

## Employee Health and Safety Guidelines in response to COVID-19

March 10, 2020

To address the rapid spread of Coronavirus Disease 2019 (COVID-19), Innophos has chartered a response team led by Mark Santangelo, SVP, Manufacturing, Engineering and EHS to monitor the ongoing outbreak, communicate and modify corporate policies and procedures as needed, and provide guidance and best practices to minimize the effect COVID-19 may have on the health and safety of our employees, their families, our business partners, and our organization.

Accordingly, we have implemented the following company-wide measures:

### **Communications:**

- Employees have been provided information about COVID-19 including signs and symptoms, as well as preventive actions they can take to lessen the risk of infection and transmission based upon guidance from the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) and the [World Health Organization \(WHO\)](#). This has been updated to include maintaining distance (approximately 6 feet or 2 meters) from others when possible. Internal communications and guidance related to COVID-19 are posted on our employee Intranet.

### **Travel Guidelines:**

- In late January, we suspended all business travel to China, and on March 4, 2020 suspended all air travel (domestic and international) until further notice.
- Employee attendance at tradeshow, conferences and industry events is suspended until further notice and employees have been advised to use teleconferencing and online meeting options wherever possible.

### **Site Safety**

- All on-site employee events which include external visitors (ex. Take Your Child to Work Day) are canceled through April 30, 2020.
- Employees have been advised to contact their doctor and manager before coming to work if they are not feeling well or are concerned about exposure to the virus. Employees with a fever are asked not to report to work.
- Innophos employees located in Taicang, China are participating in three times daily monitoring of their temperature as a precautionary measure.

### **Plant Hygiene**

- Plant managers and facility leads are posting [U.S. Centers for Disease Control and Prevention \(CDC\) best practices guidance for proper handwashing](#) in employee gathering areas, restrooms, cafeterias, and adjacent to food and beverage stations.
- Plant managers and facility leads have been directed to ensure hand soap, hand sanitizer and disinfectant wipes are readily available to all employees.