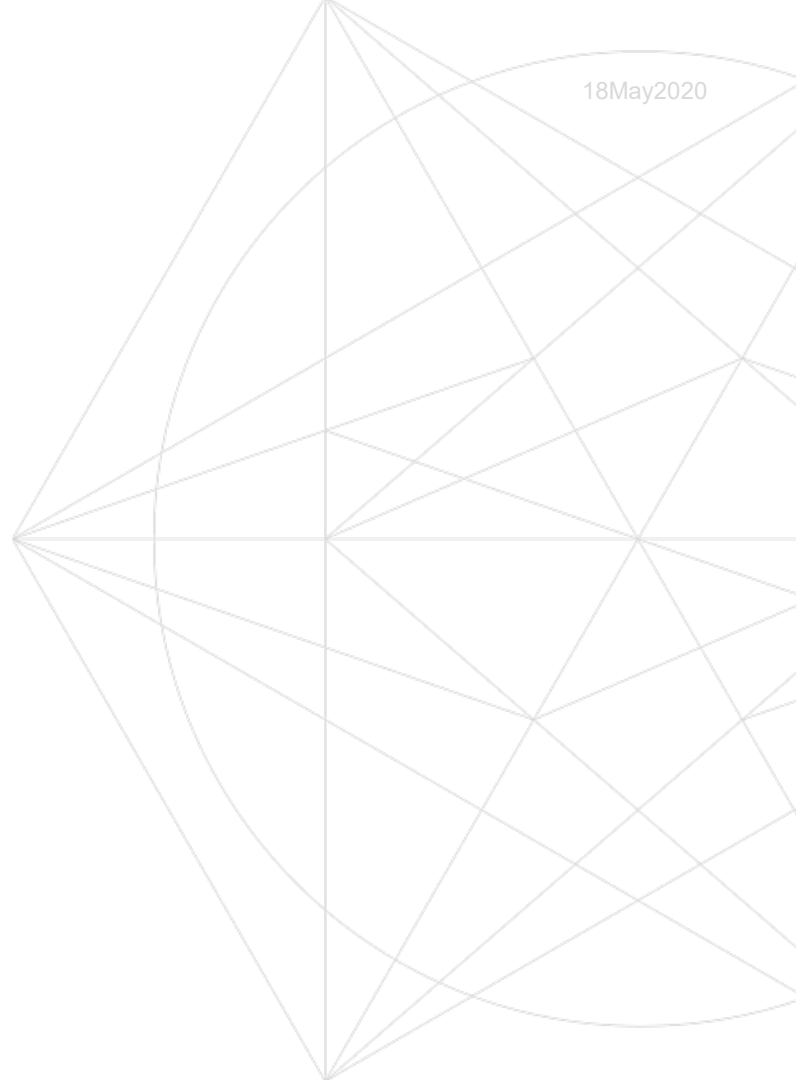


18May2020

COOK BIOTECH

Operating during COVID-19



COOK BIOTECH

The New Normal

Throughout the COVID-19 pandemic, Cook companies have worked hard to protect employee health and safety while continuing business operations and customer service.

Some companies have had to scale back operations, put significant policy changes in place, and rethink how we work. As the globe adjusts to this new normal, we want to share our plans for moving forward.

The harsh reality is that many of the adjustments we have had to make will need to continue in some form. Until we have a vaccine available for the vast majority of the global population, it is unlikely that we will return to the “normal” we all remember.

Instead, we will need to adapt. This document provides an overview of how we will approach our operations as a company in this new environment.



COOK BIOTECH

Our role in healthcare

The work we do is making medical devices/products and we are part of the critical healthcare industry.

Serving patients is a privilege, and we all play a role in ensuring that we can continue to deliver our products to our customers and the patients they treat.

Preserving our ability to operate safely in a pandemic environment is critical not only to the health of our company and our employees, but to the customers and patients we serve.

