

Precision Medical Products, Inc.

H1N1 Swine Flu and Pandemic Influenza Preparedness and Prevention Plan

Purpose:

This plan is designed to prepare the company and its employees for the 2009 influenza season. It is projected that the H1N1 virus could pose a serious risk to the business and its employees.

Pandemic Influenza Definition:

Pandemic influenza refers to a worldwide outbreak of influenza among people when a new strain of the virus emerges that has the ability to infect humans and to spread from person to person. During the early phases of an influenza pandemic, people might not have any natural immunity to the new strain; so the disease would spread rapidly among the population. A vaccine to protect people against illness from pandemic influenza virus might not be widely available until many months after influenza pandemic begins. While it is important to emphasize that there currently is no influenza pandemic. However, pandemics have occurred throughout history and many scientists believe that it is only a matter of time before another one occurs. Pandemics can vary in severity from something that seems like a bad flu season to an especially severe influenza pandemic that could lead to high levels of illness, death, social disruption and economic loss. It is impossible to predict when the next pandemic will occur or whether it will be mild or severe.

Responsibilities:

VP, Manufacturing and Human Resources will serve as pandemic coordinator and is responsible for the development and implementation of the preparedness plan, communication of the plan, and general oversight of the plans' effectiveness and additional actions that may need to be taken related to any community or company outbreak of the H1N1 virus. The VP, Mfg and HR is responsible for communicating the preparedness plan to any customers who request information on this plan. The VP, Mfg and HR is responsible for enacting and discontinuing this plan.

Supervisors are responsible for daily monitoring of employees to observe any employees with flu-like symptoms, and for sending employees with flu-like symptoms home. Responsible for contacting employees in the event of an emergency or suspension of operations due to a flu outbreak. Addressing preparedness through cross-training, inventory management, and intra-departmental training toward this plan.

The Manufacturing Coordinator (Shrewsbury) is responsible for daily monitoring of employees to observe any employees with flu-like symptoms and immediately reporting any concerns to the individual's supervisor in the Denver Facility to take appropriate action as defined under the supervisor's responsibility.

Human Resources Department is responsible for training supervisors toward the plan and their responsibilities, administering the FMLA and/or other leaves associated with the plan, scheduling company sponsored vaccinations, and ongoing communications regarding identification and prevention of the flu. Also the HR department will provide assistance to supervisors or the receptionist in assessing and asking employees or

visitors to stay home. The HR department will assist in documenting any such situations. The HR department will develop a plan with local employment services to supply temporary employees as possible to support manufacturing positions that might need to be supported during periods of high absenteeism. The plan will include making sure that any such employees would be trained in regard to this plan and the signs and symptoms of the flu. The HR department will maintain records of employee vaccination. The HR department is responsible for sharing PMP's plans with other local businesses and organizations and likewise learning of other organization's plans to assure best practices are in place for dealing with any pandemic.

The receptionist and anyone acting as receptionist backup (Denver Facility) is responsible for requesting all visitors to use hand sanitizer upon entering the facility. The receptionist should look for and identify if any visitors appear to display any of the outward symptoms of a person with the virus, and notify the Human Resources Department, and the person(people) who the person is visiting of any positive observations.

The Facility and Maintenance Manager has responsibility of maintaining the overall cleaning and disinfecting program of the company. Also responsibility for assuring that hand sanitizing and soap dispensers, tissues, sanitizing wipes are stocked in all applicable locations. As Safety coordinator this individual is responsible for assuring the completion of an accident investigation and implementation of appropriate actions including sanitizing and assuring proper PPE of employees performing these tasks if an employee or visitor is in the workplace with H1N1 virus symptoms.

The Materials Manager is responsible for identifying key suppliers and verifying the preparedness plans of those suppliers to enable continued delivery of the products or services supplied.

Senior Managers are responsible for identifying the need and ability of key employees to work from home and the resources necessary to enable this ability.

The Customer Service Manager, after consultation with senior management is responsible for communications with customer regarding any influenza issues that might affect deliveries or service to customers.

Should any individual identified above be absent or unavailable, that individual's immediate supervisor will be responsible for their subordinate's responsibilities.

All employees are responsible for following the preparedness plan. Employees must act responsibly and follow the guidelines for the prevention of the spread of the virus and to stay home if they have the virus or if an immediate family member has the virus and then while they remain contagious.

