	Document Type: Corporate Policy/Guideline Document Number: Corporate_FY19_001	Revision: 0 Page: 1 of 5
Title:	Pandemic Response Plan	Effective Date: Mar. 1 <sup>st</sup> ,2020

## Table of Contents

1.	Purpose.....	1
2.	Scope.....	1
3.	Responsibility and Authority.....	1
4.	Definitions.....	2
5.	Phase Approach Guideline.....	2
	5.1.1. Pandemic Response Phases.....	2
	5.1.2. Phase Approach Implementation.....	3
	5.1.2.1. Phase 1.....	3
	5.1.2.2. Phase 2.....	3
	5.1.2.3. Phase 3.....	4
	5.1.2.4. Phase 4.....	4
	5.1.2.5. Phase 5.....	4
6.	Pandemic Phase Step Down and Dissolution.....	5
7.	Related Control Documents.....	5

### 1. Purpose

This document specifies the pandemic response procedure at CrownBio. CrownBio takes a proactive approach to prevent the spread of pandemic diseases, to protect employee health and safety, and limit the impact on CrownBio’s business operations.

### 2. Scope

This program applies to all activities related to all employees of Crown Bioscience, and any CrownBio Subsidiary companies as identified by the Pandemic Response Committee and CrownBio Executive Committee.


### 3. Responsibility and Authority

#### **Pandemic Response Committee (Committee)**

Coordinate and approval of all pandemic response actions. The Committee reviews all action plans before implementation. The Committee has the authority and flexibility to change or to add any plans based on the situation.

#### **Site Manager**

Responsible for assessing current Pandemic Response Phase for their site, coordination of the Pandemic Response appropriate for the Pandemic Phase at their site, and weekly reporting to Pandemic Response Committee on current status of the site. Site Managers serve as the administrator of the plan at their designated locations, and act as an advocate in the Pandemic Committee for any site or company-specific concerns related to the Pandemic Response actions. Site Manager will assist in gathering relevant data for decision makers,

	Document Type: Corporate Policy/Guideline Document Number: Corporate_FY19_001	Revision: 0 Page: 2 of 5
Title:	Pandemic Response Plan	Effective Date: Mar. 1 <sup>st</sup> , 2020

assisting in the coordination of pandemic supply purchasing, and the initial activation of Pandemic Response Committee.

### Human Resources

Responsible for internal messaging for employees regarding policies, procedures, and other relevant updates for the pandemic response. HR is the central point of contact for employees regarding the pandemic response, including vacation, sick leaves, and other related concerns. HR will also manage the tracking potential cases of the pandemic disease at each site for evaluation of Pandemic Phase levels. HR also to review communications for legal concerns and appropriate messaging, in coordination with marketing/external legal firm or/and internal legal counsel.

### Marketing

Responsible for external communications regarding pandemic response. Marketing department will assist in the development of documents for customer notification. Marketing/Communications department will also manage updates to the Pandemic Response website, in coordination with each Site Manager and Human Resources team.

## 4. Definitions

**Pandemic:** A Pandemic refers to the worldwide spread of a new disease.

**Executive Committee (EC):** The Executive Committee of consisting of Top Management.

**Pandemic Response Committee (Committee):** Consists of EC members and assigned Senior Management.

**Site:** A CrownBio Company or CrownBio subsidiary site, which will follow this Pandemic Response Plan. Sites incorporated into this plan are defined by the Pandemic Response Committee, each site is assigned a Site Manager.

**Site Manager:** Individual responsible for assessing current Pandemic Response Phase for their site. Site Managers are designated at the first Pandemic Response Committee meeting in Phase 2.

**HR:** Human Resources Department of each region (APAC, Europe, US)

**Marketing:** Marketing team

## 5. Phase Approach Guideline

CrownBio takes a phased approach to deal with a pandemic outbreak of any kind. CrownBio and its subsidiaries operate at multiple location. Therefore, the Pandemic Phase and implementation of Pandemic Response may differ slightly at each Site, at the discretion of assigned Site Manager and with approval of the Committee.