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Our priorities

This is an extraordinary time in the world.
As a company, our goals are to:

- ✓ Keep employees healthy and safe
- ✓ Protect our ability to provide products to customers and patients

COOK BIOTECH

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COOK BIOTECH

Operating during COVID-19

Cook Group companies have continued to operate at varying degrees throughout the pandemic. Cook Biotech has implemented policies and procedures in the following areas to ensure employee safety and mitigate risk of virus transmission. *The following pages will provide detail about our approach, policies, and procedures associated with these areas.*

1

**Employee Health
and Safety**

2

**Facility Cleaning
and Sanitization**

3

**Physical
Distancing**

1

SECTION ONE

Employee Health and Safety

APPROACH

Employee Health and Safety

Keeping employees safe is our first priority. Without you, we cannot deliver products to patients who need them. The Employee Health and Safety segment of our plan is focused on policies and procedures to protect and care for employees.

- ✓ New HR policies
- ✓ Onsite illness
- ✓ Employee health screening
- ✓ Enhanced healthcare coverage

POLICIES

Employee Health and Safety

We have new HR policies to accommodate employees facing the following scenarios:

- Tested positive or are diagnosed by a healthcare provider as having COVID-19
- Dependent or household family member requiring care that is tested or diagnosed by a healthcare provider as having COVID-19
- Close contact with an individual tested or diagnosed by a healthcare provider with COVID-19 and have been required to quarantine
- Required to be on site with concerns about their own individual high-risk health concern
- Dependent or household family member with an individual high-risk health concern
- Childcare challenges due to local school and daycare shutdown

PROCEDURE

Onsite Illness

We have a new procedure for quickly and safely identifying and removing an ill employee from their work area if they become ill during the workday. The Environmental Health & Safety rapid response team is available onsite.

The same procedure will be followed for visitors at Cook Biotech.

Procedures Include:

- Safely assessing the employee in a private setting and removing them from the facility
- Tracing employee contacts to identify potential risk to others
- Quickly sanitizing employee workspace and materials

Link: [Management of Onsite potential Covid-19 Employees](#)

Link: [Management of Confirmed COVID-19 Case](#)

Link: [Heightened Decontamination Guidelines](#)

POLICY

Employee Health Screening

Employees who are required to be on-site at Cook Biotech will be responsible for self-monitoring of possible symptoms.

- If you feel ill and have symptoms consistent with COVID-19 and/or a fever of 100.4 or higher, do not come to work, and contact your healthcare provider.
- Follow your healthcare provider's guidance on when it is safe for you to return to work.
- By swiping your badge to enter the facility, you are attesting that you are self-monitoring and do not have any symptoms or known risk factors. Signage will be posted to remind you of this agreement.



COVID-19 NOTICE

Take care and **stay** aware of your health

To protect yourself, fellow coworkers, your families, and the company, it is critical for you to:

Monitor your health.
Watch for these common symptoms and talk to your supervisor if you are concerned:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

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Link [Employee Self Assessment](#)

POLICY

Personal Protective Equipment

Members of our Environmental Health and Safety team, in collaboration with Cook Medical's Vice President of Medical Affairs, have continuously monitored global health organizations' guidance on the use of PPE and made determinations as to what our various employee groups need to best minimize transmission.

- We are providing face masks for all facility-based employees and surgical masks for all manufacturing employees. At Cook Biotech, masks will be required at all times in the facility except in offices or cubicles where there is a single person. Masks are not required at the cafeteria tables that are 6 feet apart.
- We are providing masks and, in some cases, enhanced PPE (e.g., gowns, gloves, etc.) for field-based employees as they begin to re-enter healthcare facilities.
- We have worked with suppliers to ensure adequate supply of PPE, and our operations teams have developed processes to sanitize PPE.

BENEFIT

Expanded Healthcare Coverage

It's important to us that employees have access to quality healthcare when they need it. In the pandemic environment, we have made several changes to our health plan to make access to care easier and more cost effective for employees. These include:

- Emergency prescription drug supply
- Enhanced coverage of detection and treatment of COVID-19
- Enhanced coverage of telehealth services



MEMO

COVID-19 Cook Group Health Plan enhancements

To: Cook Group Health Plan members
From: Jim Gardner, VP, Medical Affairs & Reimbursement

As the COVID-19 pandemic continues to spread across the country, we are making several enhancements to the Cook Group Health Plan to make access to care easier and less costly for our health plan members. **These changes are effective immediately and will remain in place at least through June 30, 2020.** We will continue to follow the pandemic situation and extend these enhancements further if necessary.

