

Aeci's response plan for covid-19

Our response strategy focuses on preventing and minimising the spread of the virus as well as ensuring the business remains operational.

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APRIL 2020, Revision 1

 **AECI**[®]



MESSAGE FROM OUR CHIEF EXECUTIVE:

Colleagues, we are facing a world-wide pandemic commonly referred to as COVID-19 or Coronavirus.

As a Group, we are committed to doing our part in stopping its spread and minimising the impact on our business. AECI provides products and services to critical sectors.

We all need to adopt the necessary preventative measures included in our response plan. Please educate yourselves and others with this information and practice the necessary behaviours.

Feel free to direct any questions to covid19.faq@aeciworld.com

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CONTENT

This document details the latest response and requirements for every Group business, employees, contractors, visitors and suppliers. We need to prevent the spread of COVID-19 and reduce its effect on people, our businesses and those of our customers.

In the event that you have a questions which is not answered in this document or by your Business SHE Manager, you may send an email to covid19.faq@aeciworld.com (preferred) or covid-19_faq@aeciworld.com

1) BACKGROUND

2) PREVENTING CONTRACTION AND SPREAD

3) RESPONDING TO POTENTIAL, SUSPECTED OR CONFIRMED CASES

4) BUSINESS CONTINUITY

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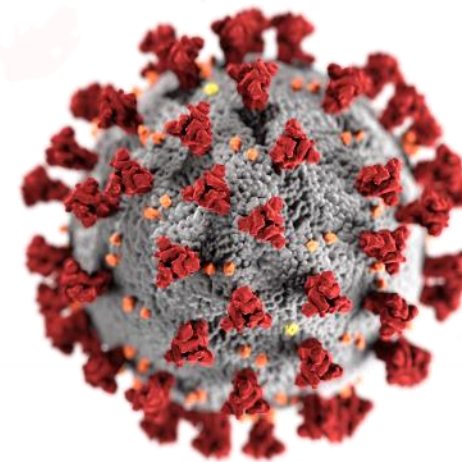
BACKGROUND

CONTEXT AND OUR OBLIGATION

COVID-19 is a **respiratory disease** caused by the SARS-CoV 2 virus. It has spread from China to many other countries impacting all aspects of life including health, travel, trade, tourism, product supply, financial markets and individual businesses.

The AECI SHEQ Policy, relevant country-specific legislation for Health and Safety and our BIGGER values impose on us an **obligation to be Responsible**. We must **provide and maintain, as far as is reasonably practicable, a working environment that is safe** and without risk to the health of our employees and others. Similarly, employees (from any business or self-employed) have an obligation to take reasonable care for the health and safety of themselves and others.

Country authorities around the world have imposed restrictions and obligations which must be honoured at all times. AECI is fully committed and supportive of these actions.



AECI TASK TEAM

Members

Members of the Task Team are the full AECI Executive Committee, Senior Managers from relevant Group functions and subject experts, including our own Doctor Kotze. He has direct access to a Specialist Virologist and reputable sources of up-to-date information such as the World Health Organisation, the Centre for Disease Control and, in South Africa, the National Institute for Communicable Diseases and the Department of Health.

Purpose

The Team's purpose is to manage our response to COVID-19.

Strategy

The strategy focuses primarily on **preventing and minimising the spread** of the virus and also on ensuring our **business remains operational**. AECI manufactures numerous products which are supplied to among others, the personal healthcare sector, water treatment, agriculture and mining. It is of international importance to keep these and other sectors functional and of strategic importance for some of AECI's businesses to remain operational.

Strategic intent

1. To prevent or reduce, as far as possible, the infection of our employees, their families, co-workers and others who may come into contact with them
2. To reduce the risk of COVID-19 becoming a community, national or international disaster
3. To ensure prompt and adequate detection and treatment;
4. To reduce the level of absenteeism, due to direct or indirect effects of COVID-19
5. To minimise the impact on operations and ensure AECI can honour contractual obligations and that it continues to secure its revenue streams
6. To reduce the spread of COVID-19 and ultimately reduce the strain on international healthcare systems
7. To ultimately restore society back to "business as usual"
8. To increase our readiness for future outbreaks



1

BACKGROUND

UNDERSTANDING THE VIRUS AND DISEASE

What is Coronavirus?

According to the WHO, Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Credible sources

<http://www.nicd.ac.za/> ;
<https://www.who.int/health-topics/coronavirus>

What are the symptoms?

Fever, cough, shortness of breath, diarrhoea - or none at all. Symptoms may appear in as few as 2 days or as long as 14 days after exposure. The incubation period is 14 days. Most will experience mild symptoms and recover. However, some may go on to experience more serious illness and may require hospital care.

Who are High-risk Individuals?

People over 60 seem to be more vulnerable as are people with weakened immune systems and people with chronic conditions such as diabetes, heart and lung diseases, employees undergoing treatment for cancer or people with co-morbid conditions.

Where do I get tested?

Each country has its own requirements for testing. The respective in-country authority must be contacted for information on testing.

1

BACKGROUND

UNDERSTANDING THE VIRUS AND DISEASE

How is it spread?

Direct contact with an infected person's saliva or mucus or a contaminated surface or object.

COVID-19 spreads in a similar way to flu. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. If a person is standing within one metre of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled. Most droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People can catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth.

