

11MAY2020

COOK GROUP

# Operating during COVID-19

---



COOK GROUP

# 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 GROUP

# Our role in healthcare

---

The work we do is making **life-sustaining medical devices** 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.



COOK GROUP

# 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
- ✓ Create safe public spaces for customers

COOK GROUP

# Table of contents

Sections	Page(s)
Operating during COVID-19	6
Employee Health and Safety	7 - 13
Facility Cleaning & Sanitization	14 - 19
Physical Distancing	20 - 28
Conclusion and Resources	29 - 33

COOK GROUP

# Operating during COVID-19

---

**Cook Group companies have continued to operate** at varying degrees throughout the pandemic. We have 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 during every shift at every facility.

The same procedure will be followed for visitors in Cook facilities.

## Procedures Include:

- Identifying a designated assessment room for ill employees
- Safely assessing the employee and removing them from the facility next steps
- Tracing employee contacts to identify potential risk to others
- Quickly sanitizing employee workspace and materials

Managing onsite illness procedure: [See Newsroom](#)  
Confirmed case procedure: [See Newsroom](#)  
Employee investigation flow: [See Newsroom](#)  
Heightened Decontamination Guidelines: [See Newsroom](#)  
Incident Specific Decontamination Cleaning: [See Newsroom](#)

## POLICY

# Employee Health Screening

Employees who are required to be on-site at a Cook facility 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 using your key fob 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

**COOK**  
MEDICAL

©COOK/002001 03/20/20 EN

Employee Self Assessment: [See Newsroom](#)

## POLICY

# Personal Protective Equipment

---

Members of our Environmental Health and Safety team, in collaboration with our 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. Masks will be required anytime employees have to work within six feet of each other.
- 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 regional hubs for their distribution.

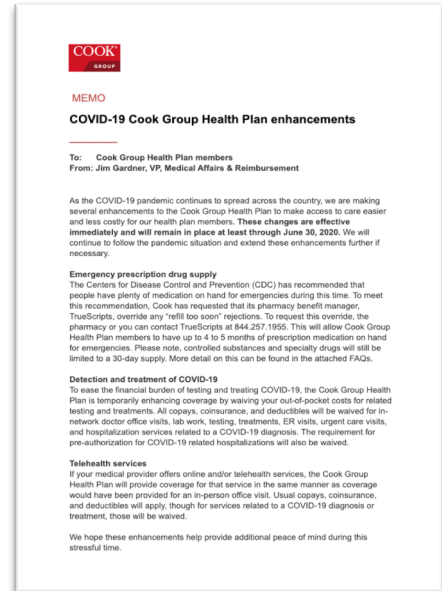
Mask Inventory and Needs: [See Newsroom](#)

## 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



Health Plan Enhancements: [See Newsroom](#)

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

---

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 sterile for employees and guests.

- Daily and nightly cleaning and disinfection
- Housekeeping of noncontrolled areas
- Heightened decontamination guidelines
- Incident specific decontamination procedure



Housekeeping of Non-Controlled Areas: [See Newsroom](#)  
Heightened Decontamination Guidelines: [See Newsroom](#)  
Incident Specific Decontamination Cleaning: [See Newsroom](#)  
Daily and Nightly Cleaning and Disinfection: [See Newsroom](#)

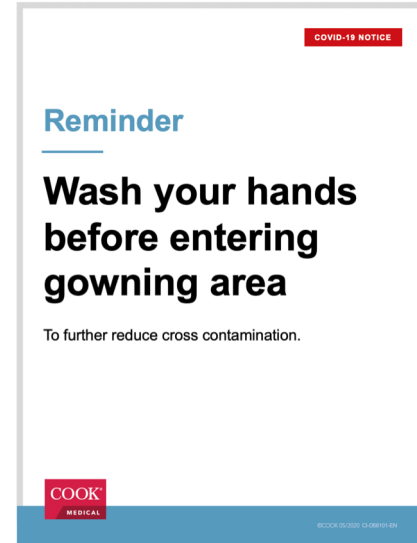


## POLICY

# Employee Reminders: Healthy Habits

Employees who are in Cook facilities every day share a responsibility for keeping our buildings clean and sterile. 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 sterile as possible, Cook 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.



## Reminder

**This door is being intentionally left open**

To prevent contamination and the spread of germs.

COOK  
MEDICAL

©COOK 05/2020 0169101-EN

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
- Shift changes to limit number of people in the building
  - Remote work where possible

## PROCEDURE

# Visitor Screening

Every essential visitor that visits a Cook facility 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** 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 (>100.4° 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: 17Mar2020

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

## 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

COOK  
MEDICAL

COOK MEDICAL CORPORATION

## POLICY

# Physical distancing in our **manufacturing**

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

Additional shifts have been added to reduce the number of employees in the building at one time.

Limited number of people permitted in gowning rooms.





## POLICY

# Physical distancing in our cafeterias

Only **one employee** is permitted to sit 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 in our Cook facilities. 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 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
  - Maintain a dedicated, quiet, and organized home workspace that is conducive to a productive work environment

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

COOK GROUP

# 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

COOK GROUP

# Conclusion

---

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

## Executive Response Team

The executive response team monitors the latest information, sets policy decisions, and manages implementation of new policies and procedures. The team is made up of operations, human resources, medical affairs, security, administrative services, customer support, regional leadership, and communications.

- COVID-19 Lead: [Derek.Voskuil@cookmedical.com](mailto:Derek.Voskuil@cookmedical.com)
- HR Lead: [Nicky.James@cookmedical.com](mailto:Nicky.James@cookmedical.com)
- Global Executive Response Team: [ExecutiveResponseTeam@CookMedical.com](mailto:ExecutiveResponseTeam@CookMedical.com)



COOK GROUP

# 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

COOK MEDICAL

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.

COOK MEDICAL

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.

COOK MEDICAL

## COOK GROUP

# 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



COOK GROUP

# Documents

---

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

- [COVID-19 Visitor Screening Process](#)
  - [Daily and Nightly Cleaning and Disinfection](#)
  - [Employee Self Assessment](#)
  - [Employee Investigation Flow](#)
  - [Health Plan Enhancements](#)
  - [Heightened Decontamination Guidelines](#)
- [HR Policies](#)
  - [Housekeeping of Non-Controlled Areas](#)
  - [Incident Specific Decontamination Cleaning](#)
  - [Management of Confirmed COVID-19 Case](#)
  - [Management of Onsite Potential COVID-19 Employees](#)
  - [Mask Inventory and Need](#)



11MAY2020

COOK GROUP

# Questions?

---

[Questions@CookGroup.com](mailto:Questions@CookGroup.com)

[Derek.Voskuil@CookMedical.com](mailto:Derek.Voskuil@CookMedical.com)

