

POLICY FOR PANDEMIC PLAN



DON'T PANIC



1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide Global Regulatory Partners Inc. and affiliates (GRP) guidelines and procedures to protect our employees, customers, and the general public from further spread of a pandemic virus and keeping critical business processes functioning during a pandemic.

2. SCOPE

This procedure applies to all GRP working clients and workers.

3. RESPONSIBILITIES

3.1 Senior manager will be responsible for:

- Implementation of this procedure

4. PROCEDURE

4.1 Communication

- Must have an effective way to reach employees, contractors, temporary employees, union representatives, and others working for our company to inform them of the status of the pandemic approaching or affecting our company and their responsibilities during the pandemic.
- 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.
- Communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.
- Audiences, content and methods used for internal and external communication are:
 - ✓ Audience
 - ✓ Content
 - ✓ Method
 - ✓ Procedure
- Person responsible will officially declare the dates on which our pandemic containment period begins and ends.
- Employees will be notified of these dates by method of communication.
- Once briefed on the business assessment after a pandemic outbreak has occurred at our company, person responsible will prepare a public statement which can be used or not.
- If necessary, the responsible person will communicate with the media, as well as records of any information released to the media.
- Under no circumstances shall an employee speak to the media unless authorized.

4.2 Training

- Information and training are at the heart of pandemic planning and containment
- The goal is to ensure employee comprehension and understanding of how employees may be exposed to the pandemic virus, what their responsibilities are, and what protective measures they can take



- Due to the complexity of a pandemic and the continuity and recovery process the responsible person trains all employees, contractors and temporary employees and other working for our company as follows:
 - ✓ Elements of the written pandemic plan
 - ✓ Roles and responsibilities of employees
 - ✓ Pandemic fundamentals
 - ✓ Infection control supply locations
 - ✓ Hand hygiene and workstation housekeeping practices
 - ✓ Proper use of respirators
 - ✓ Social isolation practices
 - ✓ Altered cafeteria provisions
 - ✓ Healthy living practices
 - ✓ Coughing/sneezing etiquette
 - ✓ Illness reporting
 - ✓ Sick leave, time off and vacation policies
 - ✓ Overtime/wage policies
 - ✓ Stay at home issues relating to school and childcare closings and community quarantines
 - ✓ At home care of ill employees and family members
 - ✓ Vaccinations, declinations, quarantines and return to work policies and resources
 - ✓ Notification procedures activated in a pandemic outbreak situation
 - ✓ Hotlines and websites for communicating to employees, vendors, suppliers and customers
 - ✓ Emergency information contacts
 - ✓ Community sources of timely/accurate pandemic information
 - ✓ Employee assistance programs
 - ✓ Media relations
 - ✓ Getting to work when public transportation is shut down
 - ✓ Training program includes lectures, discussions, videos and other formats
 - ✓ Perform drills for the pandemic control measures
- After a drill, the plan administrator evaluates the effectiveness of the plan and reviews any employee input concerning the drill
- Supervisors will ensure that the cross training is provided to assure that our company has sufficient coverage for all critical business processes

4.3 Supply chain disruptions

- Because our supply chains may become disrupted in a pandemic, we will stockpile the following critical supply inventories during the pre-pandemic stage (e.g., regular supplies, soap, rubbing alcohol, towelettes, facial tissue, respirators, packaged food and water, and additional technological equipment for telecommuters and teleconferencing)
- To obtain supply items (e.g., raw materials, office supplies, tools and equipment, personal hygiene and cleaning supplies, medical supplies, food supplies) during a pandemic, we have identified a list of primary and alternative supply services
 - ✓ Supply type
 - ✓ Critical supply (Y/N)
 - ✓ Supplier
 - ✓ Address and phone
 - ✓ Primary or alternative
- Other primary and alternative service vendors (e.g., healthcare professionals, transporters, counselors, caterers, records recovery specialists, equipment rental businesses, security specialists,



waste removal and transport services, utility services, banking institutions, insurance agents, medical services, volunteer organizations, charitable organizations, agencies, demolition/construction companies, and other services) include same as above.

