



COVID-19 Employee Communications

7/9/2020

As most of you are aware, the state of Pennsylvania established new guidelines regarding travel. This message is to provide further insight into these guidelines and how the company will be interpreting this. We will remain aligned with this policy until further notice.

- 1) Travel to locations on the governor's quarantine list **WILL** require employees to quarantine for 14 days. If any member of the employee's household has traveled to one of these locations then we are asking the employee to quarantine for the 14 days as well. If you have the ability to work from home you can continue to do so. If you don't have the ability to work from home you will be eligible for 80 hours of paid leave under Federal law (CARES Act). Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work. Please remember these hours of paid sick leave are limited. If you come out of quarantine with no issues, then decide to travel to another state under quarantine or happen to contract the disease then you will be required to use PTO or Vacation.
- 2) Travel locations where high amounts of COVID-19 exist are subject to be added to the Quarantine list at any given time. If, during your travel, a state is added to the list, then you will be subject to all of the rules outlined in point 1 above.
- 3) Here are the list of states and when they were added to the quarantine list for Pennsylvania. If you reside in another state you should refer to that state's guidelines as they could be different. ABC will apply the rules from the state of Pennsylvania. If you traveled to any of these states after the date it was added to the list then you will be asked to quarantine for 14 days:
 - a. July 2nd, 2020
 - i. Alabama
 - ii. Arizona
 - iii. Arkansas
 - iv. California
 - v. Florida
 - vi. Georgia
 - vii. Idaho
 - viii. Louisiana
 - ix. Mississippi
 - x. Nevada
 - xi. North Carolina
 - xii. South Carolina
 - xiii. Tennessee
 - xiv. Texas
 - xv. Utah

Regarding on-site opportunities, currently we are not tracking any opportunities in the states identified above and will continue to monitor the situation closely.

We will continue to follow the guidelines established by the CDC and State of Pennsylvania.

Employees needing to use paid leave under the Families First Coronavirus Response Act must contact Human Resource to complete an Emergency Paid Sick Leave Request.

Hopefully this clears up any confusion. Thank you for your time!

5/27/2020

Good afternoon,

As you may already know, McKean County will be transitioning into the Green phase of the Governor's three phase approach to reopening the economy after the coronavirus shutdown. The transition to green doesn't have much of an impact on our current policy and guidelines. However, there are a few changes we intend to make effective 5/29. The Governor indicated today that further guidance will be forthcoming but until further notice, here are the guidelines for all of ABC per the CDC and the PA Dept of Health.

- 1) Social distancing remains in effect. 6ft at all times.
- 2) Wearing of a face mask/face shield is still required.
- 3) Temperature screenings will remain in effect.
 - a. Stay home when you are sick. We encourage all team members to watch for the following symptoms and seek guidance from your health care professional as necessary.
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- 4) We will continue to conduct daily sanitization efforts of high-touch areas.
- 5) We will continue to conduct a more thorough sanitization over the weekends starting at 6pm on Friday evenings.
- 6) The ABC restriction on the use of the facility over the weekend has been lifted with the exception of the Friday evening cleaning. 6pm – Midnight.
- 7) ABC is eliminating the ban on mass transit but request all employees to monitor their place of destination to understand the current condition of that location. Hot spots should be avoided if possible.
- 8) Visitation by customers to allow performance of customer wet FAT's as well as other visits deemed essential.

As we continue to get new communication on this topic we will relay that information as soon as possible.

