

Wyffels Hybrids Employee COVID-19 Handbook and Policies

To: Wyffels Personnel
Re: COVID 19 Response Plan

Thank you for joining us at Wyffels Hybrids. Our work is important because now, more than ever, the world's food supply must be protected. That means protecting the workers who produce that food – You. We can make the workplace safe and successful by following proper safe practices, including practices related to the prevention of the spread of COVID-19.

We have all seen the news about food manufacturers being closed down, or slowed down, due to the current Coronavirus crises. Wyffels has spent countless hours working to anticipate potential challenges. We have developed a comprehensive Workforce Protection Plan in conjunction with scientists and medical professionals (Certified Industrial Hygienist, Medical Doctor, PhD in Epidemiology, Mechanical and Air Flow Engineer). The following pages are the work product of the collective planning of these experts and our dedicated staff at Wyffels.

We are focused on maintaining and improving controls, practices and procedures contained in this plan. We need your help. If you have worked for Wyffels in the past, you will see some changes in the structure of work areas and practices that will not be what you are used to. Some of these changes may impact efficiency and comfort. But new employees will follow your example. Adjustments may be necessary, and we welcome your input. If you are new to Wyffels, you will be learning a job at the same time as the experienced staff are getting used to these changes. Your input is also welcome. Anyone who sees a situation that seems unsafe or that can be made safer should feel free to address that with their direct supervisor and, if necessary to resolve the situation, with members of the Wyffels' leadership team.

We need everyone to focus on following the practices and protections we have put in place.

Understanding COVID 19

Most people who are infected by COVID 19 have little or no symptoms. But there are others, often older, or with underlying health conditions like asthma or diabetes, who can experience severe illness and even death. This virus is primarily spread by droplets from one person's breath to the breathing zone of another person. Maintaining distance from others of 6 feet is important. Barriers to prevent droplets from floating into the breathing zone of others also helps. But these measures may not help over long periods, and depend upon employees to remain in a fixed location.

Ideally, respiratory protection, such as N95 masks, would prevent droplets from getting out, and also keep the droplets outside the mask from getting into the breathing zone of the wearer (two-way protection). Unfortunately, due to a world shortage of these masks, they are only available to health care type workers. Therefore, those people who are at

greater risk have limited ability to protect themselves. They depend upon others not to infect them.

The masks that are available and that will be required in certain areas, may only provide only one-way protection, keeping your droplets in. They protect others from you. Choosing not to wear a mask properly, pulling it down in order to speak, or taking it off when nobody is looking, is a refusal to protect others.

It is not just other employees who depend on you to protect their safety. The world's food supply is at risk if agricultural businesses, such as Wyffels Hybrids, cannot plant, harvest and process crops, due to spread of the Coronavirus.

You and your fellow workers are literally feeding the world. Wyffels will do everything in its power to protect your health and safety, while you fulfill that important mission. But we need your help. Please read through these procedures. Pay attention during the training. Follow the procedures and encourage others to do so. Lead by example.

Thank you,

John Wyffels
President

Contents

Symptoms of COVID-19.....	5
Do Not Come to Work with Symptoms or If you have Been Exposed or Tested Positive:.....	6
Preventing the Spread of Infection in the workplace.....	7
Cleaning and Sanitization - Surfaces.....	7
Employee Hygiene Practices.....	7
Symptom Screening.....	8
Social Distancing Guidelines.....	8
Cohorting.....	9
Conferences, Seminars, and Tradeshow.....	10
Cloth Face Covering Policy.....	10
Testing For COVID-19.....	12
Attendance and Leave Policies.....	12
Staying home when ill.....	12
Other Benefits.....	12
Requests for Medical Information and/or Documentation.....	13
Confidentiality of Medical Information.....	13
Recording Time for Non-Exempt (Hourly) Workers.....	14
Transportation, Travel and Telecommuting.....	14
Carpooling to and from work.....	14
Transport to Jobsite by Car, Truck, Van and/or Bus.....	14
Limiting Travel.....	16
Work from Home and Flexible Work Scheduling.....	17

Employee Control Plan and Policies for COVID-19 Control and Prevention

Wyffels Hybrids is taking proactive steps to protect the workplace due to the COVID 19 infectious disease outbreak. It is the goal of Wyffels Hybrids during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Wyffels Hybrids 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.

Symptoms of COVID-19

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough (dry cough - present 67% of COVID cases / productive cough- present 33% of COVID cases)
- Shortness of breath or difficulty breathing (present in 19% of COVID cases)
- Fever (present in 88% of COVID cases)
- Chills (present in 11% of COVID cases)
- Muscle pain (present in 15% of COVID cases)
- Headache (present in 14% of COVID cases)
- Sore throat (present in 14% of COVID cases)
- New loss of taste or smell.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. The above list has changed over time, and is likely to have changed after this Handbook was prepared, so check the link for current symptoms.

