Continuity of business operations in the shadow of the Corona virus: A file of recommendations for reducing the spread of the virus in factories and ensuring the continuity of production

Version 4 – March 31, 2020

The spread of the Corona virus throughout the world and in Israel is a significant challenge to the global economy, the supply chain and the continuity of production in factories. The guidelines of the Ministry of Health and of the Authorities for preventing the spread in Israel, despite the necessity and importance of the unquestioned public health, throw down a no lesser challenge to factories of preserving production capabilities and supply capacity for the market while preventing the spread of the virus amongst factory workers.

With a view to ensuring continuity of production, the Manufacturers Association has drafted a set of recommendations to reduce risk at factories and to prevent infection of others. The purpose of the file is to enable the continuity of production in factories, even under the exacerbation of the spread of the Corona virus.

It would be prudent to emphasize that these are only recommendations that are not necessarily appropriate for each company, and that each company must act according to its nature, its considerations and the risk factors in its field.

Attached is the complete procedure for preventing the spread of the corona virus and for diagnosing the level of risk in the company's activities and in the nature of its operations.

For your convenience, the following is a summary of the recommendations:

Steps to prevent the virus from spreading in the factory:

1. Refining the guidelines for the keeping the recommendations issued by the Ministry of Health and the current Health order.
2. Honing guidelines for factory hygiene, employee training and increasing the frequency of cleaning;
3. Positioning hand disinfection stations throughout the factory;
4. Placing means of body temperature measurement at the factory entrance (voluntary inspection);
5. Reducing multiple meetings to the minimum required and subject to the guidelines of the Ministry of Health;
6. Eliminating unnecessary visits by external entities to the plant; Having regular visitors and contractors sign a declaration of health;
7. Across the board cancellation of flights;
8. Separation of headquarters workers from production workers in various activities;
9. Maintaining a 2 - meter distance between workers on production lines insofar as possible;
10. Avoiding unnecessary congregating of workers;
11. Working in permanent teams insofar as possible;
12. Breaks / lunches: To be carried out in small, regular groups (up to 4 people) while maintaining a 2 - meter distance between people around the dining room tables. The use of disposable cutlery and crockery should be preferred insofar as possible. It would be prudent to consider ordering pre-prepared...
meals instead of operating a local kitchen. Ensure cleanliness and disinfection of surfaces in the dining room after the lunch break;

13. Disinfection of work stations and congregating areas between shifts;
14. Avoiding overlap between shift workers;
15. Expanding telecommuting options;
16. Traveling to work in private vehicles and / or in reduced worker shuttle services subject to the guidelines of the Ministry of Health.

Steps to ensure continuity of business:

1. **Defining the necessary core activities to maintain the continuity of business in the supply chain**;
2. Designating critical employees in departments with an emphasis on core activities;
3. Segregating critical workers in identical jobs;
4. Expanding telecommuting options and proactively transitioning to telecommuting as much as possible;
5. Preparation of disinfectants for workers and surfaces;
6. Arranging the possibility of bringing in essential experts from overseas.

Steps for working under the Corona virus:

1. Formulation of procedures for working under conditions of isolation (see Chapter 4 of the Procedure)
Procedure for preventing the spread of the Corona virus
and ensuring the continuity of business in factories

Version 4 – March 31, 2020

The purpose of this procedure is to reduce the risk of the spread of the Corona virus in factories and to ensure the continuity of production and supply of the market's needs, while minimizing risks and operational and economic impact upon the company.

The procedure is divided into four sections and according to risk situations:

a. Activities to prevent the spread of the Corona virus within the company premises and to ensure the continuity of business.
b. Activities to minimize damage in cases where one of the company's employees was diagnosed as being ill.
c. Running essential enterprises vital to the economy.
d. Employing a critical worker requiring quarantine.

