

COVID-19 (NOVEL CORONAVIRUS)

PROTOCOL FOR RESPONSE TO A POSITIVE OR HIGH POTENTIAL EXPOSURE RISK (CLOSE CONTACT WITH CONFIRMED POSITIVE)

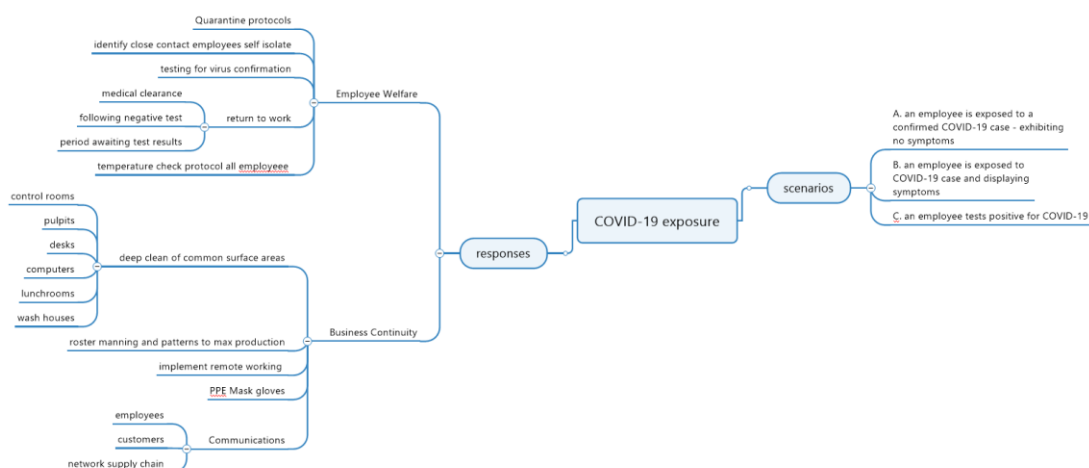
Key principles

- **The priority is to protect the health of our employees and business operations.**
- **Act NOW and DECISIVELY**

Some facts

- The incubation period is between 2 to 14 days after exposure.
- The average incubation period is 5 days.
- The contagious period is 24 hours prior to symptoms presenting and 24 hours after symptoms cease.
- People are most contagious when they're showing symptoms of the virus.
- Social distancing is 1.5m or 6 feet – close contact involves physical contact and extended periods within the social distance boundary.
- The virus can remain virulent on surfaces for up to 24 hours on cardboard to up to two or three days on plastic and stainless steel.
- There are deep clean standards which require disinfectant to be left wet for as long as possible on high touch areas such as door handles, phones, remote controls, light switches and bathroom fixtures and horizontal surfaces such as countertops, kitchen tables, desktops and other places where cough droplets could land frequently.

Response overview



Scenarios

1. An employee/contractor/visitor test positive for COVID-19
2. An employee/contractor/visitor has been exposed to COVID-19 and is displaying symptoms
3. An employee/contractor/visitor has been exposed to COVID-19 and is not displaying symptoms

Response

Response Focus	Action	Responsibility
Employee Welfare	<ul style="list-style-type: none"> • COVID positive or high potential exposure Individual immediately quarantined until medical clearance is obtained. • Individual interviewed to identify where they worked (understand what surfaces could be exposed to the virus) and who on the plant they had close contact with. • Discuss with all close contact employees <ul style="list-style-type: none"> ○ quarantine protocol ○ provide support to explore if and where testing is immediately available ○ provide guidance on entitlements ○ escort individuals off site – ensure they are OK to get home • All close contact employees quarantined until medical clearance is obtained • Provide access to Employee Assistance Programs (EAP) • Establish a regular temperature checking program for remaining employees deemed “not close contact” team members. • Put in place daily contact program during quarantine period to ensure employee welfare • Identify non-essential plant staff who can work remotely and enact remote working program • Identify and contact any higher risk employees and agree to return to work plan for these individuals. • Arrange for meal alternatives while canteen / lunchroom is being deep cleaned. • Close canteen and put in place alternate meal solutions and meal break protocols. 	HR
Business Continuity	<ul style="list-style-type: none"> • Initiate and manage deep cleaning process and ensure appropriate PPE standards apply. • Ensure that those who are interacting with exposed employees have appropriate PPE gloves face mask. • Enact new protocols to accompany plant restart. <ul style="list-style-type: none"> ○ PPE masks gloves ○ Social distancing standards (meals) ○ Cleaning standards ○ Temperature checking 	Safety Manager
	<ul style="list-style-type: none"> • Immediately shut the section of the plant where the infection risk exists to allow for deep cleaning. Cover control rooms, pulpits, desks, computers, lunchrooms, washrooms, door 	Operations

	<p>handles etc.</p> <ul style="list-style-type: none"> • Send the crew in the affected areas home and contact next shift to advise that the work area has been temporarily closed while deep cleaning is undertaken. • Make contact with contractors - suspend work for 24 hours while the situation is assessed. • Determine the implications to manning and lost production. • Develop a manning/roster model and plant start-up plan • Develop clear picture with respect to demand, inventory and supply 	
Communications	<ul style="list-style-type: none"> • Country Manager/Regional President to contact CEO (Jim Anderson) and Chief HR Officer (Paul Griffiths) as soon as possible • CEO to inform AIP • Set up a call for country managers, VP Trading, CCO and supply chain leads to understand inventory, demand and supply implications • Prepare internal communications for the site and broader Molycop. • Develop customer communications plan • Appoint spokesperson and holding statement in case of media contact 	HR

Preparatory actions

- Review skills and competencies for all staff including management.
- Understand testing criteria/protocols in each country and closest testing facility to the plant
- Put in place a contractor and visitor sign-in log including contact numbers so individuals can be quickly contacted in the event of a confirmed infection or high potential exposure.
- Develop contractor company/employer contact listing
- Determine if there are country notification obligations or protocols to health authorities
- Ensure cleaning contractors are ready and able to perform deep clean process prior to reopening the plant area.
- Procure PPE masks, gloves, appropriate cleaning and sanitizing provisions
- Identify alternate lunch/meal solutions

Note

It is noted that the COVID-19 situation is extremely dynamic in nature. Accordingly, Molycop will constantly review the appropriateness of its response set out in this document, and procedures may be modified, added to or discontinued at short notice based on information received.