If you have any of the following symptoms you should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Out of mutual respect and for the safety of your co-workers, supervisors, and/or business partners monitoring your health is important. You can support our workforce, family, and community by staying home when ill (sick).

Do Not Come to Work with Symptoms or If you have Been Exposed or Tested Positive:

- If you are experiencing seasonal allergies and/or other non-infectious illness (sickness), work with your supervisor and Human Resources to determine the best course of actions to ensure you, co-workers, and/or business partners are comfortable in the work setting. Until that course of action has been established, you are requested to wear a face covering.
- Proactively take your body temperature with a thermometer prior to work each day. (CDC considers a fever in excess of 100.4 F (38 C) to be a fever which may be a sign of infection). Do not come to work if your temperature is above 100 F, or you experience any of the symptoms listed above. Contact your supervisor and HR if you will be absent due to this reason. You will likely be asked to stay home and monitor your temperature for several days and record the results.
- You may also be screened for temperature and symptoms when you arrive to work each day. You will not be allowed to work if you have a temperature in excess of 100.4 F or have other symptoms, recently tested positive, have been exposed to someone who is ill, or who tested positive.
- If you have come into close contact with someone that is experiencing flu and/or COVID-19 symptoms, suspect they may have COVID-19, and/or has tested positive for COVID-19 notify your supervisor and HR. Do not come to work until doing so. You may be required to remain out of work until the person you were exposed to is confirmed negative, or if confirmed positive, you may be required to remain out of work until 14 days after last contact with that individual. (See attendance and leave policy below).

- Wyffels Hybrids will also be tracking other absences to verify they are not related to illness. If you are absent for any reason, you will be asked by Human Resources to identify that reason to confirm that you have not had symptoms of COVID-19 before returning to work. While this may seem like an invasion of privacy, it has been recognized by government employment agencies that the direct threat posed by COVID-19 necessitates these inquiries by employers. Please be patient and cooperative when asked about the reasons for an absence or be proactive and explain the specific reasons for absence, so that it is clear when you call in an absence that you are not experiencing symptoms of COVID-19.
- Please be honest about symptoms, you are experiencing. Understand that a report of symptoms may trigger extensive contact tracing of contacts you may have had, the quarantine of other workers, testing of employees and restrictions on the timing of your return to work. Accurate reporting that you are sick is more important now than it has ever been before.

Preventing the Spread of Infection in the workplace.

Cleaning and Sanitization - Surfaces

Wyffels Hybrids will ensure a clean and sanitary workplace, including the regular cleaning and sanitizing of objects and areas that are frequently used, such as bathrooms, breakroom, conference rooms, door handles and railings. A committee has been designed to monitor and coordinate events around the COVID 19 outbreak, as well as to create work rules that are being implemented to promote safety through infectious control.

Employees in Geneseo and Atkinson have been provided access to cleaning supplies for their workspace. And, enhanced daily cleaning requirements have been implemented by our cleaning services.

Employee Hygiene Practices

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious - frequent hand washing with soap and water (20 seconds); covering your mouth whenever you sneeze

or cough; and discarding used tissues in waste cans. We have also installed alcohol-based hand sanitizers throughout the workplace and in common areas. In addition, recommendations from health experts such as the CDC emphasize social or physical distancing.

Symptom Screening

Wyffels Hybrids may screen personnel who enter our work locations in Geneseo and Atkinson on a daily basis to verify that they are not experiencing the above symptoms, have not been exposed to others with those symptoms or who have tested positive.

Social Distancing Guidelines

Wyffels Hybrids has implemented social distancing guidelines to minimize the spread of the disease among the personnel who work at Wyffels. Wyffels has also engaged a Certified Industrial Hygienist, Air flow experts/engineers and is reviewing its procedures with medical/epidemiological professionals to assure your safety.

You will see signs reminding of social distancing practices. You may also see markings on the floor that serve as a reminder of these practices. Workstations have been arranged where possible to create greater distance. Wyffels has also installed dividers in certain locations to act as a shield to minimize the movement of breathing from one employee to another.

During the workday, employees are required to:

1. Employees are encouraged to use technology; such as, the telephone, online conferencing, e-mails or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is essential to the business, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Do not move furniture to reduce distancing. Furniture has been arranged to maintain 6-foot distancing.

