



THE SCIENCE OF READYSM

WORKPLACE CONTROL PLAN

Mauser Packaging Solutions
Production and Distribution Facilities

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Version 6.2

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1.0 INTRODUCTION AND PURPOSE

In response to the COVID-19 Pandemic, Mauser Packaging Solutions (Mauser) has implemented controls to reduce the risk of COVID-19 transmission in our production and distribution facilities. These controls include guidance and updates to our workforce, implementing tactics to identify and respond to COVID-19 cases, as well as adjusting procedures utilized in the pre-COVID-19 workplace. The purpose of this plan is to present those workplace controls as well as the evaluation criteria/schedule for continuous assessment and improvement of the controls that have been implemented in the field.

The information presented in this plan aligns with current health authority guidance as of the date of publication; however, information on COVID-19 is still changing. As such, employees are advised to monitor national, state, and/or local public health agency recommendations, and Mauser will continue to review and update this Workplace Control Plan as new information or guidance becomes available or as new requirements are mandated.

Employees are advised to follow health authority guidance (such as how to protect yourself and what to do if you are sick) prior to applying any of the information presented in this document. Common government-approved internet resources for information include:

- <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.whitehouse.gov/openingamerica/>
- <http://www.cdc.gov>
- <http://www.who.int/en>

2.0 SCOPE

This Workplace Control Plan applies to the Mauser production and distribution facilities. It is the responsibility of the Mauser COVID-19 Global Task Force (CTF) and facility management to implement this plan, working together with Human Resources, Health & Safety, and Operations Management throughout the organization.

This Workplace Control Plan applies to all Mauser production and distribution employees.

3.0 REMOTE WORKING PRACTICES

Prior to implementing workplace controls, leadership at each field location should determine which members of their workforce, if any, could work remotely.

Several factors are considered when determining an employee’s ability to work remotely, including:

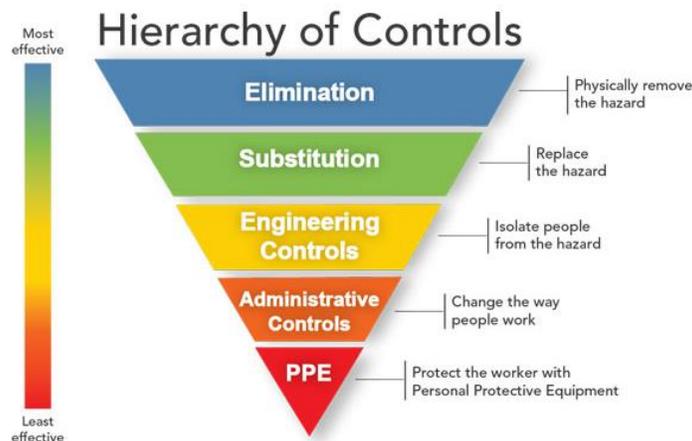
- whether controls are in place in the workplace that will reduce the risk of COVID-19 transmission to an acceptable risk level,
- whether the employee is a member of the higher risk for severe illness population and has requested accommodation,
- stay-at-home or similar orders in place in the community and the content of those orders.

Leadership should continue to evaluate the needs for continued remote working practices.

4.0 WORKPLACE CONTROLS

Based on an assessment of the workplace, Mauser has implemented workplace controls to reduce the risk of person-to-person transmission as well as environment-to-person transmission of COVID-19. In developing these workplace controls, the hierarchy of controls for controlling occupational hazards (Figure 1) were considered.

Figure 1: Hierarchy of Controls for Controlling Occupational Hazards



Controls that attempt to eliminate COVID-19 from the workplace have been considered prior to implementing other controls, such as social distancing and work practice changes, and a combination of multiple control mechanisms will be utilized to reduce the risk of COVID-19 transmission in the workplace.

It should be noted that the controls implemented at each field location may vary. The purpose of this plan is not to present site-specific controls but to present the workplace controls that each facility should consider. Facility managers (or their designee) are responsible for implementing the workplace controls that will be both effective and adoptable at their respective facilities.

4.1 Employee Screening

4.1.1 Daily Wellness Reporting

Mauser requires employees to self-certify that they are “fit for duty.” The employee is required to answer the following series of questions:

- Are you working in a Mauser Packaging Solutions office or facility today?
- Are you experiencing any cold or flu-like symptoms?
- Have you been in the vicinity of a person with possible SARS-CoV-2 Infection?
- Do you have a body temperature of 100.4°F (38°C) or greater?
- I **affirm** that my answers provided are correct.

If an employee is not able to certify that they are “fit for duty,” the employee is required to notify their direct supervisor that they are unable to do so. If they are currently within the facility, they should immediately vacate the premises and self-quarantine/self-isolate.

4.2 Social Distancing and Work Practices

It is the responsibility of each facility manager (or their designee), working with the CTF, to implement changes to work practices to mitigate the risk of COVID-19 infections. This includes social distancing requirements, restrictions on workplace gathering areas, and enhanced cleaning and disinfectant application practices.

