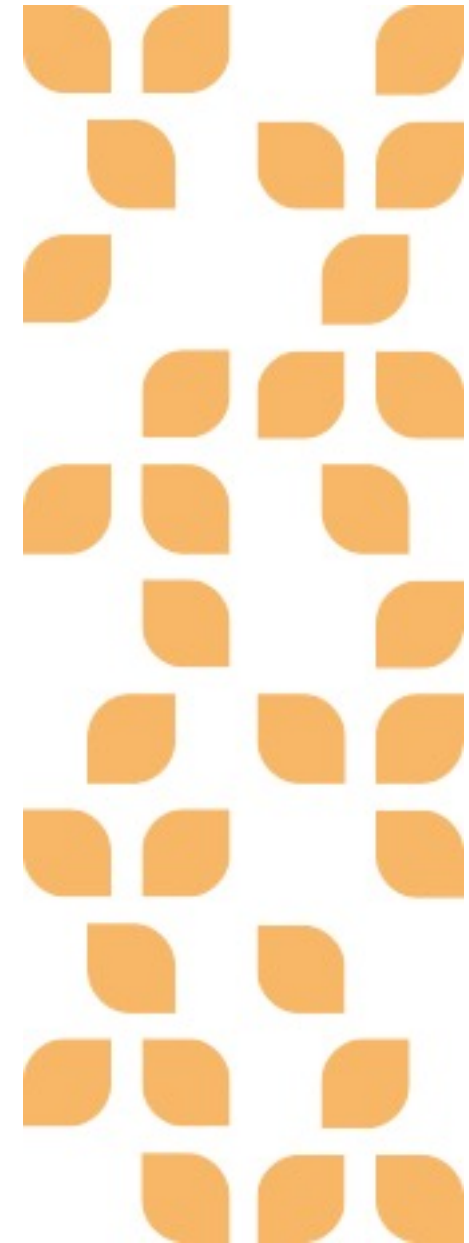
FOR CONTINUING OPERATIONS– Things to Consider

Production Essential Employee Definition:

Any employee located in a production, elevator or mill facility or warehouse in which their physical on-site presence is required

Typical Roles:

- Production Operators/Technicians
- Mechanics
- Specialized maintenance (ammonia, boilers, electrical/controls, precision machining, facilities, storeroom)
- Forklift Drivers
- Essential supervisory roles to ensure staffing, production and safety plans are followed



SAFETY CONTACT: COVID-19 Awareness and Prevention



1. Wash your hands with soap and water for 20 seconds
2. Stay at home when you are sick
3. Avoid close contact with people who are sick (1-meter distance)
4. Cover your cough or sneeze with a tissue and discard the tissue in the trash
5. Avoid touching your face
6. Clean and disinfect frequently touched object and surfaces

For More Information (click links):

WORLD HEALTH ORGANIZATION FAQ

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

U.S. CENTER FOR DISEASE CONTROL FAQ

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>



SAFETY CONTACT: COVID-19 awareness and prevention

According to the Center for Disease Control, there is no evidence to support transmission of COVID-19 associated with food

- Wash your hands with soap and water for 20 seconds before preparing or eating food.

U.S. CENTER FOR DISEASE CONTROL FAQ

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>



For Further Information:

- For general questions, consult with your local PFS program manager

Insert PM contact information here

- For emergency assistance use our 24/7 email hotline
assistance@partnersinfoodsolutions.com