

1/MAY/2020

PANDEMIC PREPAREDNESS PLAN

PURPOSE

Applied Separations, Inc. strives to provide a safe and healthy workplace for all employees. This pandemic preparedness plan outlines our overall response to a pandemic and our emergency preparedness and business continuity plan. It outlines specific steps the Company takes to safeguard employees' health and well-being during a pandemic while ensuring our ability to maintain essential operations and continue providing essential services to our customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic. In this document, "employee" will refer to employees of ASI as well as temporary employees working at ASI.

PANDEMIC DEFINED

According to the federal Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), and other organizations that monitor public health threats, influenza and certain diseases are caused by a variety of viruses. Among these diseases: coronavirus, avian (or bird) flu, H1N1 (swine flu), pandemic influenza, and seasonal flu.

A pandemic can occur when mutating viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for the disease's spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is. Generally, a pandemic disease occurs in waves, with each new group of infected people in turn infecting others. Each such wave of infection can last as long as eight weeks, resulting in steadily increasing numbers of infections, and the disease itself can take 12 months to 18 months to run its course through the population. Subsequently, the viruses sparking a pandemic "settle" and thereafter can cause a type of seasonal flu (also known as "human flu") that produces the symptoms and illness many of us experience during annual "flu season."

A pandemic poses the most serious global threats to public health and our economy. It conceivably can cost billions of dollars in productivity losses resulting from absenteeism, payouts of sick leave or workers' compensation, and lost sales; disrupt transportation and communication services on which we all depend; and impede delivery of necessary goods and services. Inability to predict when such a disease might strike and with what severity makes it incumbent on the Company to consider how our business might be affected and to articulate what needs to be done to respond to an outbreak.

INFECTION CONTROL MEASURES

Applied Separations, Inc. takes a number of steps to minimize to the extent practicable exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' close proximity to one another. As appropriate, ASI recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional.

Employees who contract the disease or have been exposed to the disease:

ASI expects employees who contract the disease or have been exposed to infected family members or others with whom employees have been in contact to stay home and seek medical attention as necessary and appropriate. We expect such workers to notify us as soon as possible of exposure or illness. In this case, ASI will notify employees who may have had contact with, or been in the vicinity of, an employee who exhibited symptoms, so they will be aware that they may be at risk. Such announcements will never include the name of the employee.

Mandatory employee training:

All employees are at risk of exposure to viruses, both in and outside the workplace; therefore, Applied Separations, Inc. requires all employees to review this policy at least annually to reexamine what to do when an outbreak occurs.

Personal-protection equipment:

The Company maintains adequate supplies of recommended personal-protection equipment on site, such as face masks, eye protection, protective gloves, and anti-bacterial hand gels and wipes, which ASI requires workers to use while working, except during lunch breaks, when employees will be eating and drinking. We urge all employees to speak with their healthcare provider about types and proper use of personal-protection equipment in the home.

Facilities maintenance:

ASI's Maintenance staff regularly inspects the workplace for signs of heating, air conditioning, or other equipment in need of replacement or repair. Our Chief Operations Officer and the Maintenance staff coordinate closely with ASI's cleaning and waste-removal contractors to maintain our facility in top condition. The Company approves the installation or use wherever possible of improved equipment or cleaning methods to guard against the spread of infection in the workplace.

Outlined below is what we are doing to keep the facility clean and safe for all:

Applied Separations, Inc. will provide the necessary supplies and will be centralizing them in one location to avoid waste and overuse.

To avoid any coronavirus contamination, we require all personnel, upon arrival at the facility, to wash their hands for a full 20 seconds (sing Happy Birthday to yourself twice). In addition, it is required that hands be washed both before and after lunch. If deemed necessary during the pandemic, ASI will take the temperature of workers entering the facility before their shift.

Alcohol swabs, provided by the company, are to be used to wipe the timeclock/fingerprint sensors touched before and after punching in and out.

The cleaning staff will do the following:

Every hour daily, the following will be cleaned with disinfecting cleansers such as Lysol cleaners, Formula 409, Clorox bleach, regular soap cleaners.

