

A PRESENTATION ON

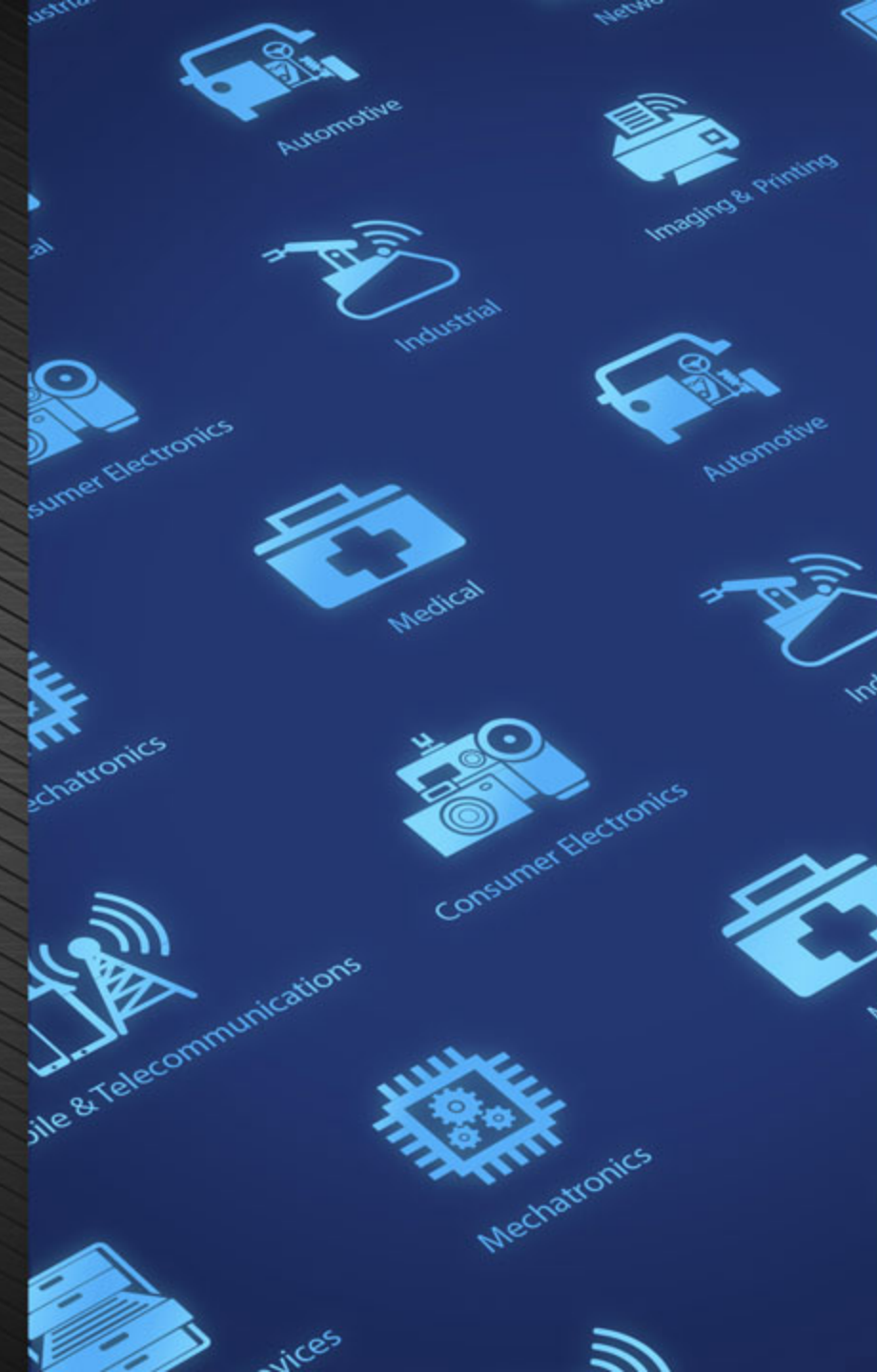
INTERPLEX COVID-19 BUSINESS RECOVERY PLAN UPDATES

DATE: **9th June'20**