- Once a pandemic outbreak occurs at our facility or once supplies and services are affected by a pandemic outbreak elsewhere the responsible person will rely on our business assessment and our critical supply and service lists to identify our supply and service needs
- Once a supply or service need is identified, responsible person will notify the other responsible person so that he/she may order it
- Should supplies or services become depleted unexpectedly, employees are to notify responsible person immediately.
- We have selected sites in the vent it is needed (name of site(s))
- We estimate that in worst case scenario, we shall occupy the site for (time estimate)
- Responsible person shall decide when it may be necessary to move to the alternative site(s)

4.4 Technology

- To keep critical business processes operational during a pandemic, we will need the following backed-up databases and electronic and paper documents (e.g., contracts; list of customers; list of employees; payroll records; operating procedures; written Pandemic Plan; a list of personnel; proof of ownership of all property; list of equipment and products; tax records; list of computer and communication equipment at facility; list of computer software and programs; insurance information; and facility map.
- To meet the possible need to support employee telecommunicating and remote customer access, we are enhancing our communications and information technology infrastructures as follows
- List technology needs such as emails, internet, intranet, telephone, postal service and quantities.
- To ensure that technology will be to the challenge of an actual pandemic, we perform drills for the (list of control measures).
- We hold these (drills) at a frequency of (enter frequency)
- After a drill the Plan (enter administrator or team) evaluated the effectiveness of the plan reviews any employee input concerning the drill.

4.5 Air circulation

- Responsible person shall ensure that heating, ventilation and air conditioning filters are cleaned and or charged regularly to assure optimal air circulation and filtration

4.6 Hygiene and housekeeping

- The role of hygiene is key to reducing the spread of a pandemic virus
- Frequent hand washing with soap and water will be necessary
- Alcohol based hand rubs and sanitizing wipe stations will be (ENTER: distributed to each employee" or "installed throughout the company at strategic locations")
- Responsible person is responsible for maintaining soap, alcohol-based hand rubs, sanitizing wipes, paper toweling and disposal container inventories.
- Responsible person is responsible for general company housekeeping, including the use of suitable cleaning solutions for (enter locations, toilets, sinks).
- Responsible person will determine the need for (list things like changing rooms shower facilities)



- Due to good hygiene and housekeeping practice may lower any potential risk of pandemic infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic outbreak:
 - ✓ Wash hands often with plain, antibacterial soap or use alcohol-based rub if hands are not soiled
 - ✓ Wash hand after coughing/sneezing
 - ✓ Wear gloves and wash hands after removing gloves
 - ✓ Keep hands away from eyes, nose, mouth and face
 - ✓ Cough/sneeze into a tissue, sleeve or elbow
 - ✓ Dispose of used facial tissue in proper waste receptacles
 - ✓ Wash dishes in a dishwasher
 - ✓ Use disposable dishes and dispose of them in waste receptacles
 - ✓ Notify responsible person immediately if infection control supplies are depleted

4.7 Personal protective equipment

- Responsible person is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE) used at this company will be provided without cost to employees
- Responsible person will determine when to provide and require the use of the following protective equipment
 - ✓ Respirators
 - ✓ Gloves
 - ✓ Eye protection
 - ✓ Face shield
 - ✓ Boots or protective foot covers
 - ✓ Protective clothing
 - ✓ Caps
- Responsible person will choose protective equipment based on existing exposure levels to pandemic viruses.
- Protective equipment will be provided to employees in the following manner (describe how protective equipment is provided to employees)
- All protective equipment will be cleaned, laundered and disposed of by the company at no cost to employees
- In order to assure the continued reliability of protective equipment it must be inspected on a regular basis.
- Frequency of inspection is based on frequency of use
- Protective equipment that fails an inspection or is otherwise found to be defective is removed from service, and is discarded or repaired or adjusted in accordance to the following:
 - ✓ Repairs or adjustments to protective equipment are to be made only by persons appropriately trained to perform such operations and only with the protective equipment manufacturer's approval parts
 - ✓ Repairs must be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed
 - ✓ (name of protective equipment) must be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer
 - ✓ Protective equipment that fails inspection or is not for use and cannot be repaired must be discarded as (describe manner)
 - ✓ All repairs and replacement will be made by the employer at no cost to employees.



4.8 Social distancing

- Social distancing is taking measures to keep employees away from people, including other employees, customers, and the public to prevent exposure
- Responsible person 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:
 - ✓ Prohibiting hand shaking or hugging
 - ✓ Prohibiting face to face meetings and gatherings
 - ✓ Prohibiting socializing
 - ✓ Prohibiting public vents
 - ✓ Prohibiting sporting/group activities
 - ✓ Prohibiting group training
 - ✓ Encouraging people to meet in a large room where they can be separated
 - ✓ Prohibiting shared workstations
 - ✓ 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
 - ✓ Prohibiting employees from eating in lunchrooms, breakrooms or restaurants
 - ✓ Allowing or requiring staggered lunch periods
 - ✓ Encouraging employees to bring a lunch
 - ✓ Prohibiting carpools
 - ✓ Prohibiting unnecessary travel
 - ✓ Encouraging walking, biking, or driving to work, instead of using public transportation
 - ✓ Allowing or requiring flexible hours to avoid public transport rush hours
 - ✓ Allowing or requiring telecommunicating
 - ✓ Requiring people who work face to face with the public to work (enter feet) away or to have a see-through barrier between them and the customer
 - ✓ Installing systems for customers to order products and services over the phone, fax and mail and having orders ready for pickup
 - ✓ Implementing a quarantine or isolating those who are or may be infected
 - ✓ Closing the workplace

