



3/17/20

JohnPac's Risk Assessment Plan & Business Continuity Plan

- We actively encourage sick employees to stay home:
 - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees have been told to notify their supervisor and stay home if they are sick.
 - Ensuring that our sick leave policies are flexible and consistent with public health guidance and that our employees are aware of these policies.
 - Talking with companies that provide our business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - We do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work when cleared, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - We will maintain flexible policies that permit employees to stay home to care for a sick family member. We are aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
 - Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately. Employees are trained to cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- **We emphasize staying home when sick, educate about respiratory etiquette and hand hygiene by all employees:**
 - We have placed posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrances of our workplace and in other workplace areas where they are likely to be seen.
 - We have provided tissues and no-touch disposal receptacles for use by employees.
 - We have instructed employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - We provide soap and water and alcohol-based hand rubs in the workplace. We are ensuring that adequate supplies are maintained. Placed sanitizer stations in multiple locations to encourage hand hygiene.
- **Perform routine environmental cleaning:**
 - We are routinely cleaning all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. We use the cleaning agents that are usually used in these areas and we are following the directions on the label.
 - Providing disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
 - Telling administrative and sales employees to check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the [CDC website](#).
 - Advising employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - Ensuring employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
 - If outside the United States, sick employees should follow our company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an

appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
 - If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

Business Continuity Plan:

- JohnPac has its own domestic manufacturing plant in Crowley, LA and inventory of multiple bulk bag fabrics and other raw materials in stock at all times should our import program be impacted, we can produce bags here. If our domestic operation is impacted, we can have bags made in Mexico.
- We also manufacture small bags and we have a healthy inventory on fabrics. Should we not be able to make bags in Crowley, we can substitute work to our approved supplier in Guatemala.
- Our international freight forwarder and broker have initiated their emergency contingency plan to ensure all customers' needs are met. The plan includes team members taking their laptops home each evening in the event they are unable to work from their offices due to illness or government recommendations.
- They have also stress tested their operational structure and are completely prepared to work remotely if needed. They have 14 offices in the USA enabling their organization to process work around the country and manage cargo around the world.
- It would be advised that customers place orders now for stock and be prepared to pay additional charges for USA manufacturing and freight.
- It would also be advised that all customers extend their forecasting and place forward orders as far in advance as possible.
- On our distribution products, we source these products from multiple manufacturers so we have a diverse supply chain and do not anticipate interruptions.

- We are implementing a visitor screening process to prevent risk of exposure. However, at this point we are discouraging visitors to our facilities in order to minimize the health risks to all involved and ask for your understanding
- For truck drivers delivering product, we are setting up separate restroom facilities so these drivers do not have access into our plant.