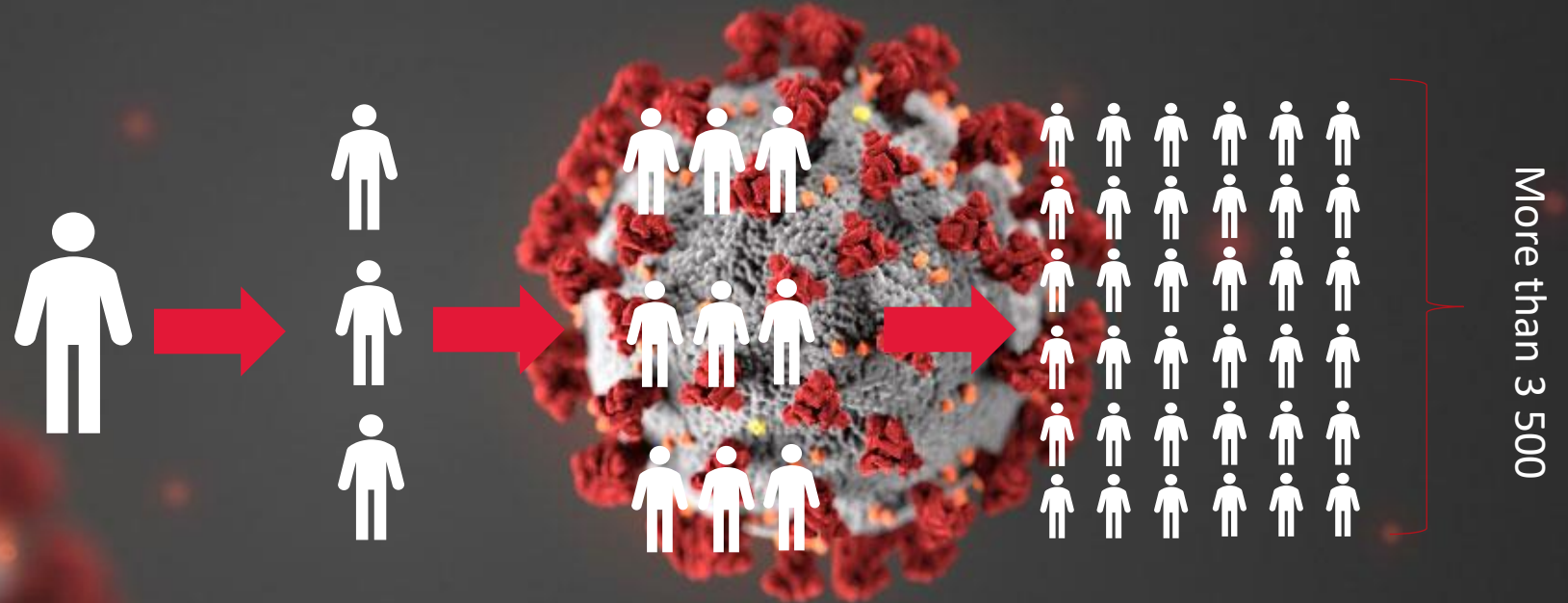
People are most contagious when they are most symptomatic (i.e. experiencing fever, cough and/or shortness of breath). However, they are already contagious before becoming symptomatic or ill (during the incubation period of the virus).

Any person showing symptoms while at home, must NOT come to work and must seek medical attention immediately. The Line Manager must also be informed.

The spread is exponential

According to initial data from WHO, an infected person spread it to an average of 2.6 people and after 10 generations of transmission with each taking 5/6 days, the initial case has spread to 3 500 in a matter of days.

These figures are for confirmed cases, but it is believed that the actual number might be much higher as people with mild symptoms might not be counted.



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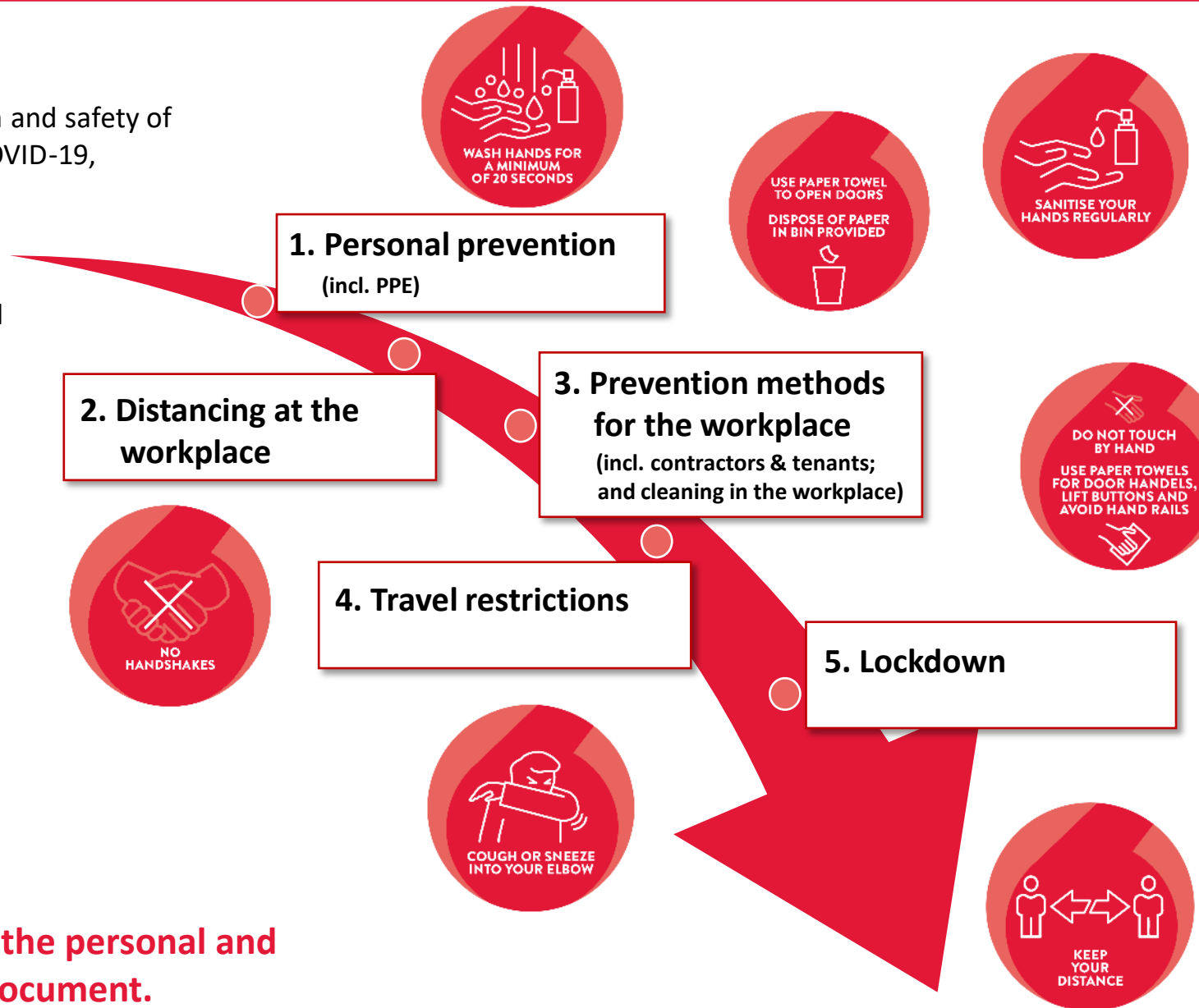
PREVENTING CONTRACTION AND SPREAD

