

## **PANDEMIC (VIRUS) PREPAREDNESS POLICY STATEMENT**

Ley Rubber understands that its ability to meet our contractual obligations to our customers, and our ability to protect our employees, will be affected by a pandemic. The purpose of this policy is to guide decision-making and to detail appropriate actions to be taken by Ley Rubber in preparation for any pandemic.

The Ley Rubber's action plan is focused on the threat posed by viruses such as the influenza and other viruses that have passed into Phase 3 and beyond. Ley Rubber's actions are based on the threat to the site, the trigger points for escalating action are based on the geographical proximity of demonstrated human-to-human transmission to company office.

- Trigger Point 1: Demonstrated human-to-human transmission.  
Trigger Point 2: Significant human-to-human transmission beyond immediate family.  
Trigger Point 3: Human-to-human transmission cases within 50miles of a Ley Rubbers Office.

The remainder of this policy focuses on actions to be taken at each point. It must be emphasised that the Trigger Points used could be reached in rapid succession and with little time allowed for implementation of these plans.

### **Trigger Point 1: Demonstrated human-to-human transmission**

Identify a coordinator or team at each site, with responsibilities for preparedness and response planning.

Identify essential workers and critical suppliers (including cleaning and welfare) and assure that they have plans in place for dealing with a pandemic.

Establish policies for absences unique to a pandemic, including policies regarding when a previously ill person is no longer infectious and may return to work after illness.

Establish policies for employees who have been exposed to the virus, or who are suspected to be ill, or who become ill at the worksite.

Advise employees to report all un-well conditions at work and to report an absence quickly.

Provide sufficient and accessible infection control supplies at all sites, including:

- Educational materials (hand washing posters, etc.)
- Alcohol gel hand-hygiene dispensers.
- Facial tissues and receptacles for their disposal.
- Sanitizing wipes for disinfecting work surfaces.

Establish policies for managers and staff to use when employees leave work ill or call in ill.

Wipe down the ill employee's keyboard, computer mouse, and telephone with a sanitizing wipe.

Establish policies for telecommuting and flexible work hours.

Advise all employees of Clarke Energy's plan for dealing with the pandemic.

### **Trigger Point 2: Significant human-to-human transmission beyond immediate family**

Review all policies under Trigger Point 1 and assure that each of them is in place.

Place items on an agenda for Senior Management to discuss all items in the Trigger Points.

**Trigger Point 3: Significant Human-to-human transmission cases within 50miles of a Ley Rubber Office**

Implement policy to reduce face-to-face contact among employees at each site.

- Conduct all team meetings via telephone conference call
- Close or reduce use of employee break room for meals
- Cancel training classes for new employees

Stop all sharing of workstations and phones.

Set up prominent notices at the entrance(s) to the site's building, advising employees and visitors not to enter if they have symptoms.

Have management staff ensure that each employee has adequate supplies of tissues, hand sanitizer gel, disinfectant wipes at their desk and face masks where and when required.

Restrict business travel and conduct inter-site and customer meetings by telephone conference calls and video conference wherever and whenever possible.

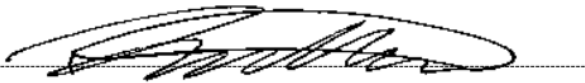
Implement policy to have as many employees as possible work from home where possible.

Recommend to all employees that they bring their lunch to work and eat at their workstation or workplace where possible.

Recommend to all employees that they keep to a minimum the personal contact between themselves and all other employees, including outside smoking areas.

Ley Rubber will follow all government and health authority guidelines that are currently or come into place.

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Dean Wealleans", written over a horizontal line.

**Dean Wealleans**  
Managing Director

Date: \_\_\_\_\_

05/05/2022