Emergency prescription drug supply

The Centers for Disease Control and Prevention (CDC) has recommended that people have plenty of medication on hand for emergencies during this time. To meet this recommendation, Cook has requested that its pharmacy benefit manager, TrueScripts, override any "refill too soon" rejections. To request this override, the pharmacy or you can contact TrueScripts at 844.257.1950. This will allow Cook Group Health Plan members to have up to 4 to 5 months of prescription medication on hand for emergencies. Please note, controlled substances and specialty drugs will still be limited to a 30-day supply. More detail on this can be found in the attached FAQs.

Detection and treatment of COVID-19

To ease the financial burden of testing and treating COVID-19, the Cook Group Health Plan is temporarily enhancing coverage by waiving your out-of-pocket costs for related testing and treatments. All copays, coinsurance, and deductibles will be waived for in-network doctor office visits, lab work, testing, treatments, ER visits, urgent care visits, and hospitalization services related to a COVID-19 diagnosis. The requirement for pre-authorization for COVID-19 related hospitalizations will also be waived.

Telehealth services

If your medical provider offers online and/or telehealth services, the Cook Group Health Plan will provide coverage for that service in the same manner as coverage would have been provided for an in-person office visit. Usual copays, coinsurance, and deductibles will apply, though for services related to a COVID-19 diagnosis or treatment, those will be waived.

We hope these enhancements help provide additional peace of mind during this stressful time.

Link: [Healthcare Enhancements](#)



2

SECTION TWO

Facility Cleaning and Sanitization

APPROACH

Facility Cleaning and Sanitization

Our facilities have always required a high degree of cleanliness and sanitization. Wherever possible, we have enhanced those policies and procedures to ensure our facilities are clean and disinfected for employees and guests.

- Procedures for enhanced cleaning of common spaces and manufacturing areas
- Employee reminders for healthy habits
- Supply of cleaning & disinfectant materials

PROCEDURE

Facility Cleaning Procedures

Cook Biotech has always required a high degree of cleanliness and sanitization. Wherever possible, we have enhanced those policies and procedures to ensure our facilities are clean and disinfected for employees and guests.

- Daily and nightly cleaning and disinfection
- Heightened decontamination guidelines

Link: [Daily Cleaning and Disinfection Instructions](#)
Link: [Heightened Decontamination Guidelines](#)

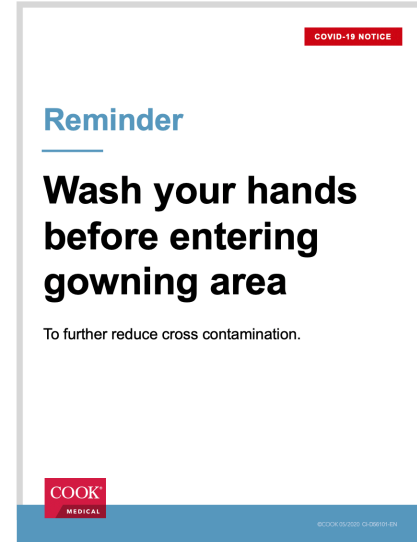


POLICY

Employee Reminders: Healthy Habits

Cook Biotech employees every day share a responsibility for keeping our buildings clean and disinfected. We expect employees to regularly practice healthy habits, clean their workstations, cafeteria tables, etc. Reminders are posted throughout the facility, and cleaning supplies are readily available.

- Disinfect cafeteria tables, time clocks, etc. after each use.
- Regularly wash hands with soap and water for at least 20 seconds.
- Use hand sanitizer when soap and water isn't available.
- Cover coughs and sneezes.
- Wear appropriate PPE.



PREPAREDNESS

Cleaning and Sanitization: Supplies

To help keep our facilities as clean and disinfected as possible, Cook Biotech has ensured that critical cleaning and sanitization supplies are available at key locations in every building. Some specific initiatives include:

- Producing hand sanitizer internally for use outside of controlled manufacturing areas.
- Making disinfecting wipes available for workstations, cafeteria tables, conference rooms.



EXAMPLE

Minimizing high touchpoints

Doors throughout the facility are **intentionally left open** at all times to reduce common touchpoints. Doors required to be closed for fire safety or production are kept closed.