4.9 Identification

- To be ready for a pandemic we have determined the positions that involve travel and those that involve work at off-site locations as follows(enter specific or general travel destinations. General destinations might include specific state(s), domestic locations, specific countries and/or international locations)
 - ✓ Travel destination or off-site work location
 - ✓ Department/location
 - ✓ Job title
- Responsible person tracks business travel plans and off-site work locations and updates the table of destinations/locations necessary
- Responsible person monitors travel advisories for all destinations/locations listed in the (enter monitoring procedure)
- If responsible person detects a travel advisory for destination listed:
- Responsible person then communicates the detection to applicable employees, the pandemic plan (enter administrator) and the (title of company president) by (enter method of communication)



- The pandemic plan (enter administrator) the (enter name/title of company president), along with the affected employee and his/her supervisor, determine whether to cancel any planned business travel.
- If so, the pandemic plan (enter administrator) notifies the (enter name of travel agency) to cancel
- The pandemic plan (enter administrator) the (enter name/title of company president) along with the affected supervisors, determine whether to block all travel to the destination.
- If so, the pandemic plan (enter administrator) notifies (enter name of travel agency) to block all bookings to the destination
- The pandemic plan (enter administrator) notifies affected employees of the change
- Responsible person notifies pandemic plan (enter administrator) and the (title of company president) when travel advisory to the destination has been lifted
- The pandemic plan (enter administrator) and the (title of company president) determine whether to open bookings to the destination.
- If so, the pandemic plan (neater administrator) notifies (enter travel agency) to open bookings to the destination and notifies affected employees of the change.
- If responsible person detects a travel for off site locations listed:
- Responsible person then communicates the detection to applicable employees, the pandemic plan (enter administrator) and the (title of the company president) by (enter method of communication)
- The pandemic plan (enter administrator) the (title of company president) along with the affected employee and his/her supervisor determine whether to evacuate the employee and his/her family
- If so, the pandemic plan (enter administrator) notifies the employee to evacuate with his/her family, to take certain exposure control measures, to watch for symptoms, to seek medical advice if symptoms appear, and to notify pandemic plan (enter administrator) by telephone upon his/her return.
- During the employees' return call, the pandemic plan (enter administrator) shall inform him/her to stay home until further notice, to watch for symptoms, and to seek medical advice if symptoms appear.
- Once the incubation period has passed, the pandemic plan (enter administration) will contact the person to see if symptoms appeared
- If so, the medical surveillance procedure is activated
- If not the pandemic plan (enter administrator) may instruct the person to report to work
- Responsible person notifies the pandemic plan (title of company president) along with affected employees and his/her supervisors determine whether to send employees back to the off-site location
- If so, the pandemic plan (enter administrator) notifies affected employees of the change.

4.10 Symptoms

- Responsible person will ensure that :
 - ✓ Supervisors know the signs and symptoms of pandemic and the latest procedures for handling a potential infected or infected employee. These procedures are communicated by (describe what method will be used to inform supervisor)
 - ✓ Employees know the signs and symptoms of the pandemic virus. This information is communicated by (describe what method will be used to inform employees)
- All employees must abide by the following procedure during the pandemic containment stage and (responsible person) will update the following procedure if necessary:
- If a person is sick at home just before his/her shift, comes ill at work, or another person detects that a person has signs and symptoms of the pandemic virus the person must call the responsible person by telephone (enter phone number)
- Responsible person will ask the ill person questions to see if he/she has symptoms of the pandemic virus