4. Avoid any unnecessary business travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
6. Bring lunch and eat independently from others (avoid lunchrooms and crowded restaurants).
7. Encourage members and others to request information and orders via phone and email in order to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.
8. Where social distancing cannot be assured, Wyffels is requiring employees to wear face covering.
9. When in public areas such as break rooms, hallways and restrooms, wear face covering.
10. Observe the 6 foot distancing where possible.
11. If you find it difficult to maintain a 6 foot distance from others, and there is no barrier between you and others, wear a face covering and notify your supervisor that others who are close to you will also need to wear a face covering, or adjust their work area/practices.
12. Wear face covering if required in your area. You may also wear face covering even if not mandatory.
13. If another employee is closer to you than 6 feet and not wearing a mask, move away if possible. If the person is in your work area, and has no reason to be there, politely remind them of the 6-foot rule, and that they will need to be wearing a mask, when less than 6 feet.
14. Notify your supervisor if anyone is repeatedly failing to follow this requirement.
15. Employees who cannot, or do not, observe the 6-foot distancing requirement will be required to wear a face covering.

Cohorting

Because there are circumstances where employees cannot maintain 6 foot distancing and because face covering is not proven to be 100% effective against spread of COVID-19, every

effort is made to keep employees in teams for purposes of working, traveling, eating and taking breaks. These teams are called Cohorts. By establishing Cohorts, the spread of COVID-19 can be limited, not only by masks and distancing, but also by not mingling groups. If one individual in a Cohort has symptoms, has tested positive, or reports being exposed to someone outside of work who tests positive, focus can be directed on protecting and evaluating that employee's Cohorts. Other Cohort groups do not have to be concerned about spread of the virus to them, when Cohort groups are always kept separate. Members of individual Cohorts will often be aware of whether other members of their Cohort are not feeling well or may just have allergies. Cohorting allows each employee to have a little better awareness of any potential for exposure. Cohorts can develop team methods to maintain distance and other safe practices.

Large Group Gatherings

Attendance at large group gatherings should take into consideration the ability to socially distance. If 6 feet of distancing is not possible, employees should wear face covering and attempt to limit contact with those who are not wearing face covering. Employees must discuss work related group events with their supervisor prior to attending.

Conferences, Seminars, and Tradeshows

Employees who need to attend an event as an essential part of their job should consult with management on appropriate actions. Specific consideration will be given to size of event (small vs. large gatherings), local, state, and federal guidelines at the time of the event. Wyffels employees will need to maintain social distancing and when in public areas such as break rooms, hallways and restrooms, and wear face covering.

Cloth Face Covering Policy

Wyffels Hybrids is supportive of employees using a cloth face covering based on the recommendations of CDC. In some cases, we must insist upon this as a mandatory step in infection control.

In situations where an employee cannot maintain the 6 foot social distancing, it is required for the employees to wear a cloth face covering. We have evaluated the workplace to

make these determinations, but as the year progresses, we may need to modify these decisions based on actual experience. You will be notified of the requirements in your location, as well as changes to those requirements. Wyffels Hybrids reserves the right to make changes to these requirements based upon location specific experience, as well as community spread of the virus. For example, if it is observed that employees are not practicing social distancing, a work area that was not previously required to wear face covering may shift to mandatory face covering.

The cloth face cover is not intended to replace social distancing, but we do recognize there may be essential tasks that need to be completed where social distancing is a challenge. Departments may require the cloth face covering in additional situations deemed appropriate for the business.

Wyffels is sourcing several face covering options, and will make them available for use. Instructions regarding selection, use and care of face covering will be posted in your work location. If you wish to have a copy of the latest Centers for Disease Control Guidelines regarding face covering, those can be found here.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Face coverings are necessary because many individuals who are infected with COVID-19 are asymptomatic, and those that do have symptoms are contagious 2 days before onset of symptoms, exposures are not apparent until after the fact (someone tests positive or has symptoms). If the person who is ill was wearing a face cover, this may minimize exposure even where a close sustained contact existed. Please take every effort possible to observe social distancing and face covering protocols. Wearing a face covering is not a sign of fear or weakness, but a sign of respect for the safety of those around you.

Testing For COVID-19

Depending upon the level of COVID-19 cases in the community and within the Wyffels workforce, as well as availability and accuracy of testing, Wyffels may also require specific employees to submit to a test for COVID-19, when there is suspicion of, or evidence of,

exposure by others to a symptomatic employee, absence from work due to symptoms or other circumstances that pose a potential risk to Wyffels' employees. Due to the direct threat to others, refusal to test where required, will be grounds for refusal to allow the employee to return to work.

Attendance and Leave Policies

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might need to arrange for alternative sources of child-care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Staying home when ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness related to COVID-19.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of COVID-19 described above.