Defined Risk Modes:

1. There has not been an exposure to a Corona virus infected person within the company premises.
2. There has been an exposure to a Corona virus infected person within the company premises.
   • Taking the recommended course of action in this procedure does not guarantee complete prevention of the spread of the disease in the factory, but is likely to significantly reduce the risk thereof.
   • Implementation of the recommendations in the procedure will enable rapid epidemiological investigation and reduce the number of isolation requirements in the factory due to close contact with a Corona virus infected person.
   • Subject to the approval of the Ministry of Health, a company that will implement the protective policy recommended for it by this procedure will prevent the need to completely shut down its operations in the event of a worker in the factory falling ill, but can reduce the obligation of isolation and harm to the minimum possible
   • In the event of a contradiction between the provisions of this procedure and the Ministry of Health's guidelines in real time, the Ministry of Health's guidelines will prevail.
   • Some of the recommendations may require different regulatory approvals. For example, changes in meal times / shifts and the like may result in prolonging the work shift as well as maintaining regular shifts (morning, afternoon, night) which will require general employment permits by virtue of the Working Hours and Rest Law for overtime and night shifts. This issue should be arranged in conjunction with the relevant entities.
Chapter 1 - Activities to prevent the spread of the Corona virus in the company and to ensure the continuity of business.

This section presents a methodology for determining the magnitude of the risk in the various company activities and the activities that must be undertaken in order to minimize the risks in shutting down production and operations in the company.

Risk Condition 1: There has been no exposure in the factory premises to a person infected with the Corona virus (the prevailing condition).

Work steps to choosing a protective policy:
1. Define the core activities that are necessary for maintaining the continuity of business in the supply chain.
2. Designating the critical employees for maintaining the continuity of core activities.
3. Examining protective activity to minimize exposure among these workers.
4. Examining telecommuting options.
5. Reducing visits to the company by external entities, whether regular or one off visitors and having them sign a declaration, as required (attached as an appendix)

After characterizing activities and core factors in the company, the table below should be used to adjust the protective policies required for each activity.

An ancillary table for defining the protective policy:
1. Risk management is an examination of the "risk intensity" on a scale of 1 - 7 and the recommendation is in accordance with the result obtained.
2. For each of the activities and departments, the chosen protective policy must be detailed according to the intensity of the risk.
3. The legend and the adaptation of protective activity to the level of risk is attached below.
Note: On the last page of the recommendation paper, you can find an example of how to fill in the table.

<table>
<thead>
<tr>
<th>Activities to isolate contact with critical employees and departments of the company</th>
<th>Disinfection and sanitation activities for employees</th>
<th>General Activities</th>
<th>The Intensity of the Risk in Shutting Down Operations (Yes/No)</th>
<th>Number of critical workers</th>
<th>Details of the activity</th>
<th>The activity / department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to and from work in a private vehicle</td>
<td>Mini mum physical distance of at least 2 meters between employees</td>
<td>Body temperature test in a sterile area before starting the shift.</td>
<td>Separation of toilet stalls and shower stalls from the general departments.</td>
<td>Disinfection of various production lines / areas in the factory.</td>
<td>Isolated departments operating in the 'Clean Rooms’ format.</td>
<td>Protective measures for employees.</td>
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</table>

Legend: A protective policy is required depending on the intensity of the risk in the activity

Potential damage Intensity

1. **General Activities**
   a. Separation between critical and non-critical departments. 5-7
   b. Drawing up a list of critical employees 5-7
   c. Reducing congregation areas at factories 1-7
   d. Suspending tours and visits by external entities 1-7
   e. Separation of workers at lunch 5-7

2. **Disinfection, sanitization and cleaning activities**
   a. Means of disinfection and sanitization for employees. 1-7
   b. Means of protection for workers (head, face and body cover) 5-7
   c. Isolated departments operating in the 'Clean Rooms’ format. 6-7
   d. Disinfection of various production lines / areas in the factory. 6-7
   e. Separation of toilet stalls and shower facilities from the general departments. 6-7
3. **Activities to isolate contact with critical employees and departments of the company**
   a. Body temperature test in a sterile area before starting the shift. 6-7
   b. Non-contact with workers from other departments (yes / no) 5-7
   c. Minimum physical distance of at least 2 meters between employees (yes / no) 3-7
   d. Driving to and from work in a private vehicle (yes / no) 1-3

Depending on the company's discretion, preventive actions can be added from the list of recommendations above, or other.

It would be prudent to emphasize that insofar as a contradiction between the provisions of the procedure and the Ministry of Health's guidelines in real time, the Ministry of Health's guidelines will prevail.