PA HEALTH CARE SECRETARY SIGNS ORDER PROVIDING WORKER SAFETY MEASURES TO COMBAT COVID-19 (April 15, 2020)

- Provide masks for employees to wear during their time at the business, and make it a mandatory requirement while at the work site, except to the extent an employee is using break time to eat or drink, in accordance with the guidance from the Department of Health and the CDC. Employers may approve masks obtained or made by employees in accordance with this guidance;
- Stagger work start and stop times for employees when practical to prevent gatherings of large groups entering or leaving the premises at the same time;
- Provide sufficient space for employees to have breaks and meals while maintaining a social distance of 6 feet, including limiting the number of employees in common areas and setting up seating to have employees facing forward and not across from each other;
- Conduct meetings and training virtually. If a meeting must be held in person, limit the meeting to the fewest number of employees possible, not to exceed 10 employees at one time and maintain a social distance of 6 feet.
- Ensure that the facility has a sufficient number of employees to perform all measures listed effectively and in a manner that ensures the safety of the public and employees;
- Ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet;
- Prohibit non-essential visitors from entering the premises of the business

Source:

<https://www.governor.pa.gov/newsroom/gov-wolf-health-secretary-signs-order-providing-worker-safety-measures-to-combat-covid-19/>

ALLEGHENY BRADFORD CORPORATION'S ACTIONS TO CONTINUE TO STAY IN COMPLIANCE WITH THE PA HEALTH CARE ORDER

- **Effective Monday, April 20, 2020 ALL EMPLOYEES are required to wear masks** in accordance with the PA Health order. (Telecommuting employees are exempt while working at their residence).
- Stagger work schedules and breaks, where necessary, are now in place
- 6 feet distances is to continue to be maintained in common areas
- Continue to limit face-to-face group meetings to the fewest number possible, not to exceed 10 employees at one time and maintain 6 feet social distancing
- Staffing is sufficient to perform all measures
- Staffing is sufficient to control access, maintain order, and enforce social distancing
- Non-essential visitors continue to be prohibited.

COVID-19 SICK EMPLOYEE POLICY

If the employee becomes sick during the day, they will be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms will be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

If you are an employee who has been exposed to COVID-19 DO:

- Take your temperature before work
 - As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of Human Resources and Safety personnel.
- Wear a face mask at all times
 - The employee shall wear a face mask at all times while in the workplace for 14 days after last exposure OR until the Department of Health order is lifted (whichever is later).
 - Employer will issue facemask or can approve employees' supplied face coverings.
- Practice social distancing in the work-place as work duties permit
 - The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

DON'T:

- Stay at work if you become sick
- Share headsets or objects used near face
- Congregate in the break room or other crowded place

If you are an employer of workers exposed to COVID-19

DO:

- Take employee's temperature and assess symptoms prior to their starting work
 - Effective April 13, 2020 all employee will be screen at work prior to starting
 - Send employees home that have an elevated temperature of 100 degrees Fahrenheit or higher
- If an employee becomes sick during the day, send them home immediately
 - Surfaces in their workspace shall be professionally cleaned and disinfected as per government guidelines
 - Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms will be compiled.
- Promptly notify employees who were close contacts (within about 6 feet for about 10 minutes) of any known exposure to COVID-19 at the business premises, consistent with confidentiality laws
- Increase air exchange in the building as possible
- Continue increased frequency cleaning of commonly touched surfaces
- Sick employees will be required to follow CDC-recommended steps. Employees will not return to work until the CDC criteria to discontinue home isolation are met, and/or in consultation with a healthcare provider.

This Policy is subject to change based upon further guidance from the CDC, PA Department of Health or other applicable government agencies.

4/8/2020

As our company and country continue to deal with the spread of COVID-19, we remain focused on the health and safety of our employees. We continue to follow and communicate the CDC's recommended guidance on behaviors like washing hands, social distancing, and the cleaning of surfaces. Today we are sharing additional steps we are taking to promote a safe and healthy workplace.

Temperature Checks

As the COVID-19 situation has evolved, we purchased thermometers to check temperatures as employees report to work in our facilities. We have infrared thermometers in all locations and we will begin checking temperatures on Monday, April 13.

Any employee with a temperature of 100.0 degrees will be paid for reporting to work and asked to return home and seek medical treatment if necessary. The employee will not be able to return to work until they are fever-free for at least three days.