- If the ill person is determined to not currently have any symptoms of a pandemic virus, responsible person will inform the person of this fact and instruct the ill person to call again or contact a physician if he/she is still concerned
- The ill person may then contact his/her supervisor to notify him/her that the ill person is staying or going home for personal illness that is not a pandemic virus
- If the ill person is determined to have symptoms of the pandemic virus, responsible person will:
 - ✓ Record the case as a "suspect" for tracking purposes
 - ✓ Ask the ill person which coworkers he/she has had face to face contact with for the last (enter number) days
 - ✓ Instruct the ill person to obtain and wear a respirator, go home immediately, not to use public transportation if possible and contact physician by phone or Instruct the ill person that he/she will not be able to return until a physician has declared him/her well and (responsible person) gives the ill person permission to return.
 - ✓ Notify recent contacts that a person's supervisor that the ill person has gone home sick
 - ✓ Notify recent contacts that a person suspected of having the pandemic virus may have infected them, that they must go home, and that they may not return until further notice
 - ✓ Notify the cleaning crew to disinfect the ill's person recent contacts work surfaces
 - ✓ Contact the ill person (enter frequency) to see if a physician has declared him/her well
 - ✓ If so, responsible person may instruct the formerly ill person to report to work
 - ✓ If not, (enter frequency) until a physician has declared him/her well
 - ✓ Contact the recent contacts to see if they have symptoms of the pandemic virus
 - ✓ If so, responsible person will instruct them to contact a physician by phone
 - ✓ Responsible person will then contact the recent contacts (enter frequency) to see if a physician has declared them well
- If so, responsible person may instruct the recent contacts (enter frequency) until a physician has declared them well
- If not, and the incubation period has passed, then (responsible person) may instruct the recent contacts to return
- Once a formerly ill person or recent returns to work, he/she must complete a (enter name of your sick leave or time off form) and submit it to (responsible person) for tracking purposes

4.11 Sick leave and time off

- During a "declared" pandemic containment period, employees are eligible for:
- Paid leave due to a community quarantine
- Paid sick leave, under the following conditions (list conditions)
- Paid time off to care for sick family members or children whose school or daycare has closed. Employees may also use next year's vacation days during the immediate year for time off to care for sick family members.
- Flexible time off days, under the following conditions (list condition)
- Family medical leave act benefits
- Overtime pay, in accordance with the law, for all overtime hours worked
- Flexible work hours under the following conditions (list conditions)

4.12 Stress management

- Fear, stress, frustration, anxiety and loss are to be expected during a pandemic outbreak
- Rumors and misinformation may abound. This may cause increased absenteeism, distress and lowered productivity.



- For these reasons, , the responsible person will ensure the following measures in hopes that stress will be reduced and or eliminated
- Employees are informed of the status of the pandemic and the contents of our pandemic plan
- Employees are informed of necessary changes well ahead of time
- Employees are informed what the company is doing about the current situations
- An employee assistance program is available
- Employees are informed of the location and counseling capabilities of the company's employee assistance program
- Employees are encouraged to stay home when they are sick
- Employees are informed of the more lenient sick leave, time off, and compensation policies implemented during the pandemic containment period
- Responsible person ,contact address/phone number, and backups will be available to answer questions about our plan, the status of the pandemic, the status of the company, changes, what company is doing, sick leave, time off, and compensation policies.

4.13 Protecting people and assets

- To protect the company, property and employees, certain security measures will be in place during a pandemic outbreak (describe security measures Physical security might include guards at the site, police assistance, security entry cards, communication line security, locks, cameras, intrusion alarms or signals, identification badges, reception desk, restricted area signs, and sign-in/sign-out sheets. Information security might include passwords, security software, key locks, identification readers, network security, encryption devices, voice scrambling, and automatic callback procedures. Consider people security. Consider criminal background checks of alternative suppliers and service vendors and those installing or maintaining equipment for telecommuters. Don't forget about in-transit security. See **49 CFR 172.800 to .804** regarding security plan requirements for those who transport hazardous materials.)

4.14 Coordination and collaboration with outside entities

- The pandemic plan (enter administrator) will coordinate/collaborate with the following outside entities before and during a pandemic (Collaborate with insurers, health plans, major local healthcare facilities, public health agencies, and emergency responders to share your plans, understand capabilities, and discuss how your company could contribute to the community. Share best practices with community businesses, chambers of commerce, and associations.):
 - ✓ Outside entity
 - ✓ Address
 - ✓ Phone/fax
 - ✓ Description

4.15 Returning to normal

- Once it appears that a wave of pandemic has passed, operations will return to "normal" in accordance with the following stages (stages involve the relaxing of restrictions and dropping of certain measures)
- Responsible person is responsible for determining when it is appropriate to move to each stage.
- Employees will be notified prior to shift in stage level, by (enter how employees will be notified)



4.16 Plan evaluation

- By having (responsible person) thoroughly evaluate and as necessary revise our plan, we ensure our plan's effectiveness and prevent or eliminate any problems
- Plan evaluation involves the following (describe what is involved in your plan evaluation i.e drills, tests, suits, legal reviews and other evaluation methods.
- Evaluation procedures should address the following: evaluation objectives, evaluation approach, required equipment and resources, necessary personnel, schedules and locations, specific evaluation procedures, and expected results and exit criteria. Assign responsibilities. Examine evaluation results for accuracy and consistency and note discrepancies.
- Update the Pandemic Plan based upon lessons learned.)

CEO and President:

Dr. Suzan Davis

Signature:

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