COVID-19 NOTICE

Reminder

This door is being intentionally left open

To prevent contamination and the spread of germs.

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3

SECTION THREE

Physical Distancing

APPROACH

Physical distancing for Cook employees

Physical distancing is one of the most critical standards we must adapt to in this new environment. To minimize potential transmission of the virus through close contact, we have implemented several significant changes.

- Visitor screening and restrictions
 - Marking 6' between employees at timeclocks and other public spaces
 - Increased distancing measures in manufacturing
- Remote work where possible



Link: [Mask and Social Distancing Policy](#)

PROCEDURE


Visitor Screening

Every essential visitor that visits Cook Biotech is screened for potential risk before being allowed to enter. They are also required to follow any PPE guidelines that are in place for employees onsite.

Screening Assesses:

- Current symptoms
- Travel history
- Exposure to anyone COVID-19 who has tested positive or been diagnosed





Cook Medical Visitor Risk Assessment

The safety of our employees, patients, and visitors remains COOK's overriding priority. To prevent the spread of coronavirus disease 2019 (COVID-19) and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. We will not permit access to any visitor unless the screening has been completed. All information will be kept confidential. Thank you for your time.

Visitor Name _____ Date _____

Visitor Company _____ Visitor Phone Number _____

- In the last 14 days have you traveled outside the country?
 No Yes
- In the last 14 days have you lived in the same household, provided care to, or been an intimate partner of a person with symptomatic (i.e. with a fever, cough, or difficulty breathing) laboratory-confirmed COVID-19 infection without following recommended precautions for home care and home isolation?
 No Yes
- In the last 14 days have you: (a) been in close contact (been within 6 feet for a prolonged period of time, including within 2 seats on an airplane, been coughed on or sneezed on) with a person with symptomatic lab-confirmed COVID-19 infection; or (b) lived in the same household, provided care to, or been an intimate partner of a person with symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended precautions for home care and home isolation?
 No Yes
- In the past 14 days have you been in the same indoor environment (e.g. classroom, hospital waiting room) as a person with symptomatic lab-confirmed COVID-19 infection, but not within 6 feet for a prolonged period of time?
 No Yes
- Do you have a fever ($\geq 100.4^\circ\text{F}$), cough, difficulty breathing, or feel feverish now or have you had any of these symptoms in the last 24 hours?
 No Yes

DOCUMENT REVISION: 171a0200

Link: [COVID-19 Visitor Screening Process](#)

Link: [Visitor Questionnaire](#)

POLICY

Physical distancing in our **common areas**

Employees are required to **maintain 6 feet** of distance from others when in common areas (time clocks, etc.).

Limited number of people allowed in elevators.



Time Clocks

Please maintain a 6 foot distance

Use the floor indicators, or 6 foot rule when waiting your turn at all timeclocks

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POLICY

Physical distancing in our **manufacturing**

Workstations are spaced out,
and barriers separate
employees from each other.

Limited number of people
permitted in gowning rooms.



POLICY

Physical distancing in our **cafeterias**

Employees must be 6 feet apart at each cafeteria table while eating.

Employees are required to follow a one-direction path through the serving area, with 6 ft. spacing marked.



POLICY

Remote work guidance

To reduce the possibility of the transmission of the virus, we will continue to limit the number of people at Cook Biotech. That means some groups of employees will work remotely for the foreseeable future. Employees who are working remotely are expected to do the following:

- Follow all company policies and expectations.
 - Be vigilant about company data privacy policies.
 - Managers should hold virtual meetings with team daily and/or weekly.
 - Be available for core meeting hours from 9:00 am – 4:00 pm.
 - Be available via email, Teams, and messenger during working hours and use out of office when not available.
- Keep calendar up-to-date at all times. Do not block anything unless it's a meeting.
 - Use video function to maintain face-to-face contact with colleagues/customers during video conferencing and ensure good sound quality.

APPROACH

Return to worksite planning

Remote workers who do need to return to Cook facilities need to do so safely. Planning for that return to work includes the categories below. HR working groups are developing these plans currently and will be communicating details in the coming weeks.

