



Business Continuity Plan

**Corona Virus COVID-19
Disease**

The purpose of this Business Continuity Plan is to detail ProMed's approach for assuring sustainable operations while minimizing our potential contact with and spread of the Coronavirus disease.

Version 1.0

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1. Administration

1.1. Background

Coronavirus disease (COVID-19) is an infectious disease caused by a new virus. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing.

The Coronavirus spreads primarily through contact with an infected person when they cough or sneeze. It also spreads when a person touches a surface or object that has the virus on it, then touches their eyes, nose, or mouth.

ProMed is actively taking steps to limit person to person contact, enhance sanitation of work environments, restrict unnecessary travel and limit the number of personnel present in our facilities to minimize transmission of the virus while working to sustain production operations for our medically necessary products used in the Medical Device and Pharmaceutical Industries.

1.2. Policy Statement

The purpose of this Business Continuity Plan is to assist employees and management in making quality decisions during this time of the pandemic COVID-19 health crisis. This plan provides guidance for minimizing the potential of person to person contact, enhancing sanitization practices in the work environment, limiting outside visitors, and restricting unnecessary travel.

The plan will also assist management in ensuring the survivability of our medically necessary business activities during these unprecedented times.

Please note that this plan is non-exhaustive and does not cover all situations. This plan should be read in conjunction with the latest relevant advisories issued by the World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC) and other state and local government agencies.

Due to the evolving situation of with COVID-19, ProMed reserves the right to make changes to this plan without notice to reflect new developments. Users are encouraged to access the latest version of this plan at www.promedmolding.com.

The owner of ProMed has posted a letter stating ProMed's commitment to our employees (Appendix 1).

1.3.Scope of Plan

It is ProMed's intent to work within world and national guidelines and with state and local government to minimize the transmission of the Corona Virus and to sustain our medically necessary operations.

Therefore, this plan has been developed to achieve the following objective:

Provide employees and management with procedures to follow for effective actions to minimize the transmission of the Corona Virus, maintain our mission critical business operations, and the steps to be taken when confronted with the illness of an employee, coworker, or family member.

This plan is applicable to all ProMed locations including:

15600 Medina Road
Plymouth, MN 55447
763.331.3800

6765 Wedgwood Ct. N.
Maple Grove, MN 55311
763.331.3800

Strommen Engineering Corp.
9740 86th Avenue North,
Maple Grove, MN, 55369
763.315.1900

7 Road 696
Dorado, Puerto Rico 00646-33906
787.665.7500

1.4.Legal Compliance

There is currently no legislation to mandate the requirements and actions for dealing with COVID-19. However, there is CDC guidance that ProMed Personnel are asked to follow. The guidance is updated regularly as the situation evolves. The latest guidance can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

As guidelines are revised, the plan should reflect these changes as necessary.

1.5.Authority Statement

The management of ProMed recognizes that during such emergency situations special procedures must be followed to control and mitigate the situation. Therefore management, by the acceptance of this Business Continuity Plan, grants authority to those responsible individuals and/or positions named or unnamed in these procedures to implement and carry out the Plan.

1.6. Plan Distribution

The Business Continuity Plan will be distributed electronically to all departments and facilities with a master copy being maintained by Human Resources. The plan will be available for review by all employees and shared with customers and suppliers when requested or deemed necessary by management.

2. General Information

The best way to combat the spread of the Corona Virus is to minimize contact between persons. The CDC has recommended that gatherings between persons should be limited to no more than 10 and personnel should maintain a 6ft distance where possible.

2.1. Electronic Meetings / Communications

ProMed will avoid group meetings where more than 3 – 4 people are present for the foreseeable future and opt instead for electronic teleconferences using video conferencing tools such as Zoom, GoToMeeting, Skype or customer preferred technology. Whenever possible, face to face contact should be limited and conversations had electronically (i.e., telephone). Always disinfect handsets before and after use.

2.2. Shiftwork

To spread out and minimize the number of personnel present in our facilities, ProMed management has implemented staggered shifts, off-shifts and compressed schedules of 4/10s or 3/12s non-overlapping where possible. However, ProMed is continuing to maintain normal business hours operating M – F from 8AM to 4:30PM Central Standard Time (CST).

2.3. Working from Home

To further reduce the number of workers present in the building at any one time, ProMed has requested that all personnel capable of fulfilling their duties remotely, should do so where possible.

2.4. Visitor Access

The Corona Virus has been shown to remain virulent on surfaces up to 3 days. Since many of our service providers need to bring equipment into the facility, all incoming equipment and durable materials arriving at ProMed should be sanitized upon arrival.