Many employees have already been taking their own temperatures at home, and we are asking them to continue that practice as we start doing it on-site. And we'll continue to ask employees to look out for other symptoms of the virus (coughing, feeling achy, difficulty breathing) and never come to work when they don't feel well.

We will be checking the temperature of external contractors who will be moving around in our buildings, i.e. Fastenal, B&T cleaners, etc. We will not be taking the temperature of truck drivers as they are already in a controlled entry procedure.

Process for Temperature Check

AST- You will enter through one designated door and someone will take your temperature.

ABC and Top Line – You will drive to the ABC LD parking lot designated area, park your car and form a line (no more than 5 people) while maintaining safe distancing to have your temperature checked at the tent.

Please remove your hat or hood and make sure your forehead is dry before the temperature check.

Temperature Reading

If the thermometer says 100.0 or more, they will take it a two more times to confirm the reading. If all readings are 100.0 or more, you will return home. Contact Tim Roff in Human Resources to determine your best course of action/pay/options while you are home from work. If the reading is below 100.0, proceed with your workday with the same CDC behaviors of cleanliness and distance.

When your fever is gone without the assistance of fever lowering medicine for three continuous days, you will return to work unless you have other symptoms of the virus.

Masks & Glasses

While the CDC and other health officials do not recommend masks or glasses for healthy people who do not ordinarily use them for their jobs, we will make them available – as supplies permit – for employees who voluntarily want to wear them.

The masks will be high quality, but not N95 respirators - which should be reserved for at-risk healthcare workers. We encourage anyone who would like to wear a mask or glasses to ask their supervisor for them, while keeping in mind that it is still possible to spread germs while wearing them. The main purpose is to keep you from touching your own eyes, nose, and mouth. Custom homemade mask may be worn.

April 6, 2020

All:

A nursing style mask is being made available for employees to wear. Mask are recommended but not mandatory. These mask are not N-95 mask. These mask are to help protect you by preventing face touches near your nose and mouth.

Mask will be distributed by supervisors and other key individuals. At LD Frances has them for office personnel and Steve Moyer has them for production workers. At SA Brian Piscitelli currently has them and will be setting up key distribution points. Top Line has them along with AST. Distribution points at Top Line and AST will be determined by their facility managers.

Keep in mind these mask are for use at work and when taken care of should last a while

April 1, 2020

Allegheny Bradford Corporation Essential

Critical Infrastructure Worker:

Allegheny Bradford Corporation Employee

To whom it may concern:

Allegheny Bradford Corporation's functions, including but not limited to its manufacture of sanitary processing equipment used by biopharmaceutical companies in the development of vaccines and therapies to combat COVID-19, constitute an essential critical infrastructure sector as identified by the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency. The Commonwealth of Pennsylvania has determined that Allegheny Bradford Corporation is a Life-Sustaining Business, under the orders of Secretary Levine and Governor Wolf. See Covid Closure Order Request # e83b68d1-c543-4cbc-8cac-aa486f0e45e4.

Allegheny Bradford Corporation Employee is required to engage in travel to and from their worksite in order to provide such essential critical infrastructure services. The facility where they work and the activities in which they are engaged are in compliance with the precautionary measures outlined by the Centers for Disease Control and the Department of Health of the Commonwealth of Pennsylvania. This employee is required to strictly adhere to those guidelines.

Allegheny Bradford, its employees and their families are grateful for your efforts to keep our community safe. Your cooperation in allowing this employee to safely and efficiently conclude their commute is most appreciated.

Sincerely,

Dan McCune
President/CEO
Allegheny Bradford Corporation

April 1, 2020

Good Morning,

I wanted to follow up on Tim's e-mail from last week. In response to the expansion of FMLA, our payroll company has created codes to record any qualifying time that may fall under any of the FFCRA categories.

These categories will first take effect today, Wednesday, April 1. Documentation will be required in order for employees to qualify for Families First Coronavirus leave.

To ensure that everyone eligible is paid correctly and all required paperwork is completed, please contact Tim or myself regarding situations that you suspect may qualify.