Team	Summary
Health and Safety	What work area modifications, materials, procedures do we need to minimize transmission and protect our employees?
Site Governance	How do we manage our entrances and exits, common areas, and cafeteria, and monitor compliance with PPE and distancing policies?
Transportation and Logistics	How do we handle parking, visitors, and resumption of travel?
Human Resources	How do we prepare and communicate with our employees about returning? What policies need to be modified?
Workforce Continuity	What is the proper order, timing, and quantity of employees to return?

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Return to worksite planning

- We will bring back employees who are critical to onsite operations or have regular need to be onsite to complete a task.
- Returning employees will complete a training and orientation program.
- Appropriate PPE will be available for returning employees.

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Continuous Improvement

- This is a rapidly changing environment
- We will continually update and improve as needed
- We welcome all ideas from the Biotech team on how to improve and keep everyone safe

Link: [I have an idea](#)



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Conclusion

Managing the changing operations of the company in this new environment requires daily management. The Cook Group Executive Response team was formed at the onset of the pandemic and continues meeting daily.

Local COVID-19 Response Team

The COVID-19 response team meets daily to monitor all of the latest information available. Guidance is received from the Cook Group Executive Response Team which monitors the latest information, sets policy decisions, and manages implementation of new policies and procedures.

- COVID-19 Lead: [Cara McCammon](#)
- HR Lead: [Cathy Jordan](#)
- Global Executive Response Team: ExecutiveResponseTeam@CookMedical.com



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Communication

Rapidly changing the operations of the company requires all of us to change our expectations and our behavior. A global communications team is working to ensure clarity and consistency of information being shared with employees to make these changes easier to understand and adopt.

COVID-19 NOTICE

Take care and **stay** aware of your health

To protect yourself, fellow coworkers, your families, and the company, it is critical for you to:

Monitor your health.
Watch for these common symptoms and talk to your supervisor if you are concerned:

- Fever
- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

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COVID-19 NOTICE

Gowning Room Occupancy is limited to 10 employees

Thermometers are available for voluntary use in gowning areas and sick rooms. These should be sanitized before and after use. Masks are available from your supervisor. If you're well, but want a mask, please use one per week.

COOK MEDICAL

COVID-19 NOTICE

Self-Assess Before Entering

By using your fob to access the building you are confirming that you have self-assessed your health and are not ill.

Do not enter the building if you have:

- Fever
- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you are unable to enter the building due to these symptoms, please contact your manager or supervisor by phone.

We have active procedures in place to keep employees safe. Employees who would like to read these procedures can reach out to their manager or a member of HR.

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COVID-19 NOTICE

Please keep a physical distance of **six feet.**

Reduce the chance of virus transmission.

- The Centers for Disease Control and Prevention (CDC) has defined six feet as the key measure to create physical distance.
- Everyone is expected to keep this distance while in a Cook facility.

Please do your part.

- If you are completing a task that requires you to be within 6 ft of another person, both are required to wear masks.
- Maintain six feet of distance between yourself and all employees, even if you and a coworker live in the same house.
- Follow the one-chair-per-table policy in the cafeterias.
- Do not congregate in the cafeterias or hallways.
- Pay attention to the blue-taped guidelines on the floors to help you remember physical distancing requirements.
- Talk to your manager to work out a solution if you find you cannot keep six feet of distance between your coworkers in the course of the day.

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Resources

There are people and resources available to support you if you have questions or concerns at any time.

- You can visit the global COVID-19 intranet page for updated communication and resources: <https://intranet.cookmedical.com/xf/cc/Pages/CoronavirusUpdate.aspx>
- Anthem EAP: visit <https://www.anthem.com/employer/eap/employee/> and enter company code “COOK”
- Your supervisor or manager
- Your healthcare provider



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Documents

Below are links to all procedures and documents referenced in this plan.

- [HR Policies](#)
 - [Management of Onsite Potential COVID-19 Employees](#)
 - [Management of Confirmed COVID-19 Case](#)
 - [Employee Self Assessment](#)
 - [Health Plan Enhancements](#)
- [Daily and Nightly Cleaning and Disinfection](#)
 - [Heightened Decontamination Guidelines](#)
 - [Mask and Social Distancing Policy](#)
 - [COVID-19 Visitor Screening Process](#)
 - [Visitor Questionnaire](#)

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Questions?

Questions@cookbiotech.com

mccammon@cookbiotech.com

