

BioZyme Infectious Disease Preparedness & Response Plan

What should I do if I get/feel sick at work?

If you begin to experience symptoms while at work, distance yourself from others, cover your coughs and sneezes, exit the facility and call one of the following immediately and they will assist you.

Caity Norton, *Senior Manager of Human Resources and Accountability* (816) 695-1012

Kelly Cortez, *Safety and Sanitation Manager* (816) 262-7089

What do I do about child-care when schools and day cares are closed, and I have no other means of caring for my children?

We will work with each of you to determine if working from home is feasible, we can change your shift so you can share the needed care with family, or we can come up with another plan that is mutually beneficial. Please visit with your supervisor if you need to work on a plan for this situation.

What do I do if I have travel plans?

If you choose to travel, notify the Senior Manager of Human Resources (Caity Norton) of your travel itinerary and check yourself for symptoms of [acute respiratory illness](#) before returning to work. The Company will advise you as to your immediate work status.

What is our Company policy regarding non-employee guest at the facilities?

At this time and until further notice, any non-essential visitors are prohibited. If it is a necessary business appointment, please notify Human Resources ahead of the appointment and please consider other means of managing the communication, if possible.