REDUCING AND MITIGATING THE RISK

Each AECl business has a legal obligation to protect the health and safety of employees and others associated with work. In relation to COVID-19, employers and employees are required to:

- Conduct the required **Workplace Health and Safety Risk or Assessment of Biological Hazards** ;
- Put in place the **necessary measures** to ensure a safe and healthy workplace, as is reasonably practicable;
- Identify employees with the **highest risk** of contracting COVID-19 due to their inherent occupation, such as Healthcare workers and others who could be exposed to transmission;
- Provide to such employees the **necessary education and training** related to COVID-19 (as specified above);
- Provide to such employees the **necessary Personal Protective Equipment**;
- Where practical organise the workplace to enable a **safe distance (1,5m)** between employees – if this cannot be achieved then respiratory PPE must be issued as described in below; and
- **Other measures**, as are necessary to prevent or mitigate the effects of COVID-19.

The above mentioned risk assessment informs the personal and workplace controls defined in the rest of this document.



1. Personal prevention

General methods

There are very simple ways to prevent the spread of COVID-19. The low-cost measures below will help prevent the spread of infections in your workplace and homes. These are also effective in preventing other viruses such as colds, flu and stomach bugs. They will help protect your family, friends, customers, contractors, and employees

Personal hygiene – everyone must adopt the following behaviours

- Wash your hands regularly preferably with soap and water for at least 20 seconds – this the preferred method
- A hand sanitizer, with a minimum alcohol content of 60% can be used in addition. The labels to look out for are ethyl alcohol, ethanol, isopropyl alcohol, isopropanol or benzalkonium chloride
- Avoid touching your own face
- Avoid handshakes
- Avoid touching surfaces and other peoples phones, keyboards etc;
- Stay away from people who are coughing or sneezing



2. Distancing at the workplace

3. Prevention methods for the workplace

4. Travel restrictions

5. Lockdown

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PREVENTING CONTRACTION AND SPREAD

1. Personal prevention

Respiratory Personal Protective Equipment (Masks)

Fit-for-purpose respiratory protection

This response plan does not affect risk categories such as chemicals or dust, where a mask such as an FFP2 or cartridge type respirator is currently being used. In such cases the prescribed respiratory PPE must be used for the duration of the exposure. The disposable mask, referred to here, is not a replacement for others currently being used.

Three types of masks for COVID-19

In the context of COVID-19 the three primary masks are N95, FFP2 and disposable surgical facemasks, shown on the right. They are designed for different applications and have different limitations.



N95

N95 masks have a 95% filtration of particles including small particle aerosols and large droplets (only non-oil aerosols). The N stands for “No oil resistance” and these are mainly used in hospitals where COVID-19 cases are treated.



FFP2

FFP2 masks have a minimum of 94% filtration percentage and maximum 8% leakage to the inside. They are mainly used in industry, construction, agriculture, and by healthcare professionals.



3 Ply Face Mask

Disposable surgical masks are fluid resistant and intended to cover the nose and mouth in order to minimise the incidence of cross infection of airborne infective bacterial agents, generated from the respiratory tract, worn by dentists or surgeons.

2. Distancing at the workplace

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4. Travel restrictions

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PREVENTING CONTRACTION AND SPREAD

1. Personal prevention

Respiratory Personal Protective Equipment (Masks)



N95



FFP2



3 Ply Face Mask

AECI Workplace requirements for masks:

All masks must be issued on a risk-based approach. A formal risk assessment is required to identify all exposed staff, but the following staff **are required to wear a mask** in the workplace:

- **Healthcare** workers: e.g doctors, nurses, and others treating or caring for known or suspected cases of COVID-19 – Preferred masks are N95 or FFP2.
- Any non-healthcare employee who may be exposed to COVID-19 as **part of their normal work**: e.g. Security, front reception staff, warehouse staff receiving or dispatching and in close contact with others – Disposable surgical face mask is suitable.
- Any employee who, as a result of limitations, restrictions, high occupancy or traffic in the workplace, **can not maintain the required distance** from others (1,5 – 2m), must wear a mask in such situations. - Disposable surgical face mask is preferred.