Precision Medical Products (PMP) will provide:

- seasonal flu vaccinations to its employees
- swine flu vaccination when available
- hand soap and wash stations
- hand sanitizer – stations throughout the facility and individual personal dispensers
- tissues – in common areas

Facility – hand sanitizer stations will be provided at the entrances to the building, entrances to cleanrooms, the receptionist will request all visitors to utilize the hand sanitizer upon entrance to the facility,

Personal areas – work area, desk or office – In addition to janitorial staff cleaning, each employee is responsible for their individual work area, regular cleaning of the space.

Meeting rooms – sanitizing wipes will be provided in each meeting room for employees to wipe down tables, chair arm rests, phones, and other shared items.

Dining commons – sanitizing wipes will be provided in the dining commons for employees to wipe down tables, chairs, and other shared items. Tissues will be provided. Antibacterial soap will be provided at the sink.

Mailroom – sanitizing wipes will be provided for employees to wipe down work areas and shared items. Tissues will be provided.

Lavatories – hand wash sinks and antibacterial soap are provided at all lavatories. All lavatories will be cleaned at least once daily including the use of disinfectant and antibacterial cleaning chemicals.

In order to be prepared to address employee infection, the company will stockpile:

- Sanitizer
- Sanitizing wipes
- tissues

The company will maintain high standards of cleanliness and sanitary work areas and facilities:

Recognize that the company already places a strong emphasis on regular cleaning and sanitizing of the workplace. As a medical manufacturer, our sanitization efforts are especially strong in manufacturing areas. However, there are many common areas that are shared throughout the workday by many people. There are meetings, and work areas where people are in close proximity to each other, there are lavatories, and there are visitors to the workplace, these are just some of the areas and issues to address the most likely exposures to the virus. Employees and visitors may be exposed to the virus by friends or family, therefore it is important to educate employees, their families and visitors about the flu, methods to prevent the spread of the flu and what to do if they have or are exposed to the flu.

Symptoms:

Symptoms of the H1N1 Swine Flu are similar to symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus have also reported diarrhea and vomiting. People at higher risk of serious complications from H1N1 and seasonal flu include people age 65 and older, children younger than 5 years old, pregnant women, people of any age with chronic medical conditions (such as asthma, diabetes, or heart disease) and people who are immunosuppressed.

Preventing the flu:

To prevent contracting the flu, stay informed. Visit www.flu.gov for up to date information. Cover your mouth and nose when you cough or sneeze by placing the bend of your elbow over your face when coughing or sneezing, wash your hands often with soap and water or alcohol based hand sanitizer, especially after you sneeze or handle a tissue, avoid touching your face, eyes, nose or mouth, germs spread this way, try to avoid close contact with sick people, if you are sick avoid contact with healthy people, if you are taking care of a sick person, learn how to take care of them by using the information available at www.flu.gov.

A vaccine has been developed for this virus; however, it may not be readily available before an outbreak of the flu. It may also be limited to people who are more at risk such as pregnant women, or people with other medical conditions. Employees should check with their family physicians regarding receiving the vaccine. The company will reimburse covered employees for the H1N1 vaccination in accordance with the Company Health Plan.

What employees should do if they have the flu or a family member has the flu, or child's school is closed due to the flu:

If you are sick with the flu, you may be ill for a week or longer. You should stay home and keep away from others as much as possible, and not go to work for at least 24 hours after your fever is gone (without the use of fever reducing medication) except to get medical attention. Antiviral drugs are available to treat those who become seriously ill from influenza. These antiviral drugs are prescription medicines and must be prescribed by a health care professional.

To prevent the spread of the flu, employees are strongly urged to stay home if they have the flu, or if family members have the flu. While the flu is not normally FMLA qualifying, due to the severity and risk involved with the H1N1 virus, a doctor's visit with a following regiment of treatment would be FMLA qualifying. Also, an employee who must stay home to treat a family member (as defined in the FMLA policy) with the flu would likewise qualify if the family member is treated by a doctor with a following regiment of treatment. Following the FMLA policy, the employee would need to be released to return to work by their physician. The CDC guidance on the H1N1 virus indicates that people who have the flu are still contagious for up to 24 hours after the fever breaks. Employees who want to receive pay during their absence for the H1N1 flu or as a caregiver to a family member, will be permitted to use any available salary continuation (for personal illness), vacation, and/or personal holiday pay without prior authorization required. Substantiation in the form of a doctor's note, or in the case of a school closing, a note from the school or article from area newspaper, is required. In the case where an employee's child's school is closed and the employee's child does not have the swine flu, PMP wants to support parents by offering a special extension of the Educational time off benefit which would allow employees to stay home with their child while their school is closed due to the H1N1 virus and/or while working to get other childcare set up. A letter from the child's school or article from an area newspaper would serve as substantiation of this.