Other Benefits

Employees may be eligible for benefits according to Company Policy, Federal or State Law.

Human Resources will provide the employee with guidance on how to obtain benefits.

These benefits may include:

- Family and Medical Leave
- Unemployment Compensation
- Any other benefit legislation passed by Federal or State government during the outbreak of COVID-19.

Employees who choose not to work for any other reason related to coronavirus may qualify for unemployment benefits based on the facts of the employee's case.

Employees who are able to perform work from home, should do so to the extent that they are physically able.

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 a 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 infection, and to know that it is appropriate for you to return-to-work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law. We also treat the fact that an employee tested for, has symptoms of, or was exposed to COVID-19 as confidential information. If necessary to protect others, in rare circumstances, we may ask for permission to disclose information if necessary to protect others. We make every effort to not to do so without the employee's consent. Please be honest and cooperative with our efforts to determine whether other employees may have had exposure to COVID-19 infection.

Recording Time for Non-Exempt (Hourly) Workers

Supervisors should notify Human Resources at HR@wyfels.com of the days and hours the employee was not at work. Please do not enter this information into the timekeeping system.

Transportation, Travel and Telecommuting

Carpooling to and from work

Wyffels requests employees to avoid carpooling to and from work, as much as possible.

- In situations where carpooling is a necessity for workers, to get from home to work and back home, the worker will inform supervisor to provide awareness for work assignments.

Transport to Jobsite by Car, Truck, Van and/or Bus

Wyffels intends to avoid having passengers in company vehicles, as much as possible

- In situations where company vehicles are a necessity for workers to be transported to job sites, the following control practices are provided for the workers to follow:
 - Workers that are shuttled to and from a jobsite will be social distanced as much as possible
 - Seating will be designated based on work groups and/or buddy system, if possible.
 - Limit the number of people per vehicle as much as possible (50% occupancy).
 - This may mean using more vehicles and additional drivers.
 - Need to maintain social distancing as much as possible.
 - If individuals must sit closer than 6-feet, these employees should be in a work group.
 - Workers will wash hands with soap and water and/or hand sanitizer before entering the vehicle and when arriving at the destination.
 - Keep air circulating through vehicle as much as possible, consider having the window open.
 - All workers, including the driver in the shared vehicle space will wear a cloth face covering.
 - Designate a person to clean and disinfect commonly touched surfaces after each trip (ex: door handles, handrails, seatbelt buckles).
 - All workers will follow coughing and sneezing etiquette when in the vehicle at all times.

- Getting on and off the van / bus.
 - Checking in
 - Roll call needs to be conducted prior to boarding.
 - Check temperatures and complete health screen in the morning prior to start of shift if possible, to do so.
 - Personnel conducting screening will wear proper protective equipment.
 - Maintain social distancing if there is a line formed to check-in.
 - Face covering must be on at this time.
 - Prior to boarding, workers must wash hands with soap and water and/or use hand sanitizer.
 - Boarding.
 - Maintain social distancing if line has formed.
 - Load the van / bus from the back to the front if possible.
 - Worker will remain seated in their assigned seat.
 - Maintaining consistent seating locations will help with reducing potential spread among many workers over a number of days
 - Off-boarding.
 - Everyone shall remain seated until released.
 - Unload the van/bus from the front to the back.
 - Maintain social distancing when getting off.
 - Once off the van / bus
 - Workers must wash hands with soap and water and/or use hand sanitizer.
 - Face covering must remain on.
 - Workers will not congregate around the van/bus.
 - Workers will move directly to their work assignment and/or leave the premises at the end of the day.
- Vehicle Cleaning and Disinfecting

- Have appropriate supplies available to clean and disinfect commonly touched surfaces in the vehicle after each use (ex: door handles, handrails, seatbelt buckles, window controls, vehicle control panels and instruments).
 - Disposable gloves
 - Cleaning and Disinfecting chemical spray
 - Rags / paper towels
 - Trash bags
- Food and Drink
 - Do not eat and/or drink in a vehicle if you are within 6 feet of any individual or group that is not part of your Cohort group.
 - If possible, schedule 10 to 15 minutes prior to boarding and off-boarding the van/bus to break.
 - Wash hands and/or use hand sanitizer prior to eating and/or drinking.
 - Eat and drink away from others as much as possible.
 - Don't congregate in areas where social distancing cannot be maintained
 - Ensure trash gets into a trash receptacle.

Limiting Travel

All nonessential business travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact Human Resources for more information.

Work from Home and Flexible Work Scheduling

Requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary work from home and flexible work scheduling should be submitted to your manager for consideration.