PRESENTER: COVID-19 Management Team



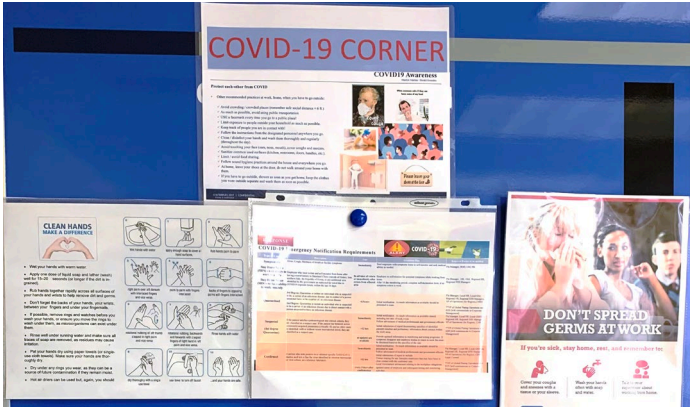
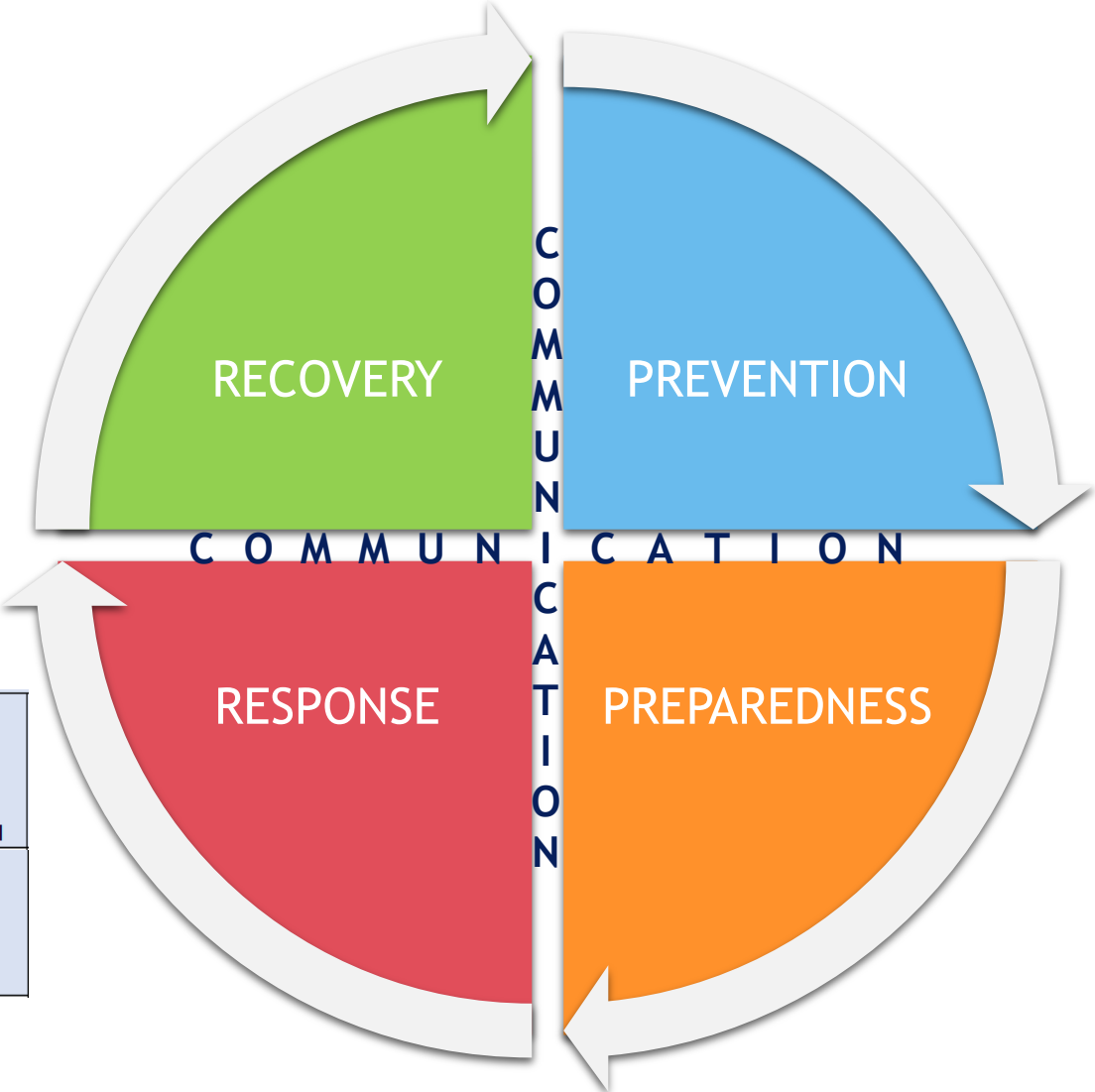
CONFIDENTIAL