ProMed requires that all visitors and service providers must:

- Be pre-approved by the responsible area manager before arriving at the facility.
- Upon arriving at the facility, must sanitize hands and register with the front desk.
- Visitors will be directed to a conference room to await the Manager who scheduled their visit. While waiting, they must complete a Visitor Health Screening Questionnaire.

NOTE: The manager responsible for scheduling the service must review and approve the completed questionnaire. The completed form will be forwarded to the Head of Quality Management and retained for investigatory and reporting purposes.

- Must be escorted by ProMed personnel when in the facility.
- Must sanitize surfaces of all equipment entering the facility using 70/30 IPA wipes provided by ProMed.
- Must sanitize carts or other materials that enter ProMed Cleanrooms using 70/30 IPA wipes provided by ProMed.

2.5.Sanitization

ProMed personnel are sanitizing all common areas, work areas, conference rooms, and lavatories at least one time per day. All personnel are fully participating and working to ensure our environment is free of the Corona virus.

2.6.Emergency Contact Information

In the event of an emergency situation at our Plymouth, Strommen Engineering or Wedgwood facility, the following emergency contact information is to be posted at the receptionist desk(s). If COVID-19 infection is suspected, notify the responding personnel that the person may have been exposed to the Corona Virus.

Local and State Organizations and Services

Organization	Emergency Number	Administrative Number
Plymouth Fire Department	911	(763) 509-5120
Hennepin County Sheriff’s Office	911	(612) 348-3740
Hennepin County EMS	911	(612) 348-3830
Plymouth Police	911	(763) 509-5160
Excel Energy	1-800-895-1999	1-800-481-4700
CenterPoint Energy	(612)372-5050	(612) 321-4939
Plymouth Water Department	(763)-525-6210	(763) 509-5950
Plymouth Sewer Department	(763)-525-6210	(763) 509-5950
Hennepin County		(612-348-3000

In the event of an emergency situation in our Puerto Rico Facility, the following emergency contact information is to be posted at the receptionist desk. If COVID-19 infection is suspected, notify the responding personnel that the person may have been exposed to the Corona Virus.

Local and State Organizations and Services

Organization	Emergency Number	Administrative Number
Emergency	911	
Dorado Police		(787)-796-2020
Dorado Fire Department		(787)-796-2330
PR Police Department		(787)-343-2020
PREPA		(787)-858-3295

3. Reporting Illness, COVID-19 Diagnosis, and Patient Care

3.1. Reporting Illness

All ProMed personnel and visitors to our facilities are asked to immediately report any sign of illness to ProMed Management. ProMed will not be punitive toward personnel or visitors for reporting their situation; rather we will look to find ways to help all employees and visitors in time of need. ProMed does require that personnel who are ill are to immediately return to their home and practice self-isolation for a period of 14 days. Additionally, should any ProMed personnel, or visitor to one of our facilities, become aware of contact they may have had with a COVID-19 patient, they are asked to also report this contact to ProMed Management. We recommend that you monitor yourself closely for any sign of illness. Isolate yourself where possible and minimize contact with other persons.

3.2. COVID-19 Testing and Diagnosis

Symptoms of COVID-19 are a cough, a high temperature and shortness of breath. You may have a fever if you feel hot to the touch on your chest or back. You may also have the disease if you have a new, continuous cough or cough repeatedly. To know for sure, you would need to be tested. However, there is currently a shortage of test kits available for COVID-19. Therefore, at the present time, Minnesota will not test or diagnose persons for COVID-19 unless they are admitted to the hospital.

3.3. Caring for Persons with COVID-19

Make sure that you understand and can help the patient follow their healthcare provider's instructions for medication(s) and care. You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.

Monitor the patient's symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient may have COVID-19. This will help the healthcare provider's office take steps to keep other people in the office or waiting room from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance. If the patient has a medical emergency and you need to call 911, notify the dispatch personnel that the patient may have COVID-19.

Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.

Prohibit visitors who do not have an essential need to be in the home.

Household members should care for any pets in the home. Do not handle pets or other animals while sick.

Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.

Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid touching your eyes, nose, and mouth with unwashed hands.

The patient should wear a facemask when you are around other people. If the patient is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the patient.

Wear a disposable facemask and gloves when you touch or have contact with the patient's blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.

Throw out disposable facemasks and gloves after using them. Do not reuse.

When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.

Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see below "Wash laundry thoroughly").

Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them.

Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Wash laundry thoroughly. Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them. Wear disposable gloves while handling soiled items and keep soiled items away from your body. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing your gloves. Read and follow directions on labels of laundry or clothing items and detergent. In general, using a normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperatures recommended on the clothing label.

Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. Soap and water should be used preferentially if hands are visibly dirty.

Discuss any additional questions with your state or local health department or healthcare provider. Check available hours when contacting your local health department.

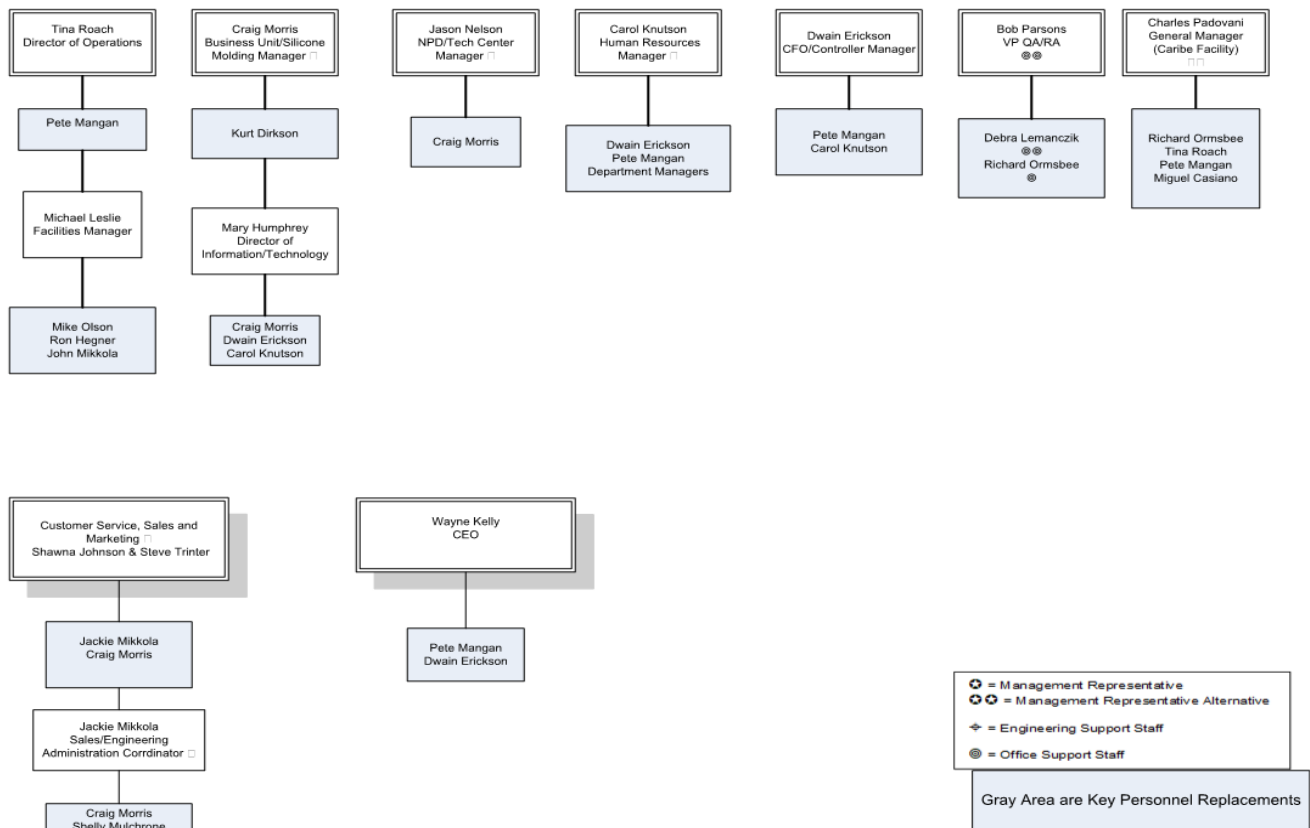
4. Business Continuity Plan

ProMed has developed a Business Continuity Plan (BCP) to ensure we maintain a sustainable supply chain for the medically necessary materials, components, and devices we supply to the Medical Device and Pharmaceutical Industries. Our BCP includes leadership continuity, a commitment to business continuity for our customers and our supplier continuity expectations.

To keep our business operating should one or more members of our Management team fall victim to the virus. The following organizational charts show our backup for loss of key personnel.