A company that adheres to its maximum protective policy according to its characteristics will significantly reduce the risk of injury to the continuity of production.

**Risk Situation 2:**

See Chapter 2
Chapter 2 - Activities to minimize damage in cases in which one of the factory workers has been diagnosed as having contracted the Corona virus.

This section deals with actions required to ensure continuity of production or a rapid return to routine operations in the event that it is discovered that one of the Company's employees or visitors has been diagnosed as having contracted the Corona virus.

Risk Condition 1: There has been no exposure in the factory premises, to a worker who has contracted the Corona virus, for 14 days prior to diagnosis.

No further actions are required on that stipulated in Chapter 1 above.

Risk Situation 2:

There has been exposure to a person infected with the Corona virus in the company's premises during the 14 days prior to his diagnosis.

Actions to be carried out

a. The company's management will perform an accurate reconstruction of the employee's steps in the week prior to his identification as having been infected with the Corona virus. Taking preliminary measures such as a work log or daily work report should be considered, including close contacts in order to alleviate the restore process if and when the need arises to investigate from the epidemiologic aspect. Furthermore, an app dedicated to this matter can be used.
   a. 1. Examine its compliance with the protective rules listed in Chapter 1.
   a. 2. If compliance with the rules can be guaranteed
      a.2.1 A qualified party will disinfect the departments and areas in which contact was effected.
      a.2.2 The employees of the company who came into close contact with him will be directed to carry out an examination to detect the virus. According to the District Health Bureau’s instructions, they will return to work or will be isolated (see Chapter 3)
      a.3.2 The department and its other employees will return to regular work and will be exempt from isolation.
   a. 3. If compliance with the rules cannot be guaranteed -
      a.3.1 A qualified party will disinfect the departments and areas in which contact was effected.
      a.3.2 In accordance with the District Health Bureau’s directive, the department employees who came into close contact with the sick person will be referred for home quarantine.
   a.4 Returning an employee to work after recovering according to the Ministry of Health procedure and subject to the recovery authorization from the treating doctor.
a.5 An employee sent home for quarantine:

a.5.1 Will return to work after completing the quarantine period according to the recommendations issued by the Ministry of Health.

a.5.2 Can show up for work if he is a critical employee, under the restrictions detailed in Chapter 3.

b. Return to the protective policy in accordance with Chapter I.
Chapter 3 - Essential Enterprises Vital for the Economy

Vital factories for the economy are those that are defined as essential and / or those that provide essential products for sustaining a routine in the economy (for example: Basic food plants, fuels, energy, etc.).

In order to meet the basic needs of the economy, the factories must gear up to the fact that the virus will spread in these factories at a rapid pace and in the near future.

At the outset, we note that the essential enterprises must always operate in accordance with the guidelines of the Emergency department of the Ministry of Labor and Welfare, as well as the relevant Government Ministry, which declared them essential, as the case may be.

Gearing up is required in two ways:

1. By upholding all preventative activities to prevent the spread of the disease and the preparation of the plant for work under the Corona virus;
2. By coordinating and consent with the Ministry of Health and the competent entities to maintain a "fast track" for a return to routine operation.

Recommendation:
An essential plant will follow the guidelines of Chapters 1 - 3 in the Prevention of the Corona Virus Spread and Ensuring the Continuity of Business Procedure (hereinafter "the Procedure").

In the event of a person (an employee or who is not an employee) infected with the Corona virus being detected in the factory premises and such person has come into close contact with the factory workers, the factory will, in cooperation with the authorized entities, perform the following actions:

1. The factory will immediately update the District Health Bureau as well as the Emergency Division of the relevant Government Ministry regarding the incident.
2. The factory will act in accordance with Government directives and according to its definition as an essential plant.
3. The factory and / or areas where the infected person spent time will undergo a complete disinfection and purification process, which will be carried out immediately in accordance with the Ministry of Health's guidelines and by a qualified entity (pursuant to the above stated);
4. All factory workers who came into contact with the infected individual will be sent home to be quarantined. The decision as to whom will be sent home to be quarantines and the duration of the quarantine will be determined in coordination with the District Health Bureau;
5. Critical workers at the factory "requiring quarantine" – an anomalous and individual request will be submitted on their behalf to the Ministry of Health with the objective of authorizing the continuation of their work under the quarantine conditions to be determined by the Ministry. (See Chapter 4).
6. Factory operations in areas where an infected person did not spend time and through employees who have not come into close contact with such infected individual will continue as normal;

7. In the event of a flight requirement of a professional to repair a vital production line - an exceptional team of qualified parties will be set up to find the way to enable the solution. And in any case the expert with the assistance of the company, will have to approach the Israeli Consulate in his state in order to obtain preliminary authorization for arrival. To the Deviations Procedure.