Interplex COVID-19 Business Continuity Plan (BCP)

Interplex’s recovery plan is designed to be controlled and cautious in order to provide assurance to our employees and our customers that we are poised to survive not only this crisis, but future potential situations.

 Symptom Screening	 Mask Distribution	 Mask Use	 Mask Disposal
 Hand Washing/ Sanitizing	 Social Distancing	 Common surface Disinfection	 Key Area Disinfection

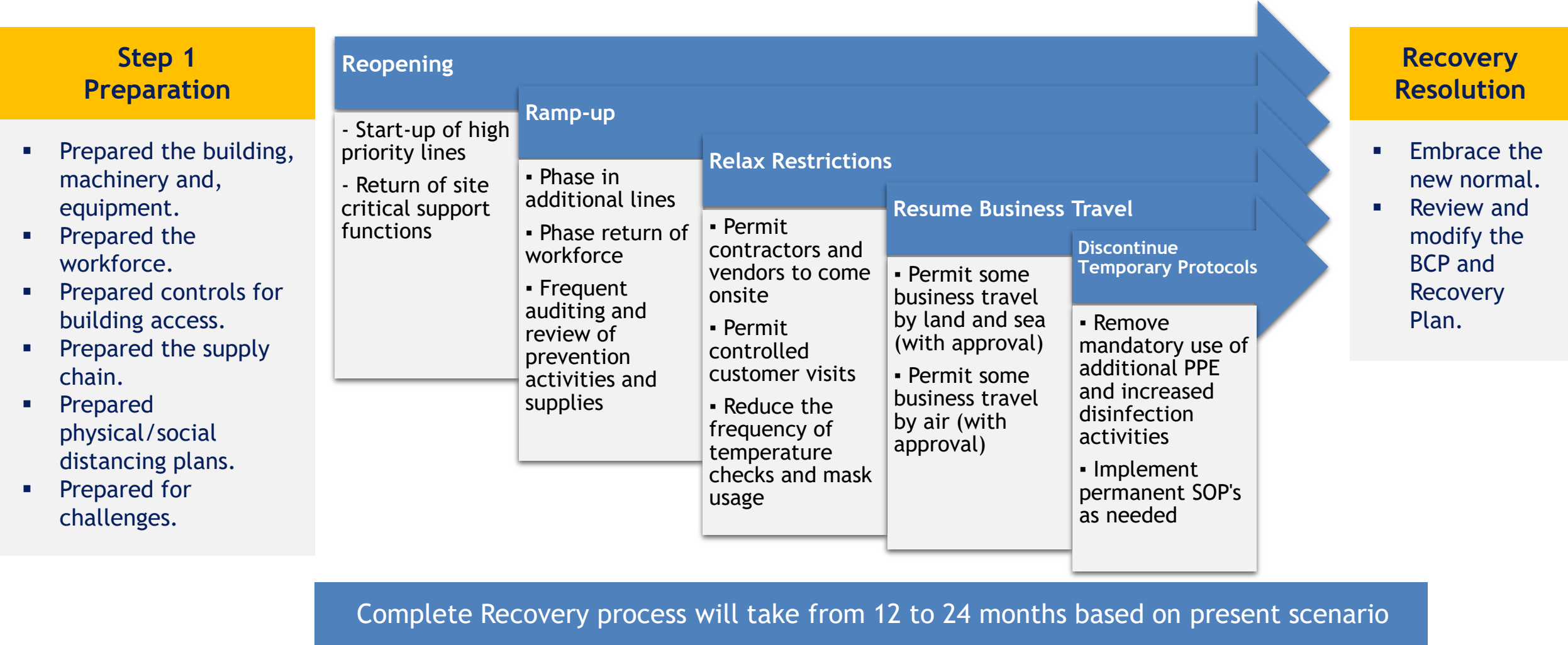


- Face Masks
- Hand Sanitizers
- Social distancing plans
- Symptom Screening
- Disinfectants

As we move into the Recovery Phase of our plans, we have to proceed with caution.

- Prioritized and controlled ramp-up of production to expected levels, and safely return the workforce to our facilities.
- Continuous monitoring of hygiene and sanitation supply levels with ample supply of PPE, soaps, sanitizers, and disinfectants. Once the full workforce returns on-site, these supplies will deplete faster than in previous months, so, it is important to monitor stock levels.