Who should wear a mask in public:

- If **any country** dictates that a mask must be worn, either at work, in public – mask as prescribed.
- Any **person who is infected** (or suspected of) with COVID-19 – disposable surgical face mask is suitable.
- Any person **who wishes to wear one** in public – Disposable surgical face mask is preferred.

2. Distancing at the workplace

3. Prevention methods for the workplace

4. Travel restrictions

5. Lockdown

2

PREVENTING CONTRACTION AND SPREAD

1. Personal prevention

Respiratory Personal Protective Equipment (Masks)

Employees using public or company arranged transport

Disposable surgical face masks will be made available for employees **using public transport or company arranged transport**, when they leave the workplace. Only one mask per person shall be issued.

Note: Priority will be given to the needs of employees inside the workplace first.

Issuing of masks

All masks need to be issued to individuals on a **formal register** on which the employee must sign. Staff must be trained on the usage, limitations and disposal requirements as dictated by in-country legislation.

Taking care of PPE

The manufacturers instructions must be followed for the respective masks. In the case of **disposable surgical masks issued in the workplace**, the following shall apply:

- A new mask shall be issued each day **or** if the mask becomes moist or wet; **or**
- If it becomes clogged and causes difficulty breathing or discomfort; **or**
- If it becomes damaged.



N95



FFP2



3 Ply Face Mask

Using a disposable surgical mask:

1. Hands must be cleaned with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask as it could be contaminated.
2. On completion remove the mask without touching the front.
3. Throw the mask in the designated place and wash hands with soap and water or hand sanitizer.

Disposal:

All masks should be disposed of in the **designated bins** on site. If the mask is taken home, it should be disposed of inside a plastic bag and then in a dustbin as it could be contaminated.

2. Distancing at the workplace

3. Prevention methods for the workplace

4. Travel restrictions

5. Lockdown

1. Personal prevention



2. Distancing at the workplace

Minimise face-to-face meetings and close contact

- Only hold such meetings if absolutely necessary and maintain the required distance between people
- **Use online meeting tools** or teleconference as alternatives
- Discourage visitors, consultants and others from meeting face-to-face

If a face-to-face meeting is unavoidable, the following are required

- No person is allowed to enter a workplace or meeting space if they are showing typical COVID-19 **symptoms**
- The meeting organiser or chairperson must read out the COVID-19 **safety briefing**
- If a person has a persistent cough, sneezing or develops symptoms while in the meeting, they must **leave the venue** and workplace to seek medical attention
- **No shaking of hands**
- **A distance of 1,5m between people must be maintained**
- The number of people in the meeting must be limited to the **absolute minimum**
- If the **safe distance** cannot be complied with, then an alternate venue must be used
- **No objects**, such as the laser pointers, marker pens, and keyboards **should be shared**. If it's unavoidable they must be sanitised before and after use

Practice good etiquette when coughing or sneezing

- Cover your mouth and nose, preferably with a **tissue**. Dispose of this immediately;
- If no tissue is available then coughing **inside your elbow** is a second option
- **Wash your hands** regularly if you are sneezing or coughing



If a cough or sneeze is persistent, or symptoms as described earlier in this document are prevalent, **do not go to work** and seek medical attention from your own doctor. Note: there is no "rapid COVID-19 test" available, so you will be required to remain in quarantine until a diagnosis is confirmed, by your own doctor, and treated if necessary

Important: one of the most common and easily detectable symptoms is high temperature/fever. All employees are encouraged to obtain a thermometer and **check their own temperatures** and those of their family or household members regularly, and specifically before going to work. Should the temperature be above **38 degrees C (100 degrees F)** the person should not go to work, seek medical attention and inform their Line Manager immediately

3. Prevention methods for the workplace

4. Travel restrictions

5. Lockdown

1. Personal Prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

General methods

There are simple ways to prevent the spread of COVID-19 and all AECI Companies are required to implement these measures immediately:

1. Ensure sufficient **up to date information** on COVID-19, including country specific data, prevention methods and AECI expectations in relation to the pandemic is available;
2. **Visibly display** throughout the workplace, information which encourages the prevention methods and general information, especially where the hand sanitizers and soaps are mounted and within bathrooms and meeting rooms;
3. Use the information in **toolbox talks, safety meetings** and all other meetings;
4. Implement measures to **reduce the exposure of personnel** as may be necessary. This could include splitting teams into different venues, introducing rotation, allowing individuals to work from home, reorganising shift cycles and shift handover methods and, introducing cyclical cleaning of work areas and equipment, as an example; and
5. Ensure expectations for **Visitors and Suppliers** are known.

Make sure the workplace is clean and hygienic:

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be **wiped with disinfectant** regularly. If you are using a cleaning company, they must ensure this requirement is met with the right products and frequency;
- Promote regular and thorough **hand-washing**;
- Put **sanitizing hand dispensers** in prominent places around the workplace. Make sure these dispensers are regularly refilled and are preferably “touch free”;
- Consider replacing items which require a push-button or touch with a **hands-free option**;
- Holding onto **handrails**, when ascending or descending stairs is **still a requirement**, but hand sanitizers must be used at the bottom and top of stairs;
- Make sure that staff, contractors and customers have **access** to places where they can wash their hands with soap and water.



