

COVID-19
Safety Plan



This Plan is based on official guidance set forth by the Centers for the Disease Control & Prevention (CDC) and the PA Department of Health (PA DOH).

APP – Critical Supplier

APP is a “Critical Supplier” as a manufacturer of critical components for medical devices, respirators, and military and defense applications. As such we will remain open during this pandemic and taking every precaution to ensure the safety of our employees and their families and uninterrupted supply to our customers.

This document will further outline those precautions taken

Prevent the illness by avoiding being exposed to this virus.

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Practice Social Distancing: an attempt to limit human interaction by means of isolation, or more practically, by limiting group size, avoiding physical greetings and attempting to maintain a six-foot “safe zone” between yourself and others.

All Employees are Required to Follow CDC Guidelines:

1) Clean hands often

Wash hands often with soap and water for at least 20 seconds especially after being in a public place, or after blowing nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth with unwashed hands.

2) Avoid close contact

Avoid close contact with people who are sick. Corporate staff and those who are able to perform their jobs remotely, are required to do so. Keep 6 feet distance between yourself and other people. Avoid handshakes or physical contact.

3) Cover coughs and sneezes

If in a private setting and do not have on a cloth face covering, remember to always cover mouth and nose with a tissue when coughing or sneezing or use the inside of elbow. Throw used tissues in the trash. Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

4) Avoid touching your face

Try to make a concerted effort to avoid touching eyes, nose, and mouth with unwashed hands.

5) Clean and disinfect

Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

6) Be smart

Do not share personal items, phones, utensils, cups, food, PPE, drinks, gloves, towels, etc.

EFFECTIVE IMMEDIATELY

Temperature Monitoring:

- Employees are required to show their temperature daily prior to entering the facility to their supervisors, all office employees must record their temperatures in a shared file
 - If temperature is 100.4 F or higher employee will be asked to go home and self-monitor for 24 hours
 - The employee's temperature must reduce without fever reducing medications within 24 hours for the employee to safely return to work
 - If the temperature remains at or above 100.4 F the employee must remain out of work until symptom free for 72 Hours

Additional Actions:

- All employees will be required to wear a mask when in the building, other than during meal/drink periods
- APP will provide 1 "bandana"- Employees are permitted to wear their own mask which are work appropriate
- Employees will not be permitted to leave the facility during meal periods, and need to be prepared with lunches
- No food deliveries will be permitted

Self-Monitoring:

Employees are required to report to their supervisor/manager if they:

- Have a confirmed illness or the following symptoms
 - Fever over 100.4 degrees
 - Cough
 - Shortness of breath
 - Other flu-like symptoms

Employees who meet either of the above criteria are required contact their physician for medical opinion. The following actions should also be taken.

- 14 days minimum (if diagnosed with the coronavirus see CDC recommendations)
- May not return to work until fever returns to normal for 72 hours, and cough or other symptoms subside without the aid of medication.

Quarantined Employees (NOT sick but are quarantined due to travel)

- If a quarantined employee can perform their job functions remotely, they will be required to do so.
- If a quarantined employee may NOT perform their job function remotely, they should inform their supervisor.

Quarantined Employees (who are sick)

- If a quarantined employee can perform their job functions effectively while being sick, they may choose to do so. This must be discussed with the employee's supervisor.

Employee Travel Restrictions:

Customer/Vendor

- Customer & vendor interaction via phone, email, webinar, or another digital tool is required over face-to-face meetings until further notice.

Training / Off-Site Events

- Participating in meetings, conferences, seminars, or events is permitted via digital means only until further notice. If no digital option is available, attendance is prohibited.

Best Practices Outside APP

- Avoid public transportation
- Avoid recreational or large gatherings
 - Keep at least 6 feet of distance between you and other people
- Clean frequently touched surfaces often
- Wear a mask when you are not able to social distance- The mask should not take the place of social distancing
- Do NOT touch your face with unwashed hands
- Use touchless payments with possible
- After leaving stores, using gas pumps or being in public areas use hand sanitizer until you can wash your hands. Do not touch face until you are able to wash hands.
- Food Washing- CDC has not linked food or food packaging to COVID at this time
- Pay online when possible
- Accept deliveries without in person contact
- Use gloves or disinfecting wipes at the gas station- and use hand sanitizer after
- Plan trips to pharmacy and grocery store to reduce frequency
 - Use drive thru and curbside pick up when possible