As operations will be unique to each facility, this plan is not intended to capture the site-specific social distancing and work practice changes that will be implemented at each facility but present the general changes that will occur at each facility. Facility managers (or their designee) are responsible for implementing specific changes that will be both effective and adoptable at their respective facilities. For ease of review, these changes are categorized below:

4.2.1 Work Environment

Individuals are encouraged to disinfect their workspaces.

Equipment should be cleaned and disinfected at the end of each shift or when finished using the equipment for the day or if a symptomatic person was in the area. When possible, employees should not share tools or other items in their workspace unless necessary.

Individuals should perform frequent hand hygiene.

When tasks do not allow for individual assignment, proper workplace hygiene should be followed.

4.2.2 Communication, Training, and Signage

The response to COVID-19 is ongoing and information is constantly evolving. Employees are encouraged to access response materials on MauserNOW via the links below. Both internal and external resources are available on MauserNOW.

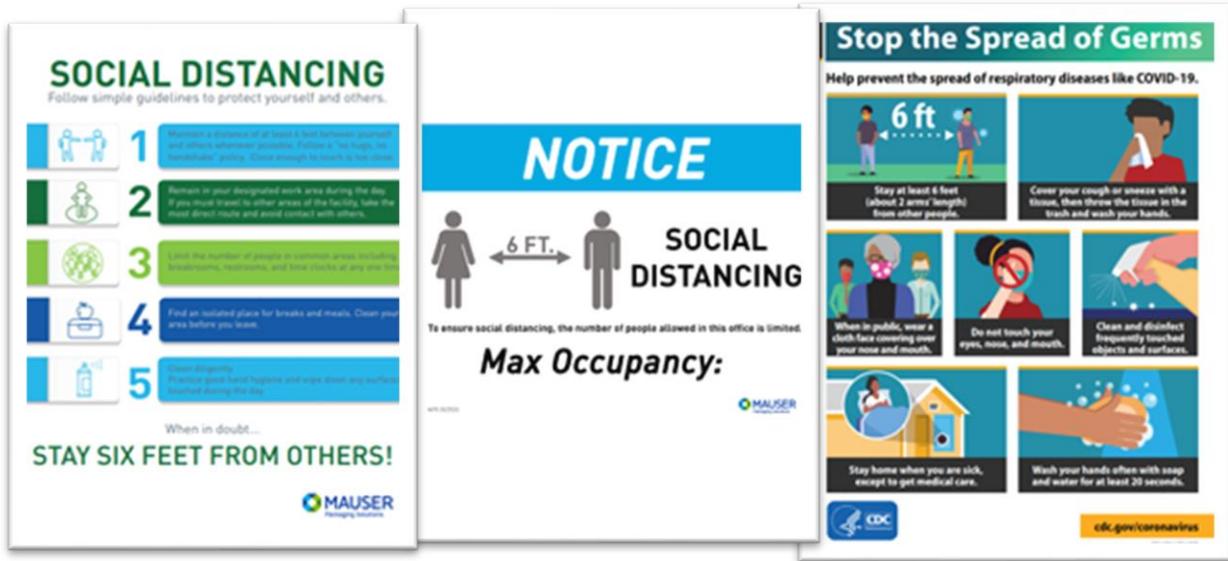
- <https://www.mausernow.com>
- <https://www.mausernow.com/covid-19-employee-resources/>
- <https://www.mausernow.com/covid-19-leader-resources/>

In addition to MauserNOW, Mauser distributes guidance on COVID-19 to employees via email and communication board postings to keep employees informed on the latest Company updates and workplace best practices.

Where applicable, training is issued to supplement guidance issued to employees. Training may cover topics such as COVID-19 awareness and prevention, utilization of personal protective equipment, changes to workplace procedures, and other related topics.

Signage is placed throughout Mauser facilities to stress the importance of key messages related to new workplace practices, such as social distancing and hand hygiene. Facilities should determine which signage is appropriate to print and display. Examples of signage utilized are presented in Figure 2 below.

Figure 2: Examples of Workplace Signage



4.2.3 General Guidance for Health and Hygiene for Employees

For all employees, regardless of specific exposure risks, it is always a good practice to:

- Get vaccinated and boosted.
- Stay home if you are sick or do not feel well or exhibiting symptoms.
- Avoid contact with people who are sick or not feeling well.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Recognize personal risk factors.

4.2.4 Face Coverings

The use of face coverings are not required by fully-vaccinated employees/visitors on the Company's premises, **except where required by federal, state, local, tribal, or territorial laws, rules, and regulations.**

As of the effective date of this plan, employees are deemed "fully vaccinated" when:

- It has been two weeks since they received the second dose of the Pfizer vaccine series
AND
They receive a booster five months after the second dose to maintain "up-to-date status."

Adults ages 50 years and older can choose to receive a second booster dose of the Pfizer vaccine four months after the first booster.

- It has been two weeks since they received the second dose of the Moderna vaccine series and the two doses were administered four to eight weeks apart
AND
They receive a booster five months after the second dose to maintain "up-to-date status."

Adults ages 50 years and older may choose to receive a second booster dose of the Moderna vaccine four months after the first booster.