- Redesigned office spaces and work areas to create physical distance between workers.
- Implemented safe measures and occupancy limits on meeting spaces, break areas, and other common spaces. Physical distancing between employees shall continue to be practiced to prevent any resurgence of the virus.
- Limit and control access to the facility for employees as well as visitors.
- Canceled or limited all non-essential travels. We have control over the environment of our facilities, but we are unable to determine the environment at our customers' or suppliers' facilities.





Reopening

- Prepared the Building
- Prepared the Workforce
- Controlled Access
- Planned Social Distancing
- Continued communication

Ramp-up

Prepared the Building



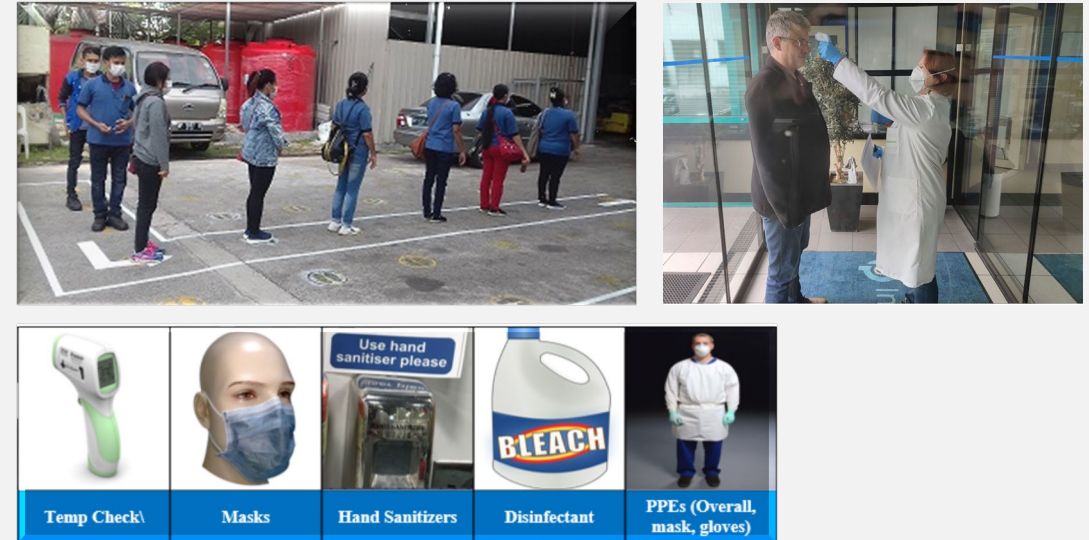
- Focused on staff safety
- Assessed mechanical, electrical, fire safety systems
- Updated cleaning procedures
- Engaged vendors
- Completed inspections, remediations & repairs, maintenance of machines before reopening and ramp-up
- Focused on ventilating the building with fresh air where ever possible

