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CTB COVID-19 Infectious Disease Preparedness and Response Plan (“Plan”)

CTB Inc., and its U.S. based subsidiary companies (hereinafter “Company”) take the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak. The Company is a part of industries, which have been deemed “essential” by the US Department of Homeland Security (“DHS”) during this Declared National Emergency.

In order to be safe and maintain operations, we have developed this Plan to be implemented, throughout the Company and at all our U.S. based facilities. There may be cases in which a facility must adapt the recommendations in this Plan to address that facility’s specific requirements. Such exceptions should be discussed in advance with the CTB Environmental Health & Safety Manager. Where there is a conflict between the recommendations in this Policy, and State or local laws, the facility must follow their State and local laws. The Company has also identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) and Occupational Safety and Health Administration (“OSHA”) continue to make available.

This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors are expected to set a good example and are responsible for following and implementing this Plan. This involves practicing good personal hygiene and following workplace safety rules to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our facilities, everyone must play their part. As set forth below, the Company has instituted various housekeeping, social distancing, and other best practices at our facilities. All employees must follow these best practices. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact your Human Resource Manager.

III. OSHA and CDC Guidelines

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

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IV. Covid-19 Symptoms

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever or other symptoms of COVID-19 **DO NOT GO TO WORK**. Likewise, if you come into close contact with someone showing these symptoms or who has tested positive for COVID-19, **DO NOT GO TO WORK**. Instead, stay home, call your supervisor to notify them, and then contact the appropriate healthcare provider right away for further guidance.

V. Facility Protective Measures

The Company is instituting the following protective measures:

- Any employee/contractor/visitor showing symptoms of COVID-19 must leave the facility immediately. If the individual is not capable of safely leaving the facility on their own, contact your supervisor, lead or first aid responder as you would in any other on-site health emergency, so that they can assist the individual and arrange for emergency transportation to a health care facility.
- Employees, coworkers, contractors, and visitors must utilize their best efforts to avoid physical contact and maintain at least 6 feet of distance from each other (“Social Distancing”) and/or employing other separation measures such as wearing face coverings.
- Meetings will be conducted utilizing technology by computer/ phone, whenever possible. During any in-person meetings, participants must maintain Social Distancing and comply with any local, state or federal rules regarding gathering and/or occupancy maximums.
- In order to maintain Social Distancing breaks and lunches must be staggered, when possible.
- The Company encourages frequent hand washing. Soap and hand sanitizer must be made available throughout the facility.
- Employees should limit the sharing of tools and equipment. When tools must be shared (i.e. copy machines, computer keyboards, hand tools, coffee makers and vending machines), employees must clean tools before and after use with Company provided disinfectant products. Employees must notify their manager immediately if cleaning supplies are low. Employees must be trained on the proper cleaning of all tools and equipment.
- Any shared resources may only be used by those in the department or area in which the resource is located (i.e. copy machines, computer keyboards, hand tools, and vending machines). The Company may assign employees to use resources in specific areas.
- Employees are encouraged to wear Company provided protective face coverings when working in rooms and confined areas with other individuals.
- The Company will divide employees as needed to reduce exposure potential (working hours, shift, etc.). The Company will have sole discretion in making these alterations.
- Employees are encouraged to eliminate or minimize ridesharing.

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- Until further notice the use of fleet vehicles is suspended unless determined essential by your manager (refer to CTB, Inc's Temporary Travel Addendum).
- Employees should use/drive the same piece of equipment or truck each shift, whenever possible.
- Water coolers and fountains will be closed until further notice. Employees should use individual water bottles. All water bottles should have a closeable lid and should be closed when not in use.
- Unless pre-approved by a Human Resources Manager, potluck and/or carry in food for sharing will not be permitted (this does not prohibit individually packaged food or professionally prepared food).
- Employees must sanitize their work areas upon arrival, throughout the workday (high contact areas) and immediately before departure each day.
- The number of contractors/visitors to the jobsite/facility should be limited to only those necessary for the work, and not to exceed the maximum allowed under any local, state or federal rules. All visitors will be required to wear a disposable CTB provided face covering.
- All employees/contractors/visitors will be screened in advance of arriving to the facility. It will be mandatory to fill out the **CTB Individual Declaration Form** (attached) and turned in daily to the employee's supervisor. Forms will then be sent to Human Resources and stored in confidential files as mandated by the ADA. If any of the questions are answered "yes," that individual will not be permitted to enter the facility. Managers and supervisors will be training all employees on this procedure.
- Site deliveries will be permitted but should be properly coordinated in line with the employer's minimal contact and cleaning protocols.

VI. Personal Protective Equipment and Work Practice Controls (Covid-19 Specific)

- The company will continue to provide standard PPE for workers engaged in various tasks (fall protection, hard hats, gloves, safety glasses, hearing protection, mandatory air respirators, etc.).
- Face coverings are encouraged and will be provided by the Company. Please see your supervisor if you would like a face mask.

Employees are encouraged to wear protective gloves in shared work areas (i.e. computer keyboards, copy machines, coffee makers, etc.). The Company will provide protective gloves, such as nitrile, latex or vinyl.

VII. Job Site Cleaning and Disinfecting

The Company has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment. Employees should regularly do the same in their assigned work areas.

- Employees should regularly clean their assigned work areas.
- Facility break / lunchroom areas will be cleaned at least once per shift by the responsible personnel.
- Responsible personnel performing cleaning will be issued PPE, such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the facility must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.

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- Bathroom toilets, urinals, sinks and wash stations should be cleaned and/or disinfected by the responsible personnel at least once per shift.
- Employees must maintain Social Distancing when using restrooms.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Powered Industrial Vehicles and equipment/tools should be cleaned at least once per day and before a change in operator.
- In the event of an employee testing positive for COVID-19, the Company will clean potentially contaminated areas of the facility before co-workers regain access to that workspace. Immediate communication to Management (supervisor, Buildings & Grounds, Human Resources) is necessary to expedite this action.
- The Company will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant.
 - Disinfectant appropriate for use in combating COVID-19
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
 - **Caution:** Bleach mixed with ammonia creates chlorine gas which could cause burns to eyes, lungs and can be fatal.
- The Company will maintain Safety Data Sheets of all disinfectants used on site (msdsonline.com).

VIII. Facility Exposure Situations

Employee Exhibits COVID-19 Symptoms

Sick employees need to stay home until they are free of fever (without the use of medication) for at least 72 hours AND at least seven days have passed since their symptoms first began. Employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least fourteen (14) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least fourteen (14) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Company will require an employee to provide documentation clearing his or her return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19.

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time. If the Company learns that an employee has tested positive, the Company will conduct an investigation to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, the Company will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a

confirmed-positive individual outside of the workplace, he/she must alert their manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

IX. OSHA Recordkeeping

- If a confirmed case of COVID-19 is reported, the Company will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires manufacturing employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries.
- For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employees. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.
- OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.
- If an employee has a confirmed case of COVID-19, the Company will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.
- The Company’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread.
- If an employee has a confirmed case of COVID19 that is considered work-related, the Company will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

X. Confidentiality/Privacy

- If an employee is under quarantine due to having COVID-19 related symptoms, without naming the employee, the Company will verbally notify individuals (including employees, contractors, vendors, etc.) in the employee’s primary work area and/or other areas as necessary to limit potential transmission to others.
- If an employee tests positive for COVID-19, without naming the employee, the Company will provide written notification to individuals (including employees, contractors, vendors, etc.) in the employee’s primary work area and/or other areas as necessary to limit potential transmission to others.

Given the fast-developing nature of the COVID-19 outbreak, the Company may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact Human Resources or the EHS Manager.