



Infectious Disease Control Policy

In the event of an infectious disease outbreak, Monarch Brands will take proactive steps to protect the workplace. Our goal during an infectious disease outbreak is to strive to operate without interruption to the extent possible and to ensure that employees are safe within the workplace.

Monarch Brands is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Monarch Brands and employees must work together to reduce the spread of the disease. The Company will regularly clean objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings.

Employees are expected to take steps to reduce the transmission of infectious disease in the workplace. The best strategy remains frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. When applicable, employees are expected to follow the guidance provided by the Centers for Disease Control and Prevention (CDC).

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Monarch Brands will implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to avoid person-to-person contact such as shaking hands and fist bumps. Employees should avoid meeting people face-to-face as much as possible. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard, preferably 6 feet, from each other if possible. Do not congregate in break rooms, copier rooms or other areas. When eating, sit away from others; avoid crowded restaurants.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak, it is **critical** that employees do not report to work while they are ill and/or experiencing symptoms. Employees who report to work ill will be sent home.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infectious disease, and to know that it is appropriate for you to return to work. Our policy is to treat any medical information as a confidential medical record. Disclosure of medical information will occur only as needed, in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Limiting Travel

If needed to aid in controlling the spread of an infectious disease, Monarch Brands may enact business travel restrictions. See your manager or Human Resources if travel is an essential part of your job.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Outside activities

Employees might be encouraged to the extent possible to avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.