Prepared the Workforce



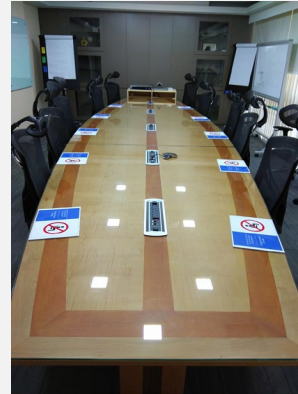
- Decided who returns to the office or who can work from home
- Developed employee communications - what should they expect?
- Educated the workforce on new policies and procedures

Controlled Access



- Controlled entry points - building lobbies/ reception/ shipping/ receiving
- Implemented visitor policies
- Provided PPE
- Established protocols for health checks

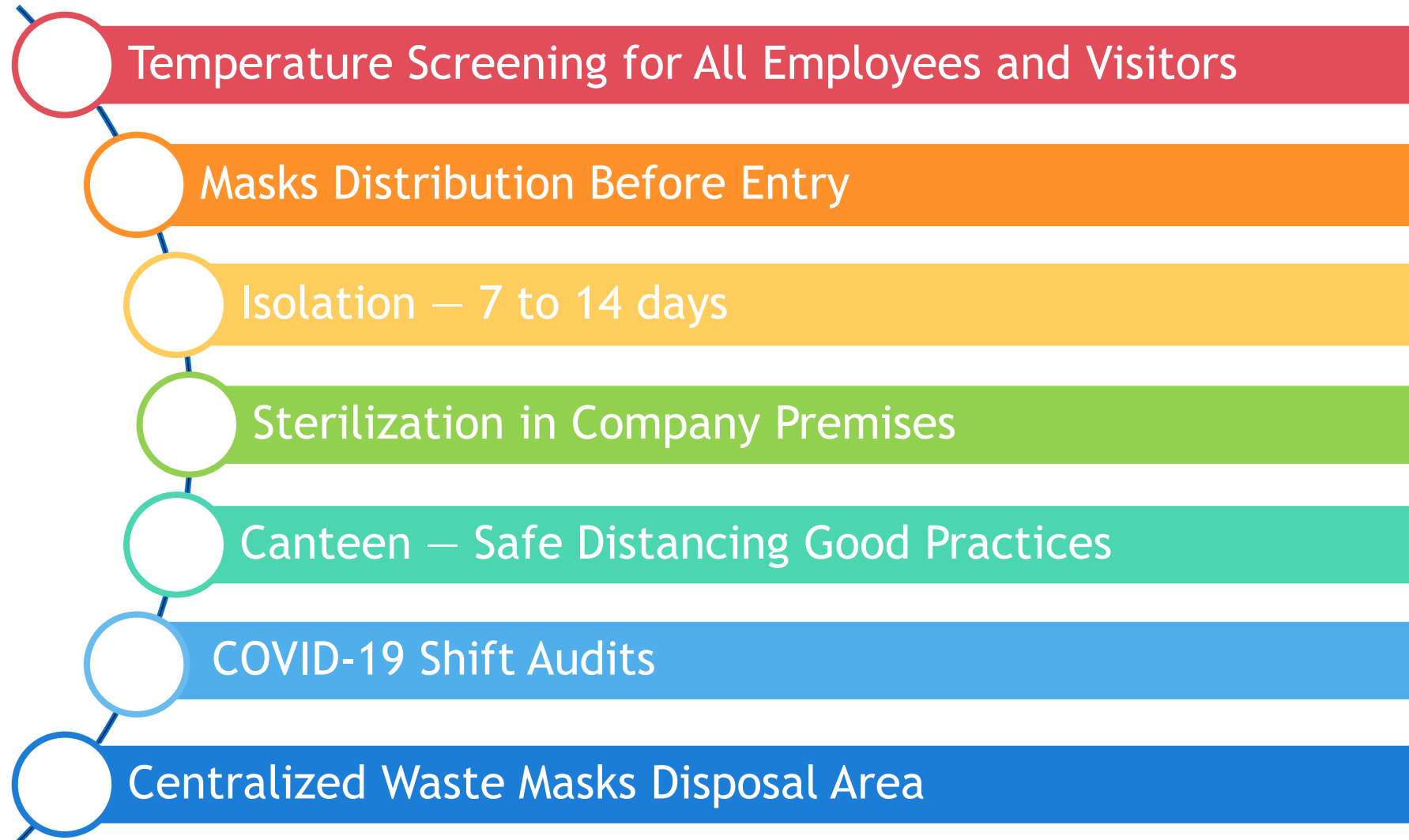
Continued Communication

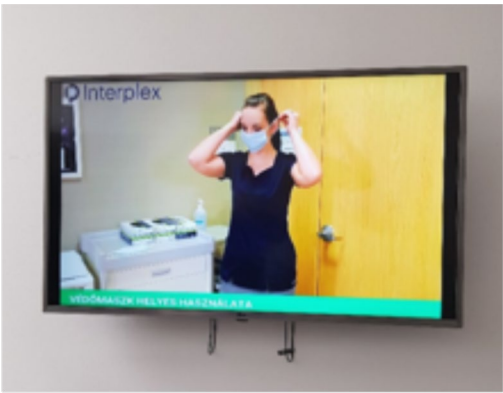
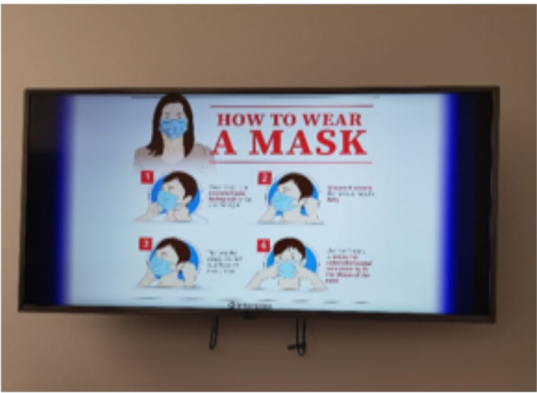


- Reduced density of staff
- Designated foot-traffic pattern
- Installed shields where appropriate
- Prohibited the shared use of small spaces
- Limited in-person meetings



- Communicated honestly, early, and regularly to alleviate fears relating to the future of the company.
- Established two-way communication and be open to ideas for improvement.
- Established a centralized location to summarize all information including a copy of the Business Continuity Plan and this Recovery Plan for all employees to review the company initiatives, good practices, and general information.