4. Travel Restrictions

5. Lockdown

1. Personal Prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

Contractor and tenant management – access control and restrictions

In relation to contractors and tenants (site-established companies), the relevant host, property division, or in the case of a contractor the relevant contract manager, must do the following:

- **Share** the AECI Response Plan and all awareness material;
- Ensure all expectations in terms of personal and workplace prevention **methods are adhered to**. The relevant employer is accountable for this;
- Ensure their employees are **informed of the symptoms** of COVID-19 and the obligation to stay away from work and seek medical attention if they are showing symptoms;
- Ensure they **report** any confirmed or suspected case of COVID-19 to AECI;
- **Meetings** between any third-party and AECI individuals should be **discouraged**;
- During any period of lockdown, **ensure compliance** is monitored and enforced;
- Ensure they meet their obligations in terms of relevant **country-specific health and safety regulations** as they relate to COVID-19.

Where possible, each AECI site must do **temperature screening** of all people entering the facility and spray sanitiser onto hands on entry and exit.

Any person showing a **temperature above 38degC / 100degF** should be instructed to leave the workplace, seek medical attention, as well as informing their line manager.



4. Travel Restrictions

5. Lockdown

1. Personal Prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

Workplace Cleaning and Decontamination

How long does COVID-19 survive on surfaces?

A number of studies have been conducted. The results differ for various materials, such as metal, wood, fabric and plastic, as well as the environmental conditions such as temperature. The survival time for all materials can range from a **few hours to a few days**. For the purposes of this paper, we are limiting survival time to 72 hours.

Cleaning products

Regular household disinfectants/detergents including bleach solutions and alcohol solutions of **at least 70% alcohol** are effective for hard surfaces. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, carpets and mattresses, steam cleaning should be used. Industrial deep-cleaning or decontamination uses specialized equipment and products.

Cleaning Categories

Guideline for two different cleaning categories are provided:



Routine Cleaning include of surfaces and objects, which could reasonably have been contaminated by droplets, shall be done on a risk based approach. A guideline is provided to determine the risk area, risk items and frequency.



Issue-based Cleaning is a focused cleaning or decontamination of all areas described in Routine Cleaning and shall be undertaken when a confirmed or suspected case of COVID-19 is identified in the workplace.

4. Travel Restrictions

5. Lockdown

1. Personal Prevention



2. Distancing at the workplace

3. Prevention methods for the workplace

Routine Cleaning

The guiding principle for routine cleaning of an area that is operational, is once per shift but the frequency and coverage must be determined using the guideline below. The following must be taken into consideration when determining the necessity and frequency of routine cleaning (disinfecting):

- **Last usage of the area** – if the area or equipment has not been used/entered for **four days** or more since its last disinfectant then it shall be deemed to be clean. Periodic cleaning shall commence on the first day prior of usage;
- **Frequency of usage of the area/equipment** – higher levels of usage of a piece of equipment or traffic through an area should determine frequency. For example, bathrooms, cafeterias, vending machines and items such as gloves and boots should be cleaned more often due to higher probability of contamination;
- **Likelihood of contamination** – Areas above a height of 2m or where it is unlikely that a droplet could have fallen could be excluded from the disinfectant cleaning;
- **Practicality of cleaning** – areas which are impractical, such as large warehouse floors, outdoor floor areas or handrails and cat ladders, throughout a factory. These area should be subject to standard housekeeping regimes and only disinfected in the case of confirmed COVID-19 cases in the area.
- **Items to be included in the cleaning / disinfecting**
 - Indoor - office/lab: door handles, bench tops, tables, water-coolers, bathrooms, floor, telephones, keyboards, etc.;
 - Indoor - factory: workbenches, control rooms, keyboards, door handles, radios, change rooms, cafeterias, tools etc.;
 - Entry/ exit points: Delivery items, equipment, gates, doors, tabletops, pens, etc.;
 - Outdoor: company vehicles, transport vehicles, forklift trucks, trolley jacks, hi-rackers, HP cleaning equipment, etc.;
 - Personal equipment: clothing and food lockers, personal protective equipment including shoes and dedicated tools.



4. Travel Restrictions



5. Lockdown

1. Personal Prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

Issue-based Cleaning

Issue-based cleaning is required when a confirmed or suspected COVID-19 case is identified in the workplace. A **focused cleaning / decontamination** of all areas described for routine cleaning shall be undertaken in the following circumstances:

- If a worker has been **diagnosed** with COVID-19 (Category 1); OR
- If a worker has been in **direct contact** with a confirmed case (Category 2); AND
- The worker has been in the workplace within the preceding 72 hours; AND
- A decontamination has not taken place since discovery of the case.

If the work area has been decontaminated then focus will be placed on the individual's personal affects, locker, tools etc.

Protection for cleaning personnel

Cleaning and decontamination, either routine or specialized shall only be undertaken by competent persons. Staff conducting such cleaning shall be trained in the respective techniques and hazards associated with the equipment and chemicals used, as well as COVID-19.

Contracted staff shall also be subject to the respective site-specific induction requirements.

Risk assessment

If a non-routine cleaning task is undertaken on site, such as deep cleaning or fogging, these shall be subject to the necessary risk assessment and approval.



4. Travel Restrictions

5. Lockdown

1. Personal prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

4. Travel restrictions

As of 19 March 2020 and until such time as revoked in writing, the following **restrictions** are applicable: **all forms of air travel** are discouraged at this time. Similarly, any work-related activity which causes people to be in close proximity of others (such as meetings, conferences or farewells) should be avoided. Restrictions on public gatherings, **as imposed by any country authority**, must be honoured.

1. International business travel by employees

International travel for business purposes by employees is **banned until further notice**. This includes intercontinental travel on any continent. Mission-critical travel must be tabled for approval by a member of the AECI Executive Committee.

2. International business travel by others

International business travel to any AECI business by any person from any country is **banned until further notice**. Once again, if the travel is deemed mission-critical it must be approved by a member of the AECI Executive Committee.