- Elevator buttons (inside/out)

- Building Front Door and Abacus Staffing Agency Doors

Three times a day (8:00 am, 12:30 pm, and 3:00 pm) the following will be thoroughly cleaned with disinfecting cleansers such as Lysol cleaners, 409, Clorox bleach, regular soap cleaners.

- All access doors: 2nd and 4th floor clean rooms
- All floors - refrigerator, microwaves, water dispenser, kitchen counter, coffee handles, lunch tables, and vending machines
- All Floors – refrigerator, coffee area, and Conference Room table

In addition, hand sanitizers will be provided on each floor and are to be used several times a day, as needed, such as when you leave the floor, re-enter the floor.

Business Travel

Applied Separations, Inc. makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically.

Generally, in the event of a pandemic, travel on the Company's behalf is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from ASI management and, if necessary, outside authorities.

Emergency Contact Information

Employees are required to notify their immediate supervisor and Human Resources of any change in emergency contact information within two weeks of the change.

Special needs and accommodations:

The Company will notify first-responders about employees with medical conditions that could be compromised because of an influenza pandemic. We urge such employees to confidentially self-identify to Human Resources so that we are aware of and can prepare for you to receive any special medical expertise you might require if you become severely ill on the job. Human Resources maintains the confidentiality of any information you provide, making it available solely on a need-to-know basis and only when needed by emergency responders.

Additional steps being taken:

Training and meetings will be held by phone or via the internet – Zoom, Webex, Skype, Microsoft Teams, etc. If a meeting must be held in person, the number of attendees will be limited to 10, to ensure that social/physical distance guidelines are met.

Lunch breaks will be staggered so that the number of employees in common areas will be limited and social/physical distancing can be practiced.

COMMUNICATIONS

Outside authorities: Applied Separations, Inc. and its Emergency Operations Team (senior management) is committed to clear communication with our employees, partners, customers, and vendors.

The Emergency Operations Team (EOT) will notify all impacted parties, as listed above, to make them aware of the situation, how we are responding, and determine how we and our partners, customers, and vendors can work together to ensure business continuity related to production schedules, delivery dates, and staffing levels, while ensuring the health and safety of our employees. The EOT will identify the work being done and determine if it can be paused, relocated, or continued under the same or different environmental conditions. During this period, some employees may be directed to work remotely for a period of time, up to and including the duration of the pandemic.

We will partner with emergency response and health agencies as necessary in order to coordinate efforts to maintain safety and security in and outside the workplace.

Action escalation:

ASI's Emergency Operations Team is responsible for ensuring our company's ability to continue operating in emergencies and will direct essential personnel regarding specific actions and the timing, taking into account the seriousness of the conditions at the time. This team will convene as situations arise, to modify our plans as needed.

This team is responsible for declaring emergencies and declaring that the emergency has ended, evacuating, shutting down the facility and notifying employees. This group will also communicate with the media as appropriate.

Notifying employees:

Announcements related to pandemic topics will be posted on the notice board on each floor and modified as necessary. Notification of employees of issues related to pandemic information that must be communicated outside of normal business hours will be made via Facebook and posts. Since this is a closed group, in order to view the posts, you **must be part of our group** and to join the group, you need to do the following:

1. Log into your Facebook account, or set one up if you do not have one; this is the method we will use to notify employees about pandemic information.
2. Type **ASI Employees** into the top search bar.
3. Click on the green **Join Group** button under the cover photo at the top of the page. This will send a request to the group administrator for approval to join the group. Current ASI employees will be approved.
4. Follow the group, add to **Favorites**, and make sure you are set to receive notification of posts if that is what you want; otherwise, you will need to check Facebook on your own.
5. What follows is what the page looks like:



Pandemic Flu Resources List

Applied Separations, Inc. maintains a list of the names, telephone numbers, and email addresses of key employees and designated essential personnel who are available to answer your questions.

Finally

As a company, the management and staff of Applied Separations, Inc. will work together to ensure that we have a safe place in which to work and have the resources needed to succeed.