WASH YOUR HANDS BEFORE WEARING A MASK



ENSURE THE COLORED SIDE FACING OUT



SECURE THE STRINGS AROUND YOUR EARS



FIX THE METALLIC STRIP TO FIT OF THE SHAPE OF THE NOSE



STRETCHING THE MASK TO COVER YOUR CHIN



DO NOT TOUCH THE MASK WHILE USING IT



REMOVE THE MASK FROM BEHIND BY HOLDING THE STRINGS WITH HANDS



PUT THE MASK IN THE TRASH WITHOUT TOUCHING THE FRONT



Masks Management Briefing



**Sanitize
Your Hands**



**Collect
Your Face Mask**



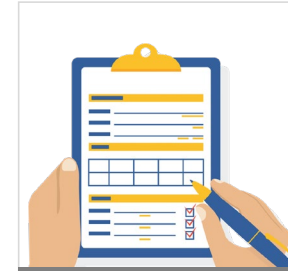
**Wear
Your Mask**



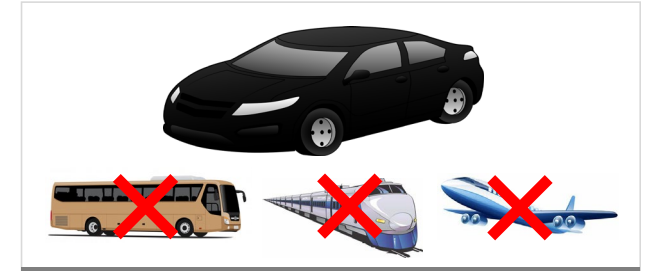
**Take
Your Temperature**

PRE-VISIT

- Only essential visits by customers are permitted if the purpose of the meeting cannot be fulfilled via conference calls or virtual meetings. Customer visits must be pre-approved by the VP of Operations of the Region. The number of visitors per visit should be limited.
- Request for all visitors to complete the declaration form (in advance of the visit, if possible).
- Confirm transportation arrangements planned by the visitor. (Those flying or taking public transportation should be advised not to visit at this time. Local quarantine rules apply).
- Limit each visit to 60 minutes or less. The duration of the visit should be sufficient to cover only the essential purposes.
- Schedule meetings to avoid shared meals whenever possible. If necessary, individual meals are to be arranged and delivered.
- Reduce standard capacity of meeting rooms and indicate clearly on signages. (Eg. 200ft² room would be divided by 36ft² in order to maintain 6ft social distance, meaning, the room capacity is 5 people).
- Control the customer visits to specific meeting rooms, and not to production areas.



Declaration



Transportation Arrangements



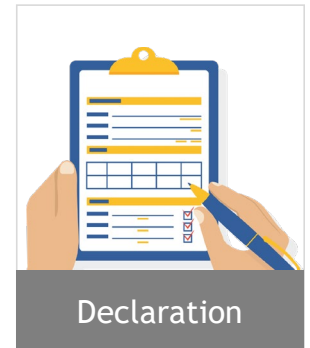
Limited Visit Duration



Reduced Room Capacity

PRE-VISIT

- Only essential visits by vendors or contractors are permitted if the purpose of the visit cannot be fulfilled via conference calls or virtual meetings.
- Request for all vendors or contractors to complete the declaration form (in advance of the visit, if possible).
- Confirm transportation arrangements planned by the vendors or contractors. (Those flying or taking public transportation should be advised not to visit at this time. Local quarantine rules apply).
- Limit length of visit – the duration of the visit should be sufficient to meet no more than the essential purposes.
- All vendors or contractors are discouraged from leaving the Interplex facility for meal breaks.

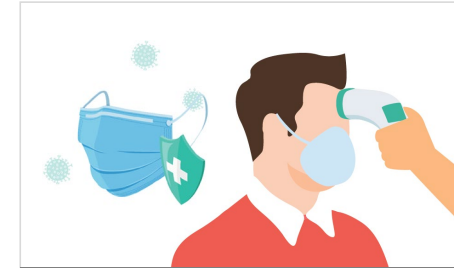


Interplex COVID-19 Controls

All Visitors at Interplex Facilities

UPON ARRIVAL / DURING VISIT

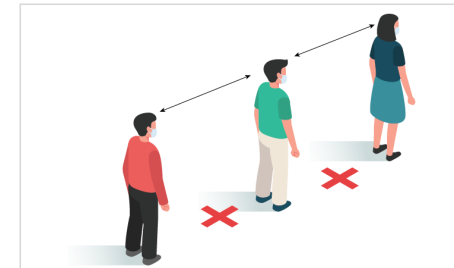
- All visitors must adhere to all Interplex's Safety Measures
 - Temperature Screening: All visitors must undergo the temperature screening
 - Face Mask: All visitors must wear face masks and all necessary PPE
 - Hygiene and Sanitization: All visitors must be informed of all hygiene and sanitization procedures such as hand washing/hand sanitizing, etc.
 - Social Distancing: All involved during the visit must enforce safe distancing according to local government rules and regulations
- All visitors must stay within the designated areas and travel routes within the facility. Limit visitors to specific areas not frequented by employees and only to specific meeting rooms.
- All visitors must review all active protocols and agree to sign the agreement to abide by Interplex policies during their visit.



Temperature Screening & Wearing PPE



Hand Washing & Sanitizing



Social Distancing



Clean & Disinfect

AFTER VISIT

- Disinfect all visitor occupied areas after the meeting.

We are all in this together.



We must all do our part to protect the global community.



Any solution, Anywhere™

