

COVID-19 RESPONSE PLAN-EFFECTIVE 1/8/2021

Toppan utilizes guidance from the CDC to create our COVID-19 response plan. Our goal is to ensure the safety of our employees and help prevent the spread of this virus in the workplace. It is important for all employees to follow symptom and exposure reporting guidelines as well as masks, social distancing and hygiene protocol.

- **If symptoms or exposure occurs, do not report to work (or leave work) and contact HR immediately for guidance.**

Watch for symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: 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.

COVID-19 SYMPTOMS RESPONSE:

Employee has symptoms- quarantined until results of COVID test- negative test to return. If positive test result is received, see below reference for COVID Positive guidance.

Close contact- house hold member has symptoms and being tested- employee is to quarantine until results are received from contact. If negative result is received, employee may return to work. If positive test result is received, see below reference for COVID Positive guidance.

Close contact – not living in household- isolated exposure- employee is quarantined until results are received. If negative result is received, employee may return to work. If positive result is received, see below reference for COVID Positive guidance.

CLOSE CONTACT-less than 6ft for 15 minutes or more without a mask.

ANYONE THAT HAS HAD CLOSE CONTACT DOES NOT HAVE TO QUARANTINE IF: They have had COVID-19 illness within the previous 3 months and have recovered and remains without COVID-19 symptoms.

COVID-19 POSITIVE TEST RESPONSE

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

Employee tests positive- 10 day isolation from symptom onset or if no symptoms, 10 day isolation from test date.

Household member tests positive- 10 day quarantine- no test required to return OR 7 day quarantine if negative PCR test is provided. PCR Test must be taken at least 5 days from last contact or symptom onset- Rapid tests results are not acceptable. Watch for symptoms up to 14 days.

Isolated contact (outside household) tests positive- 10 day quarantine- no test required to return OR 7 days if negative PCR test is provided. PCR Test must be taken at least 5 days from last contact with positive contact- Rapid test result is not acceptable. Watch for symptoms up to 14 days.

IF NEW SYMPTOMS APPEAR AFTER RETURNING FROM ISOLATION/QUARANTINE, REFER TO ABOVE COVID-19 SYMPTOMS RESPONSE PLAN.

ALL CASES WILL BE HANDLED ON A CASE BY CASE BASIS TO DETERMINE THE BEST POSSIBLE RETURN DATE THAT PRESENTS THE LEAST RISK OF SPREADING THE VIRUS TO COWORKERS. MORE SEVERE CASES MAY REQUIRE ADDITIONAL QUARANTINE OR ISOLATION TIME IF DEEMED APPROPRIATE FOR THE SAFETY AND WELLBEING OF EMPLOYEES.

Three Important Ways to Slow the Spread

- Wear a [mask](#) to protect yourself and others and stop the spread of COVID-19.
- [Stay at least 6 feet \(about 2 arm lengths\)](#) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.

INTERNATIONAL TRAVEL

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

- Get tested 3-5 days after travel **AND** stay home for 7 days after travel.
 - Even if you test negative, stay home for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, it's safest to stay home for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not. Always follow state and local recommendations or requirements related to travel.