8. To the extent that a "closure" is imposed on one or another area:
   a. Critical workers in essential factories will be allowed, and even obliged (including the ability to issue restraining orders), to continue to work in accordance with the guidelines of the with authorized entities;
   b. Competent authorities will ensure the continued supply of raw materials (agricultural and other) from the area. The transport and acceptance of the materials shall be in accordance with the instructions of the with authorized entities;
   c. The authorized entities will ensure the continued supply of finished goods to the economy from logistic centers and essential factories located in the closure area;
Chapter 4 – Employing an Essential Worker who Requires Quarantine

This chapter deals with the employment possibilities of a critical employee of a company who is obligated to home quarantine due to exposure to a verified infected individual. **Under no circumstances can an employee who has been quarantined due to having been infected with the COVID-19 disease, be employed!**

Critical employees of the company who are required to be quarantined at home due to exposure to a verified infected individual or after returning from abroad, provided the worker has no fever or respiratory symptoms and the company is unable to fill their position by other means, may be allowed to show up for work at factories, subject to the following conditions:

1. Obtaining a permit for the employment of an employee who is required to be isolated from the Industries emergency room at the Ministry of Health. The application will be submitted to the Industries emergency room through the Situation Room at the Manufacturers Association
2. Under no circumstances will a worker who is required to be quarantined due to an illness show up for work!
3. The employee will be under self-monitoring and it is his responsibility to report to the competent authorities on changes in his / her condition;
4. The employee will arrive at the workplace alone in a private vehicle;
5. The employee will perform his / her job while keeping a distance of 2 meters from other employees.
6. The employee will be required to wear a face mask covering his nose and mouth throughout the work day;
7. The employee will be required to strictly ensure hand hygiene, hand washing with water and soap or disinfectant with 70% alcohol on a regular basis, especially before and after eating, smoking or using the toilet. If there is visible dirt on the hands, soap and water would be preferred.
8. Refresher breaks will be held preferably in the open air.
9. It would be prudent to assign a personal toilet room to the employee, which will undergo thorough cleaning and disinfection at the end of the shift. If a personal toilet room cannot be allocated, it must be cleaned and disinfected after each use by the quarantined individual.
10. The worker’s workstation will be fully disinfected at the end of the shift.

**It would be prudent to emphasize that this chapter deals with critical and essential employees for the company’s operations only and that the indispensability of their employment in a quarantine mode is to be examined daily. Insofar as it is possible to reduce the incidence of the quarantined employee showing up for work at the factory, this should be applied.**

If two or more employees who are required to be in quarantine are employed at the same time, it is imperative to isolate them from each other, with all that this implies.
Declaration form for an external visitor to the company's premises

The factory implements a number of necessary procedures as part of national efforts to reduce the spread of the Corona virus. Consequently, and as part of the visitor entrance management, the company asks guests a number of relevant questions (the "Information").

You do not have a legal obligation to provide the Company with the requested information and the submission depends on your wishes and consent, but you will not be able to enter the Company's premises without providing such information.

The information will be kept at the Company's facilities for a period not exceeding six months (the Group will take measures to secure the information in accordance with the procedures required by law).

Please respond to all of the attached questions before entering and return the form to the security guard at the facility.