Employees who have the flu or have been in very close proximity to people with the flu are strongly urged to stay home. Employees who show up for work with flu-like symptoms will be sent home. The H1N1 virus is highly contagious and poses an immediate risk to your co-workers. It also poses a risk to the continuity of the operations of the company and our ability to make product to our customer's requirements. PMP wants to contain, control and prevent the spread of this virus. Anyone who has the flu remains contagious for at least 24

hours after the associated fever breaks; therefore employees should stay at home the day after the fever breaks and not return to work prior to the 2nd day after the fever breaks.

Employees with the flu are to notify the human resources department – this notification may take place via the employee call off line, and should specifically state that the reason for absence is due to the flu.

Employees may be sent home:

If a supervisor needs to send an employee home from work, the supervisor will immediately notify human resources and document the reasons and circumstances of their actions. The Safety Coordinator must also be notified and an accident investigation should be conducted to identify any risk of exposure to other employees and possible actions such as disinfecting tools and work areas which might be infected or other appropriate safety actions.

Employee Travel:

Travel may be suspended to any area of the country or to companies or facilities where an influenza outbreak is acknowledged.

Communications:

PMP will present information regarding the H1N1 virus to all employees to make employees aware of the symptoms and methods to prevent the H1N1 virus. Information will be communicated by way of employee meetings, bulletin boards, display boards, company intranet, and distributed publications.

Emergency communications:

The rate of employee absence will be monitored throughout the year. If the rate of absence due to flu is determined to be high and spreading or if there is a community containment measure enacted, the company may be forced to temporarily suspend operations of a facility or department within the facility in order to curtail the spread of the virus. It may be necessary to curtail travel between facilities as another means to prevent the spread of the virus. In most cases, it should be possible to notify employees of the need to close directly, or by phone calls from their supervisor – supervisors will need to have a list of their employees and home phone numbers, phone calls will be made via the organizational chain of supervision. It may be necessary to make announcements via the same processes as for snow emergencies. The company will also work to develop additional emergency communications methods such as e-mail, text, and cell-phone.

Business Continuance Plan:

The company needs to be prepared in the potential absence of key employees, and/or groups of employees.

Manufacturing supervisors are responsible for the cross training of manufacturing employees to allow business to continue by having other employees trained in key operation assignments in the event of employee absence. The HR department will work with the manufacturing supervisors to address the need for and any special requirements for temporary manufacturing employees. And will assure that temporary agencies that might provide these employees are aware of these requirements, and will work to provide these employees as needed.

The Materials Manager will identify key suppliers and service providers to assure that these suppliers have a preparedness plan, also to identify any potential supply problems in advance and develop contingency plans.

Senior managers are already provided with laptop and ability to work from home. Additional laptops with similar connectivity will be provided to employees to enable working from home if they need to stay at home during their own or family member's infection. Additional laptops can be purchased if necessary to address multiple absences. Some functions may need to be reassigned by management as necessary to continue operations. All laptops will be sanitized upon the employee's return to work.

Exposure plan:

If any employee has the virus, the human resources department is to be notified immediately. The human resources department member will notify the facilities and Maintenance manager. The facilities and maintenance manager will meet with the individual's supervisor to complete an accident investigation report and determine areas of possible exposure to determine a sanitization plan. The purpose of this plan is to address the most likely areas that could have been exposed to the virus and should be sanitized to prevent further spread, for example: telephones, keyboards, work surfaces, pens, tools, door handles, etc. This plan will identify what sanitizing methods will be used on the various surfaces including chemical sanitizers such as or similar to Lysol and Clorox brand cleaners. The plan will also identify the use of proper personal protective equipment for the people performing the sanitizing effort.

All questions or concerns regarding this plan should be addressed with the individual responsible for the particular part of the plan that most closely relates to the question. Questions regarding the overall preparedness plan should be addressed to the VP, Manufacturing and Human Resources.