Guidelines for assessing a Pandemic Phase for a given Site are provided in Section 5.1.1.

### 5.1.1. Pandemic Response Phases

**Phase 1:** Multiple cases of an unusually infectious illness or disease are reported within a country, but none in any local region/province/city with CrownBio or CrownBio subsidiary offices.

**Phase 2:** Multiple cases of an unusually infectious illness or disease are reported within the local region /province/city with CrownBio or CrownBio subsidiary offices.

**Phase 3:** At least one site employee is absent from work due to what is suspected to be the pandemic disease.

	Document Type: Corporate Policy/Guideline Document Number: Corporate_FY19_001	Revision: 0 Page: 3 of 5
Title:	Pandemic Response Plan	Effective Date: Mar. 1 <sup>st</sup> , 2020

**Phase 4:** 10% of the site’s employees are concurrently absent from work due to what is suspected to be the pandemic disease.

**Phase 5:** 25% of the employees are concurrently absent from work due to what is suspected to be the pandemic disease.

### 5.1.2. Phase Approach Implementation


Based on the highest “Phase” for any CrownBio Site, the following measures are executed for Pandemic Response.

#### 5.1.2.1. Phase 1

- Site Manager gathers information from WHO, CDC, and local authorities and reports the situation periodically to CrownBio EC.
- As warranted, preliminary employee communication and guideline updates on travel and events may be issued by Human Resources.

#### 5.1.2.2. Phase 2

- Pandemic Response Committee (Committee) consisting of CrownBio EC representation, Human Resources, and Site Manager is assembled. Committee convenes and determines:
  - Committee decides on CrownBio Sites and designates Site Managers for each site.
  - Site Managers are contacted and notified of their responsibilities for Pandemic Response at their assigned site.
  - Define appropriate visitor (i.e. vendor, customer, traveling employee) restrictions as appropriate.
  - Define personal/business travel restrictions, and mandatory home stay period after coming back from restricted regions. Notify employees feeling unwell not to report to work.
  - Committee meets on an ad-hoc basis to address Pandemic Response.
- Pandemic Response Committee is added to the distribution list for coronavirusupdates@crownbio.com
  - Employees are notified to use **BeSafe@crownbio.com** is used during the Pandemic Response for calling in sick if they believe they have the pandemic disease, and any concerns or questions about the pandemic response.
  - HR and Marketing will monitor employee communications to **BeSafe@crownbio.com** for appropriate response.
- Site Manager tracks daily the list of impacted countries designated as a “Level 3” by the CDC, and any other notable updates – and passes communication to The Committee.
- Site Managers, facilitated by Human Resources, start a hygiene practice promotional campaign. Signs are posted around facility encouraging best personal hygiene methods (washing hands, covering nose during sneezing, etc.).
- Site Managers **submit weekly summaries** of current Pandemic Response Phase, actions, implementation, and needs to the Pandemic Response Committee.

	Document Type: Corporate Policy/Guideline Document Number: Corporate_FY19_001	Revision: 0 Page: 4 of 5
Title:	Pandemic Response Plan	Effective Date: Mar. 1 <sup>st</sup> , 2020

- Site Managers coordinate assembling any supplies for employees which may aid in preventing spread of pandemic disease. Examples of supplies which may be provided include: Antiseptic hand spray, gloves, goggles, or masks.
- The facility and/or office disinfection protocols are initiated (see Section 8)
- Site Managers coordinate screening of employee/contractor/visitors at the point of entry, under policies and guidelines established by the Committee.
- Marketing, in coordination with individual Site Managers, deploys a website for publishing Pandemic Response updates for all CrownBio Sites, which includes emergency information, local resource guides. <https://www.crownbio.com/besafe>
- If available, the Committee coordinates in procuring vaccines and or medication for the pandemic disease.