We will not be updating our Absent Employee Form, but will instead use the "Other" category, along with the payroll codes "COV123 EFMLA" and "COV456 EFMLA" to signify absences that fall into these categories.

March 27, 2020



U.S. DEPARTMENT OF LABOR

Wage and Hour Division

COVID-19 and the American Workplace

The Wage and Hour Division provides information on common issues employers and employees face when responding to COVID-19, and its effects on wages and hours worked under the Fair Labor Standards Act (FLSA), job-protected leave under the Family and Medical Leave Act (FMLA), and paid sick

leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA).

FFCRA will help the United States combat and defeat COVID-19 by giving all American businesses with fewer than 500 employees funds to provide employees with paid leave, either for the employee's own health needs or to care for family members. The legislation will ensure that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus while at the same time reimbursing businesses.

Attachment: *Employees Rights: Paid Sick Leave and Expanded Family and medical Leave under The Families First Coronavirus Response Act (FFCRA)*

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

March 20, 2020

Allegheny Bradford Corporation takes the health and safety of our employees seriously as we carry out the vital work we perform for the pharmaceutical and food industries. Presently, Allegheny Bradford Corporation qualifies under 14 different sub-sectors of Governor Tom Wolf's list defining life-sustaining businesses. The challenge is to continue to produce the products our customers require; and, at the same time, to continue to improve the work environment of our employees. In our on-going effort to meet these objectives, we are immediately instituting the following additional practices:

NO WEEKEND BUILDING ENTRY

To allow our buildings to naturally disinfect, we have elected that ALL employees are to :

- exit buildings by no later than 6 pm on Friday,
- not enter any building on Saturday or Sunday, AND
- not to report to work any sooner than 6 am on Mondays

Exceptions will only be made for safety, maintenance or other matters deemed critical by Management.

This policy is in place until otherwise notified.

NO MASS TRANSIT

As an added safety precaution, until otherwise notified, any employee utilizing mass transit will not be allowed to report to work for at least a 14 day period that the government recommends for self-quarantine. The 14 day period starts from the date the employee last used the mass transit.

SLOW THE SPREAD

- The company continues to deploy additional cleaning and disinfecting preventative actions. We have now engaged additional 3rd party cleaning workers to increase cleaning and disinfecting. Disinfecting will now include a sprayer system used for sanitizing commercial facilities.
- Employees are encouraged to follow the Center for Disease Control and Prevention (CDC) cleanliness and social distancing guidelines to stop the spread.
- Employees are not to report to work while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath.
- Employees who report to work ill will be sent home.

Memo: Coronavirus and Flu Prevention

March 17, 2020

From: Human Resources, Allegheny Bradford Corporation

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations, as the Allegheny Bradford Corporation and its subsidiaries are considered part of a critical infrastructure industry. It is important that our company continue to ship high quality equipment, components, and services in support of our customer’s efforts to supply the nation with vital food and medicines. We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid touching your eyes, nose and mouth.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

The company is presently deploying additional preventative actions that will foster increased cleanliness and more workplace social distancing through the limiting of third party facility access and also limiting inter-facility employee contact. Regarding cleanliness, Allegheny Bradford Corporation will strive for an improved level of overall cleaning. The company will also provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. All conference room are to be limited to ½ capacity and social distancing should be practiced.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath. Currently, the Centers for Disease Control and Prevention recommends that people with COVID-19 can stop home isolation under the following conditions:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medication that reduces fevers) AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 7 days have passed since your symptoms first appeared

Employees who report to work ill will be sent home in accordance with these health guidelines. While we currently do not offer formal telework arrangements, ABC will consider, on a case-by-case basis, requests from employees to work from home during this time. Not all positions are conducive to telework; those positions with primary job duties that can be effectively performed remotely will be given consideration. Please be aware that technology limitations limit the number of employees who can telework. Please contact the human resources department with any questions or concerns.