Visitors from any of the **“high risk” countries**, as promulgated by the respective in-country authorities or AECI, for which a list will be kept up to date, must **not be permitted to enter** an AECI facility. This prohibition must be prominently displayed at all Company entry points and travellers must be informed before they intend to depart.

Visitors from anywhere, **already showing symptoms** as described in this document, must also be **prevented from** travelling to and **entering** an AECI facility.

3. International personal travel

All travel bans from **global authorities must be honoured** by travellers. While the Company cannot impose a ban on personal travel, such travel, even to low or medium risk countries is **strongly discouraged**. Should an employee intend to undertake international travel, they must inform their employer and obtain leave as per the Leave Policy. At the same time and before undertaking the travel, the employee must also apply for **Other Leave for a 14 day quarantine period**, which will be enforced on return. This is to ensure the prevention of possible spread of COVID-19 on return to others. Such leave is subject to the approval of the Line Manager.

5. Lockdown

1. Personal prevention

2. Distancing at the workplace

3. Prevention methods for the workplace

4. Travel restrictions

5. Lockdown

COVID-19 and the actions of various country authorities, such as lockdown, has necessitated the reorganisation of all roles. This has to be achieved within the parameters set by the authorities in which some businesses/products, either our own or those of our customers are deemed critical and/or essential. The primary factor to be used in determining if an employee can still be allowed to work is the criticality of the role in delivering strategic objectives and meeting country-specific needs.

| Role Class | Critical Operations | Critical Functional | Non Critical Operations | Non Critical Functional |
|--------------------------------------|--|--|--|--|
| Role Definition | Role is required to enable and maintain safe operations and deliver on production. | Role is required to deliver on non-operational support services. | | |
| Typical Roles | <ul style="list-style-type: none"> • Front line and Control room operators • Shift leaders. Section / Area leaders • Explosives Manager and Blasters • Maintenance artisans and foreman • Quality Assurance and Control • Operations Directors / Managers • Supply Chain / Distribution • All legal appointees • SHEQ Managers / Practitioners • Security and Fire | <ul style="list-style-type: none"> • HCBP • Salaries / Wages • Administrative support • Procurement / Sourcing • Accounts • Tax • IT support • Customer Service • Sales / Business Managers • Executives | <ul style="list-style-type: none"> • Process Engineers • Optimisation • Production planning • Maintenance planning | <ul style="list-style-type: none"> • Legal • Internal audit • Marketing or Communication • Personal assistants • Recruitment • CSI • Organisational Development • Training – unless statutory • Pension |
| Work arrangements in Lockdown | Continue working from normal place of work with adjusted shift patterns to minimise exposure and spread. | Continue working at a dedicated workplace with adjusted shift patterns or workplace design; OR Work from home if enabled and criteria can be met. | Work from home if enabled and criteria can be met. If not: Stay at home (Lockdown) Not working. | Work from home if enabled and criteria can be met. If not: Stay at home (Lockdown) Not working |

The categorisation of each role is to be done by the accountable Managing Director or Senior Manager, in consultation with the Human Capital Business Partner and relevant Executive. The requirements for Working from home or other location must be met from the perspective of IT, IT security, IT Acceptable User Policy and workplace safety requirements.

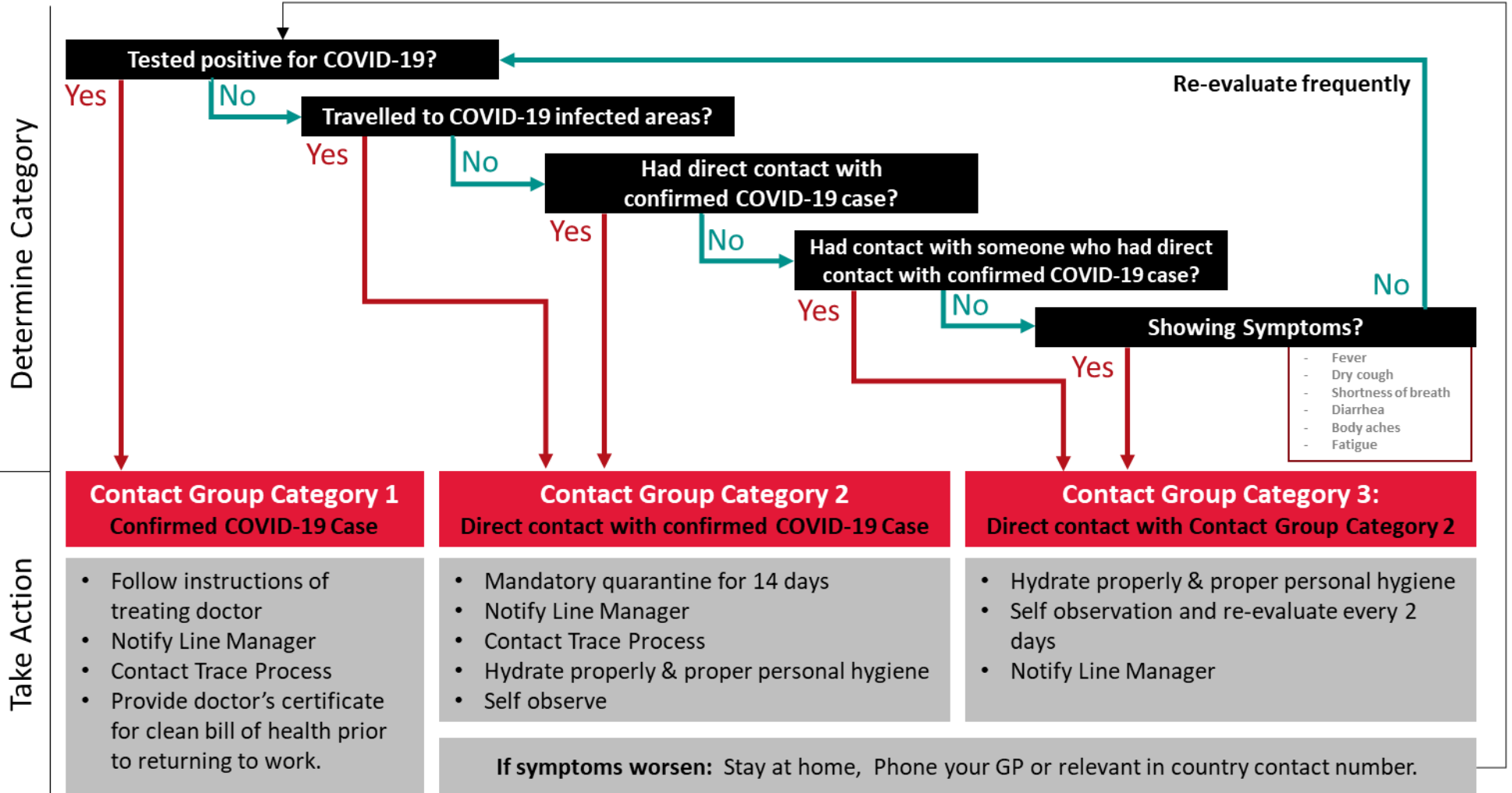
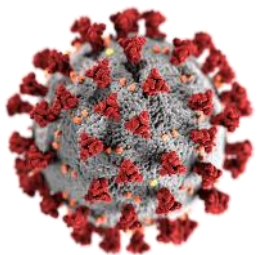
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RESPONDING TO POTENTIAL, SUSPECTED OR CONFIRMED CASES