#### 5.1.2.3. Phase 3


- Pandemic Response Committee (Committee) meets on a weekly basis to coordinate Pandemic Response at all CrownBio Sites.
- HR and Committee finalize pandemic sick leave and travel plans and announces them to employees. The plans may include extra sick leaves for doctor visits, or due to pandemic quarantine.
- The Committee coordinates a zoom-based “all hands” meeting to discuss on preventive measures and overall pandemic threat status, and company response.
- At the discretion of the Committee, advise non-production related personnel work from home

#### 5.1.2.4. Phase 4

- Pandemic Response Committee (Committee) meets daily to coordinate Pandemic Response at all CrownBio Sites and confirm BCP actions in preparation for potential site closure.
- If applicable, medication obtained during phase 3 is distributed to employees and their family members.
- At the discretion of the Committee, require non-production related personnel work from home

#### 5.1.2.5. Phase 5

- The Committee shuts down all Phase 5 facilities if necessary, and employees are instructed to work from home.
- Pandemic Response Committee (Committee) meets daily to coordinate Pandemic Response at all CrownBio Sites, execute and track BCP actions, determine when to Step Down Pandemic Response, and prepare employee notifications on site closure status.
- Employees are provided weekly updates by Committee until the facility is reopened.

	Document Type: Corporate Policy/Guideline Document Number: Corporate_FY19_001	Revision: 0 Page: 5 of 5
	Title: Pandemic Response Plan	Effective Date: Mar. 1 <sup>st</sup> , 2020

## 6. Pandemic Phase Step Down and Dissolution

The Pandemic Response Committee is dissolved when the pandemic phase is lowered to phase 2 for all CrownBio Sites, or at the discretion of the Committee.

After the Committee is dissolved, the Executive Committee takes over control. EC coordinates the completion of a postmortem analysis of the Pandemic Response and identify improvement for future response.

## 7. Related Control Documents

- P7.1.3: Emergency Preparedness and Disaster Recovery Plan

### Summary Table of Pandemic Phase Responses

Phase	Description	POC	Intervention	Communication
1	Multiple cases within a country, none in local province/city, no on-site cases	<ul style="list-style-type: none"> <li>Site Manager</li> <li>EC</li> </ul>	<ul style="list-style-type: none"> <li>Site Manager Monitors situation</li> </ul>	<ul style="list-style-type: none"> <li>Site Manager to EC</li> </ul>
2	Multiple cases within the local province/city, no on-site cases	<ul style="list-style-type: none"> <li>Site Manager</li> <li>HR</li> <li>Committee</li> </ul>	<ul style="list-style-type: none"> <li>CrownBio Sites and Site Managers identified</li> <li>Employee engagement is initiated</li> <li>Visitor restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Committee meets (ad-hoc)</li> <li><a href="mailto:BeSafe@crownbio.com">BeSafe@crownbio.com</a></li> <li>Pandemic website</li> </ul>
3	At least one case at a CrownBio Site		<ul style="list-style-type: none"> <li>Sick and travel plans executed</li> <li>Employees take laptops home</li> <li>Procure medication if available</li> </ul>	<ul style="list-style-type: none"> <li>Committee meets (weekly)</li> <li><a href="mailto:BeSafe@crownbio.com">BeSafe@crownbio.com</a></li> <li>Pandemic website</li> <li>All hands meeting</li> </ul>
4	10% of employees ill at a CrownBio Site		<ul style="list-style-type: none"> <li>Prepare for shut down and execution of BCP</li> <li>Distribute medication if available</li> </ul>	<ul style="list-style-type: none"> <li>Committee meets (daily)</li> <li><a href="mailto:BeSafe@crownbio.com">BeSafe@crownbio.com</a></li> <li>Pandemic website</li> <li>Ad-hoc email to employees</li> </ul>
5	25% of employees ill at a CrownBio Site		<ul style="list-style-type: none"> <li>Shut down site operation</li> <li>Execute BCP actions</li> <li>Decide on Step-Down</li> </ul>	<ul style="list-style-type: none"> <li>Committee convenes (daily)</li> <li><a href="mailto:BeSafe@crownbio.com">BeSafe@crownbio.com</a></li> <li>Pandemic website</li> <li>Weekly email to employees</li> </ul>