

FIBREBOND RESPONSE PROTOCOL FOR EMPLOYEE WITH COVID -19 SYMPTOMS OR POSITIVE TEST RESULT

EMPLOYEE FALLS ILL AT SITE (PRIOR TO COVID-19 TESTING)

Reporting of any employee who self-reports or presents with measured fever or other COVID-19 related symptoms during the workday while on site should notify HR Director, who will then notify Executive Team (GW, RR, MG, PC), Safety Director, Director of affected employee's department, family member of employee if necessary.

Safety Director will take necessary precautions to wear appropriate PPE to evaluate health status of employee. If employee is deemed fit to drive, Safety Director will escort employee directly to employee's personal vehicle to leave site immediately.

If employee does not have a vehicle on site or if the health of the employee requires EMT services, Safety Director will escort employee to the Manufacturing Break Room on the west side of the Main Plant near batch plant, designated as quarantine area. In advance of arrival, Safety will be notified to clear any other employees from this area. Safety Director will remain with employee until transportation arrives.

No other Fibrebond employee should accompany employee in the same vehicle off-site.

Employee should follow the policy contained in the Fibrebond Assess Risk and Act Accordingly Guidelines for notifications and requirements for return to work.

Sanitation of designated quarantine area and/or employee work area will be required once employee departs. Maintenance will immediately post signage and barriers to secure/close this area from employee traffic until further notice to allow for cleaning of affected area according to most recent CDC guidelines.

Cleaning of area with will start no less than 2 hours and no more than 8 hours after notification. Maintenance Supervisor will advise Safety Director when sanitizing is confirmed complete. Safety Director will authorize area to be re-opened for use by employees.

EMPLOYEE OFF SITE AT THE TIME POSITIVE RESULT IS RECEIVED

Employee with confirmed positive test is to report this result to HR Director. HR Director will then notify Executive Team, Safety Director and Director of employee's department. Safety Director will confirm in Kronos the date and time that employee was last present on site.

HR Director and Executive Team will determine affected employees and review a cleaning matrix to determine affected area(s) to be sanitized. Safety Director will generate a Kronos report showing all employees in affected area that are present on site.

The cleaning matrix considers differing work areas such as:

Non-production employee including Administrative, Professional, Supervisory (i.e, office or cubicle) — Clean entire office and other affected common areas (restroom area, break area, time clock, etc).

Production employee — Clean entire affected area as defined by our Site Containment Plan (work area and other affected common areas such as restrooms, break areas, employee locker, time clock, etc.)

Employee with complete site access — Employee work area and other affected work areas, including any needs for expanding cleaning based on recent movements of employee across the site.

The cleaning matrix will also consider the amount of time lapsed from the employee's last presence on site until notification of positive result.

HR Director will notify Maintenance to coordinate closure of area once employees are removed from the area.

HR and Safety Director will clear the affected area of all employees (including restrooms and break rooms used by affected employee) and supervise movement to nearest open-air tent or other designated area.

Maintenance will immediately post signage and barriers to secure/close this area from employee traffic until further notice for cleaning of affected area according to most recent CDC guidelines. Doors and windows should be left open, if possible, to increase air circulation prior to start of cleaning.

Director(s) of affected employees will notify employees in the affected department(s) in specific coordination with Graham's release of a internal all-employee communication of positive result and actions taken. Any employees that are not on site at time of notification should be noted and provided follow-up notification. Timing, content and audience for external communication will be determined by Graham.

Cleaning of affected area with CDC-approved disinfectant will start no less than 2 hours and no more than 8 hours after notification. Maintenance Supervisor will advise Safety Director when sanitizing is confirmed complete. Safety Director will authorize area to be re-opened for use by employees.