CONTACT GROUP CATEGORIES AND ACTIONS

Key to our definition for determining who should be in quarantine is what we call the **Contact Group**. For this, we mean those with whom a person had “direct contact” and that means **a face-to-face interaction (within 1,5m)** OR they were in a closed environment together, such as a meeting room.

3 Contact Group Categories have been defined. Follow this process to determine the relevant Contact Group category and required actions.



Important: If at any time a person develops typical symptoms of COVID-19, they are required to stay away from work and immediately seek medical attention as per in-country requirements.

QUARANTINE AND LEAVE MANAGEMENT

In the event that quarantine is required, due a confirmed or suspected case of COVID-19, the following will apply

- The employee must inform his/her Line Manager when going into quarantine
- Quarantine will be for a **minimum period of 14 days** and during this time the employee must do everything reasonable to **prevent possible exposure to others**, including their direct family or persons in their home or quarantine location. This includes all the prevention methods already described and preferably not leaving the quarantine location
- If, during the quarantine period, the employee shows any of the symptoms described they must consult their own doctor immediately

Leave

- During the quarantine period **the Other Leave category** will be applicable and must be applied for once quarantine is imposed. Note - **the cost of granting this leave is borne by the Company** and is not deducted from any leave granted to an employee in terms of his/her conditions of employment
- Should COVID-19 or other illness be **diagnosed**, the leave will be amended to the **Sick Leave category**

When in quarantine

A person in quarantine should self-isolate and do the following

- Avoid unnecessary contact with other people
- Where close contact is unavoidable, the person should wear a face mask and maintain a distance of at least 1m (preferably 2m) from others
- Wash their hands with soap and water frequently. Alcohol-based sanitisers may also be used, provided they contain at least 60% alcohol
- Clean surfaces regularly with a disinfectant
- Practice good cough and sneeze hygiene by using a tissue and then immediately discarding it in a lined dustbin or plastic bag, followed by washing hands immediately
- Avoid having visitors in their home

Note: quarantine must not be confused with lockdown. The requirements for lockdown are specified in each country and must be adhered to during the prescribed period. If a person contracts the virus or has come into contact with somebody who has, and is in lockdown, they should adopt the behaviours described above

TESTING FOR COVID-19

Pathologists (medical service providers who test blood, urine etc.) are following the NICD or similar international protocols, whereby **only Positive Case Definitions** for suspected COVID-19 cases will be tested. These are also referred to as **Patients Under Investigation (PUI)**. This does not mean an employee cannot see a doctor, but testing for COVID-19 will only be undertaken if the definition criteria are met. COVID-19 can ONLY be confirmed through a test of the nasal cavity and throat, by a registered pathological service provider

The NICD definition for Positive Case (updated on 3 April 2020) is as follows:

Persons with acute respiratory illness with sudden onset of **at least one** of the following: cough, sore throat, shortness of breath or fever [$\geq 38^{\circ}\text{C}$ (measured) or history of fever (subjective)] irrespective of admission status.

Interpretation: There are no longer requirements for a contact or travel history as the spread of COVID-19 continues through communities. Individuals with a travel or contact history are still considered to be at high risk of infection, however.

A General Practitioner will evaluate each case on its own merits, as per any suspected illness. Generally, where no symptoms develop over the 14 days in quarantine, even if the person has not seen a doctor, the person could be deemed fit to resume duties.



4 BUSINESS CONTINUITY

RISK ASSESSMENT

Company preparedness to mitigate potential disruption

Each AECI business must have a response plan, drawn up in consultation with AECI Group Supply Chain, to **cater for possible interruption** due to COVID-19 in relation to both people (employees and contractors) as well as **Sales and Operations Planning, Procurement and Commercial, Manufacturing, Warehouse and Fulfilment, and Distribution**. In the event that the continued supply of product or service is under threat, the AECI responsible person must engage with his/her Executive Committee, Group Supply Chain and the customer to manage or mitigate the situation.

