

Facility Scenarios

Open Facility Scenario

Closed Facility Scenario

Fibrebond Manufacturing Campus Status	Open with Facility Containment Plan Active (eff. 3/18/20)	Closed
Senior Leadership and Directors	Operational on Site	Operational via Teams
IT, Human Resources, Project Management, Engineering, Operation Directors, Procurement, Sales and Technical Sales, Scheduling, Accounting	Operational, Remote Work via Teams is available	Operational via Teams, Directors to determine exact staffing requirements
Security	Operational on Site	Operational on Site
All Production, Maintenance, Warehouse, Safety, Quality, and Shipping	Operational on Site	Non-Operational
Shipping and Warehouse	Operational on Site	Limited Operations for any inbound shipments already in transit at time of shutdown.
Site Services	Operational dependent upon Customer Site	Operational dependent upon Customer Site
Full Site Access Personnel (under Facility Containment Plan)	Graham Walker, Ritchie Reid, Martee Gonsoulin, Nelwyn Warren, Harper Edwards, Danny Lea, Daniel Lea, Tim Clifton, Michael Hochstetler, Jessie Cassidy, Allen Jordan, Mike Pedroza, Dave Carlson, Randy Bogan, Henning Jensen, Adam Walker, Rock Talley, Jerry Coleman, Rodney Turner	
In Event of Closure, OnSite Employees		Security
In Event of Closure, Employees with Site Access		IT (Sharon Pulsifer, Adam Walker, Ed Palmer), Operations (Danny Lea, Daniel Lea, Harper Edwards), Warehouse (Randy Bogan), HR (Nelwyn Warren, Reon Mathews), Maintenance (Henning Jensen, Jeremy Allen), Executive (Graham Walker, Patrick Caraway, Ritchie Reid, Martee Gonsoulin),

Employee Leave / Pay Scenarios

Effective 23 March 2020

NOTE: Each employee will have 80 hours of available Sick Time. Additional PTO and Sick Time are unavailable until further notice.

Pay

Site Access Restored

Notification Required

Employee with Confirmed Case: Employee has a positive Covid-19 test	Sick Time Usage up to 80 Hours, attendance points not assessed	Per the CDC, "Employees who has symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4F or greater), signs of a fever, and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines." <b>Fibrebond current policy extends the CDC recommendation of 24 hours to a 48 hour requirement and a temperature that does not meet or exceed 100 F.</b>	Fibrebond Human Resources must be notified
Employee with Illness: Employee is sick but does not have a positive Covid-19 test	Sick Time Usage up to 80 Hours, attendance points not assessed	Employees cannot return to work until they are free of fever (100 F or greater), signs of a fever, and any other symptoms for 48 hours without the use of fever-reducing or other symptom-altering medicines.	Fibrebond Human Resources must be notified
Employee under Observation / CDC-defined Medium Risk: employee has been advised by a healthcare provider to self-quarantine due to concerns related to Covid-19 or meets the definition of Medium Risk per the CDC (refer to Fibrebond Assess Risk and Act Accordingly Guidelines)	Sick Time Usage up to 80 Hours, attendance points not assessed	Employees can return at the end of the quarantine period if they are not ill.	Fibrebond Human Resources must be notified. Documentation may be requested.
Employee Caring for Children (with schools or childcare providers closed) or Sick Family Member	Sick Time Usage up to 80 Hours, attendance points not assessed	Employees can return so long as they have met the conditions of the Fibrebond Assess Risk and Act Accordingly Guidelines.	Fibrebond Human Resources must be notified.
In the event of a facility shutdown required by local, state or federal authorities or a voluntary Fibrebond operations shutdown	Sick Time Usage up to 80 Hours, subject to deductions for any time used for the above scenarios		

# Assess Your Covid-19 Risk Level & Act Accordingly

Summary of the Center for Disease Control and Prevention's "Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019" <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

1st Step: Determine Your Exposure Risk Level		
Risk Level	Exposures Identified through Contact Investigation	Geographic (Travel-associated) Exposures
High Risk	Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection or Person Under Investigation <b><i>without using recommended precautions</i></b> for <u>home care</u> and <u>home isolation</u>	Travel from Hubei Province, China
Medium Risk <small>(assumes no exposures in the high-risk category)</small>	Close contact with a person with symptomatic laboratory-confirmed COVID-19. Close contact defined as "1. being withn approx 6 feet of a COVID-19 case for a prolonged time, close contact can occure while caring for, living with, visiting, or sharing a healthcare waiting area or room with a Covid-19 case or 2. having direct contact with infectious secretions of a Covid-19 case."	Travel from mainland China outside Hubei Province or Iran
	On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction	Travel from a country with widespread sustained transmission, other than China or Iran
	Living in the same household as, an intimate partner of, or caring for a person in a nonhealthcare setting (such as a home) to a person with symptomatic laboratory-confirmed COVID-19 infection <b><i>while consistently using recommended precautions</i></b> for <u>home care</u> and <u>home isolation</u>	Travel from a country with sustained community transmission
Low Risk <small>(assumes no exposures in the high-risk category)</small>	Being in the same indoor environment (e.g., a classroom, a hospital waiting room) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact	Travel from any other country
No Identifiable Risk	Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.	Not applicable

2nd Step: What to Do based upon your Risk Level		
Risk Level	if you have No Symptoms	if you have Symptoms
High risk	Quarantine (voluntary or under public health orders) in a location to be determined by public health authorities.	Immediate isolation with consideration of public health orders
	No public activities.	Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition
	Daily active monitoring, if possible based on local priorities	If medical evaluation is needed, it should occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended infection control precautions in place.
	Controlled travel	Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.
Medium Risk	CDC: Recommendation to remain at home or in a comparable setting. <b>Fibrebond Requirement to remain at home for 14 days.</b>	Self-isolation
	Practice social distancing	Public health assessment to determine the need for medical evaluation; if medical evaluation warranted, diagnostic testing should be guided by CDC's PUI definition
	Active monitoring as determined by local priorities	If medical evaluation is needed, it should ideally occur with pre-notification to the receiving HCF and EMS, if EMS transport indicated, and with all recommended infection control precautions in place.
		Controlled travel: Air travel only via air medical transport. Local travel is only allowed by medical transport (e.g., ambulance) or private vehicle while symptomatic person is wearing a face mask.
Low Risk	No restriction on movement	Self-isolation, social distancing
	Self-observation	Person should seek health advice to determine if medical evaluation is needed.
		If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's PUI definition.
		Travel on commercial conveyances should be postponed until no longer symptomatic.
No Identifiable Risk	None	Self-isolation, social distancing
		Person should seek health advice to determine if medical evaluation is needed.
		If sought, medical evaluation and care should be guided by clinical presentation; diagnostic testing for COVID-19 should be guided by CDC's PUI definition.
		Travel on commercial conveyances should be postponed until no longer symptomatic.