Thank you in advance

1. Have you visited one of the countries listed in the Ministry of Health publications regarding travelers returning from abroad in the last 14 days? (See attached appendix)
   No / yes

2. As far as you know, might you be infected with the Corona virus?
   Yes / No

3. Were you, to the best of your knowledge, exposed to a person infected with the Corona virus, directly or through a third person (such as a person you have been in contact with and who was exposed to the virus)?
   No / Yes

4. As far as you know, have you been in close contact with a person who is sick or is there a suspicion that has been infected with the Corona virus?
   Yes / No

5. Do you feel any of the following symptoms (as published by the Ministry of Health)?
   Yes / No

5.1. A fever of over 38 degrees Celsius?
5.2. A cough?
5.3. Shortness of breath and difficulty in breathing?

Date: ___ / ____ / ___   Time: _____ / _____

Full Name __________________________
Hosting Entity: __________________    Signature: ____________________
Contacts Table – Infected Worker

1.1. Contacts table during the past week with emphasis on contacts at the group’s facilities, with reference to the Ministry of Health guidelines (start from the day of the incident and work backwards) – a distance of less than 2 meters and for a duration of over 15 minutes:

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<th>Date</th>
<th>Full Name</th>
<th>Tel. No.</th>
<th>Function</th>
<th>Dept. / Site / Div.</th>
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<td>Telecommuting opportunities (Yes / No)</td>
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<td>Trav to and from work in a private vehicle</td>
<td>Minimum physical distance of at least 2 meters between employees</td>
<td>Non contact with employees from other departments</td>
<td>Body temperature test in a sterile area before starting the shift.</td>
<td>Separation of toilet stalls and showers from the general departments</td>
</tr>
</tbody>
</table>
An example of filling out an ancillary table for defining the protective policy

The table filled in as below should be treated as an example only and not as a binding format in one form or another. Filling in the table is at the factory's discretion in accordance with risk management and defining the critical departments for the factory and its ability to comply with relevant protective policies.

<table>
<thead>
<tr>
<th>Activities to isolate contact with critical employees and departments of the company</th>
<th>Selected Protective Policy</th>
<th>Disinfection and sanitation activities for employees</th>
<th>General Activities</th>
<th>The Intensity of the Risk in Shuttin g Down Operations (1=Low; 7=High)</th>
<th>Telecomm uting opportuni ties (Yes / No)</th>
<th>Number of critic al workers</th>
<th>Details of the activity / depart ment</th>
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<tr>
<td>Travel to and from work in a private vehicle</td>
<td>Minimum physical distance of at least 2 meters between employees</td>
<td>Non contact with employees from other departments</td>
<td>Body temperature test in a sterile area before starting the shift.</td>
<td>Separation of toilet stalls and showers from the general departments</td>
<td>Disinfection of various production lines / areas in the factory.</td>
<td>Isolated departments operating in the 'Clean Rooms' format.</td>
<td>Protection measures for employees</td>
</tr>
<tr>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>V</td>
<td>X</td>
<td>X</td>
<td>V</td>
</tr>
<tr>
<td>Detail Based on private vehicles</td>
<td>Detail Effect fully</td>
<td>Detail Effect fully</td>
<td>Detail Effect fully</td>
<td>Detail Effect fully</td>
<td>Detail Not possible</td>
<td>Not possible</td>
<td>No entry for unauthorized external visitors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| | | | | | | | | | | | | | | | Based on private vehicles
<table>
<thead>
<tr>
<th>Department</th>
<th>Face Masks</th>
<th>Hand Washing</th>
<th>Toilet Cleaning</th>
<th>Eating</th>
<th>Telecommuting Arrivals</th>
<th>Telecommuting Departures</th>
<th>Payments to Suppliers/Salarie for Employees</th>
<th>Accounting and Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and Sales</td>
<td>Yearly once every 4 hours</td>
<td>Upon entering and exiting</td>
<td>Twice a day</td>
<td>Eating in the department will be affected with disposable trays, plates, and cutlery</td>
<td>Arrival once a week</td>
<td>Arrival once a week</td>
<td>Yes</td>
<td>1/2</td>
</tr>
<tr>
<td>Sales</td>
<td>Yearly</td>
<td>Partial</td>
<td>Partial</td>
<td>Not Relevant</td>
<td>Face mask</td>
<td>Washing hand upon entering and exiting</td>
<td>Eating in the department will be affected with disposable trays, plates, and cutlery</td>
<td>No contact and no entry to the department except by those authorized to do so</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Yearly</td>
<td>Partial</td>
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<td>Not Relevant</td>
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<td>Effected fully</td>
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*Note: Details marked with X indicate partial measures.*