Business risk assessment

All businesses were evaluated by the Task Team's **Business Continuity Stream**. The aim was to identify risks and relevant mitigation actions to ensure business continuity, especially for essential goods and services supply chains.

This risk assessments covered the following categories

- Operations Running
- Lockdown Plans
- Revised Shift Patterns
- Hygiene Protocols
- Equipped to Support (work from home)
- Customers Operational
- Supply Chain Disruptions

The outcome of this process informed **Business Continuity Plans** for individual entities. These have been implemented and will be reviewed as the risk changes.

4 BUSINESS CONTINUITY

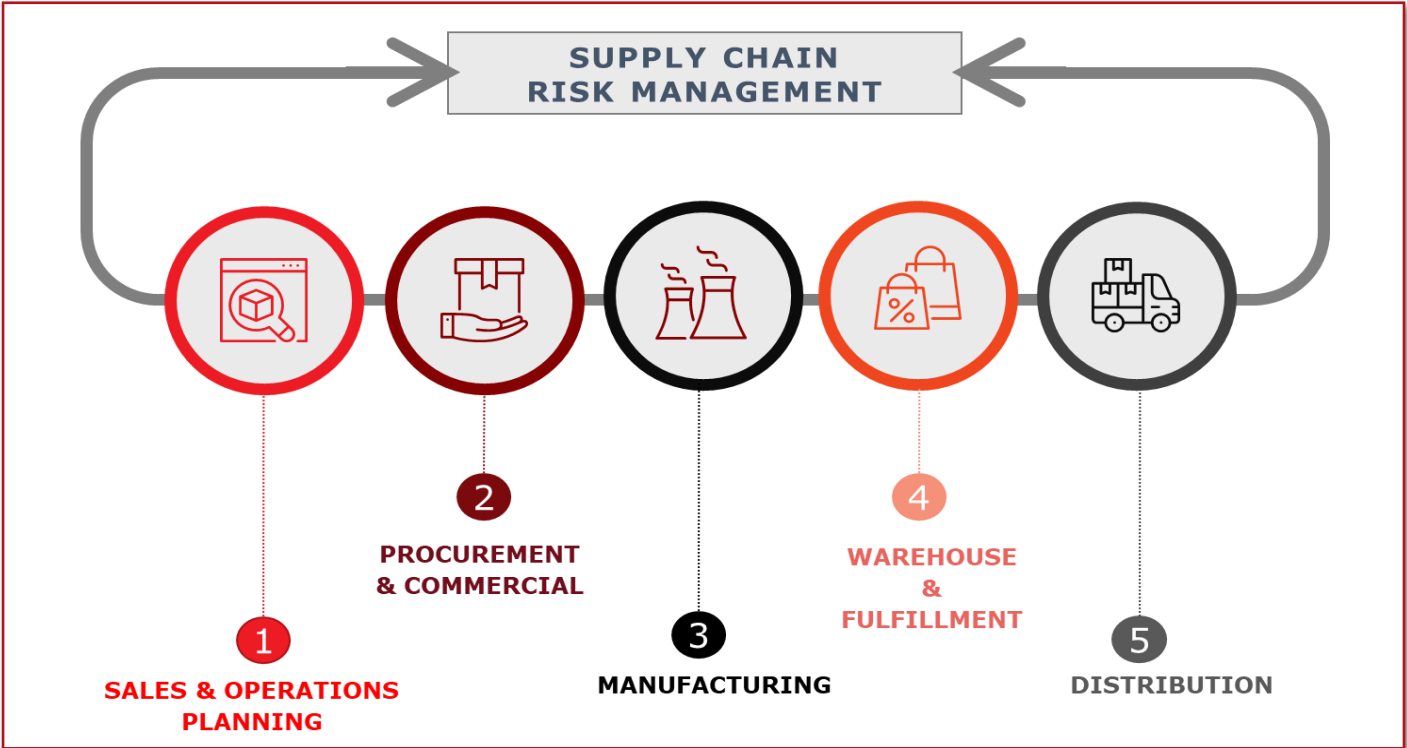
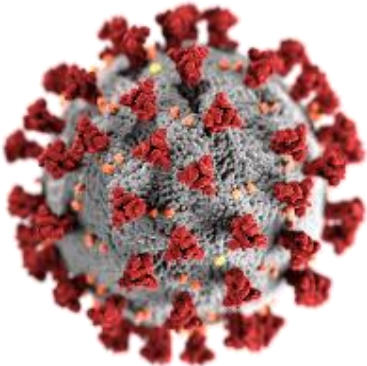
ESSENTIAL GOODS AND SERVICES SUPPLY CHAINS

Individual countries have imposed restrictions, including lockdown, with the aim of “flattening the curve”. Industries which are allowed to or have been directed to operate include those deemed **suppliers of essential goods and services** - such as personal healthcare, water treatment, electricity supply, food and beverage, agriculture and mining. A number of AEI businesses fall into this category. Each business has undertaken the relevant country-specific requirements to remain operational, thereby avoiding supply disruptions in support of governments’ mitigation plans.

AEI will endeavour to support its customers in the essential goods and services supply chains, within the parameters set by authorities.

To limit supply chain disruption, 5 key elements in the supply chain are assessed continuously.

All stakeholders associated with this intricate network are working together to ensure the continued supply of essential goods and services.





Feel free to direct any questions to covid19.faq@aeciworld.com (preferred)
or covid-19_faq@aeciworld.com

good chemistry