- It has been two weeks since they received the single dose of the Johnson & Johnson vaccine
AND
They receive a booster two months after the single-dose Johnson and Johnson vaccine with either Moderna or Pfizer to maintain "up-to-date status."

This plan does not supersede those orders. Facility leadership may implement stricter guidelines should local COVID numbers escalate.

5.0 SUSPECTED/CONFIRMED COVID-19 CASE IN THE WORKPLACE

Should an employee who is in the workplace or who has recently been in the workplace develop symptoms commonly associated with COVID-19, they should notify their supervisor, self-isolate immediately, and seek medical advice/care. Should the employee have been in the workplace 48 hours or less prior to symptom onset, Mauser will initiate their *COVID-19 Rapid Response Plan*. Although not an exhaustive list, this may include:

- Isolating the areas of sustained occupancy from the work force,

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- Implementing cleaning and disinfectant application protocols in the areas of sustained occupancy,
- close contact investigation, and
- workforce communication.

Fully-vaccinated employees should continue to adhere to prevention measures. Although the risk that fully-vaccinated people could become infected with COVID-19 is low, any fully-vaccinated person who experiences **symptoms** consistent with COVID-19 should isolate themselves from others and be clinically evaluated.

Please see the N. America Decision Tree on MauserNOW for more decision-making process for unvaccinated and vaccinated employees.

Mauser Packaging Solutions may receive requests from external parties such as customers, suppliers, labor organizations, media representatives, and governmental authorities for information concerning the identities or numbers of employees who:

- exhibit symptoms of or test positive for COVID-19;
- have certain pre-existing health conditions that increase their risks of COVID-19 infection;
- have been in close contact with individuals who tested positive for COVID-19; and
- are not reporting to work due to self-quarantining as instructed by the company or otherwise.

Please be aware that such information requests may implicate private health data and are subject to certain legal protections. Further, such information is confidential to Mauser Packaging Solutions. Employees may not respond to such information requests from external parties without the prior approval of a member of the company's Legal team.

Under certain circumstances, the company may be legally required to release information about COVID-19 infections and employee absences. Specifically, U.S state and local health authorities may require the disclosure of COVID-19 infections and close contact with infected individuals for tracking and contact tracing purposes. Please review any such requests with the Mauser Packaging Solutions Legal Department before providing information in response to governmental health authorities.

Responses to requests from any non-governmental external party for confidential information such as the examples listed above must be approved in advance by a member of the Mauser Packaging Solutions Legal team.

6.0 SELF-QUARANTINE/ISOLATION GUIDELINES

If an individual (**vaccinated or unvaccinated**) is showing symptoms of having or confirmed to have COVID-19, they should notify their supervisor and self-isolate immediately. Per CDC guidance, Individuals in self-isolation should:

- Stay home (except to get medical care),
- Separate themselves from other people, and
- Monitor Symptoms

If an **unvaccinated** employee is identified as recently having close contact with a suspected or confirmed COVID-19- positive person, they should notify their supervisor and self-quarantine immediately.

At a minimum, these precautions will continue for a period of five days following the last close contact (unless the precautions are required at the workplace for all employees, such as the utilization of face coverings), with a negative test on or after day 5 of quarantine.

If a **vaccinated** employee is identified as recently having close contact with a suspected or confirmed COVID-19- positive person, they are permitted to continue to work provided they remain asymptomatic and additional precautions are implemented to protect them and the rest of the workforce. Per CDC guidance, these precautions include:

- Wearing a mask or face covering at all times for 10 days
- Pre-screening (temperature measured and symptoms assessed prior to starting work)
- Regular monitoring (self-monitor for symptoms)
- Social distancing (the employee will remain 6 feet away from others as work duties permit)
- Disinfecting and cleaning workspaces (clean all areas of sustained occupancy routinely)
- Get tested at least 5 days after you last had close contact

For more information on Self-Quarantine/Isolation procedures, employees should reference *N. America Decision Tree* on MauserNOW for more details.

Although the above complies with current local administrative order for public health control measures, it is not meant to supersede orders. Employees should refer to state and regional Department of Health websites should they have questions on locally-enforced isolation and quarantine requirements.

7.0 SPECIAL CONSIDERATIONS

7.1.1 Higher Risk Individuals

Special consideration will be given to those individuals who are at higher risk for severe illness as defined by the CDC and who request accommodation. For further information, employees should reference the CDC list of individuals who are at higher risk for severe illness:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

7.1.2 Travel

Business travel that is essential to the efficient operation of the business is allowed.

Employees should consider local stay-at-home orders, quarantine requirements for travelers, etc. prior to traveling outside of their local community. Business travel should not occur into areas with active stay-at-home orders or into areas that will require an employee to self-quarantine upon entry/exit. Employees are strongly encouraged to be fully vaccinated with an FDA-authorized vaccine prior to essential business travel.

8.0 EVALUATION

An evaluation of this plan and current workplace controls is conducted periodically by the facility manager or their designee. This may be an informal or formal process but at a minimum will include observations of workplace practices and any recommended changes/improvements.

The frequency of the formal evaluation may be reduced as the workplace stabilizes or may increase if the facility manager determines more frequent evaluations are needed.

9.0 IMPORTANT CONTACTS

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