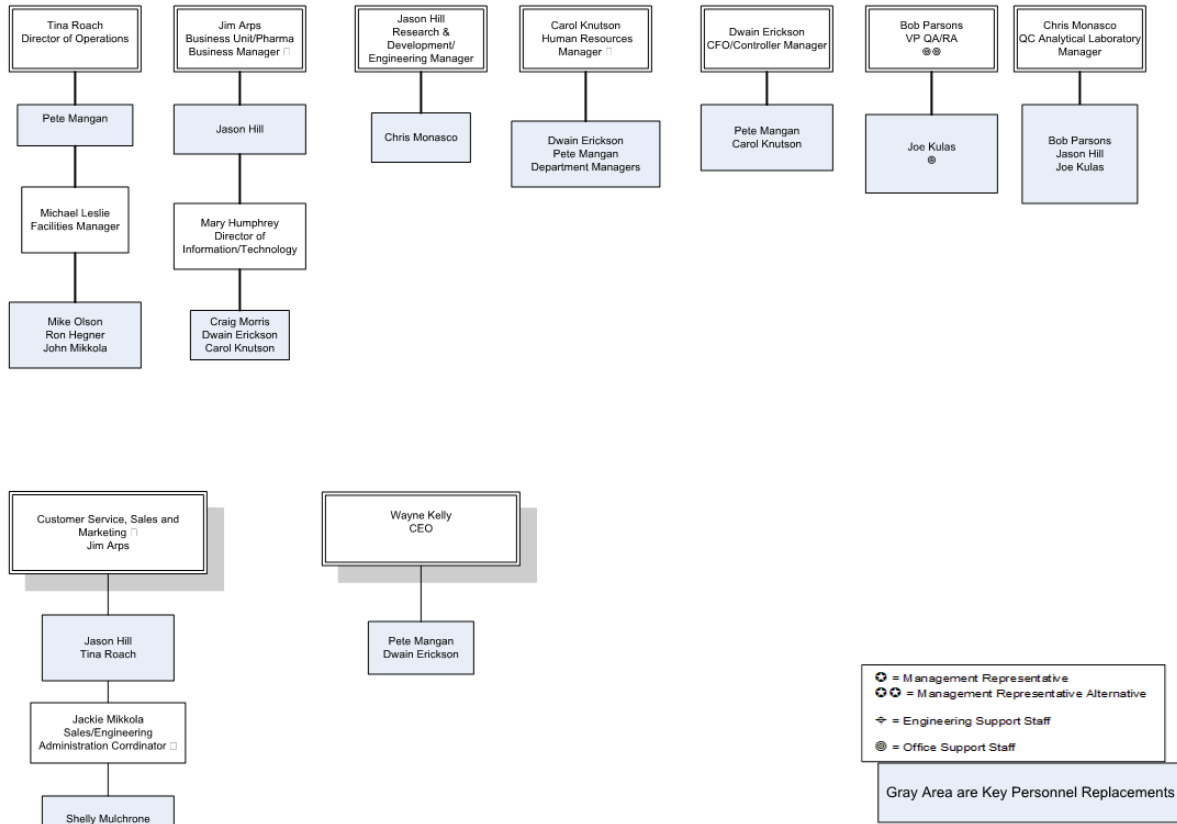
4.1. Molded Products Leadership Continuity

ProMed Molded Products, Inc.
Disaster Recovery Organization Chart for Loss of Key Personnel



4.2. Pharma Leadership Continuity

ProMed Pharma, LLC
Disaster Recovery Organization Chart for Loss of Key Personnel



4.3. Commitment to Customer Business Continuity

ProMed has notified all customers that we are committed to maintaining sustainable manufacturing operations for their life saving devices (Appendix 2). We will inform customers as quickly as possible should our services be disrupted for any reason.

ProMed anticipates a potential impact to the supply of consumable cleanroom supplies such as disposable gloves, surgical masks, and sanitary wipes. In times of extraordinary circumstances, ProMed may, at our discretion, implement planned deviations from standard operating procedures and practices to allow for sustained operations.

In any situation where a planned deviation is implemented, ProMed will carefully evaluate the risk to the product and product quality. For example, if the supply of gloves or other cleanroom materials is interrupted, ProMed is working proactively and diligently to qualify additional suppliers, alternate glove types (non-latex only), alternate cleanroom gowns, etc. and in the event that all supplies are exhausted, we

may opt to clean and re-use our gloves or forego gloves where components are washed post-manufacturing. The risk to product quality would be considered low since the components are subsequently washed. ProMed would notify any impacted customers and a copy of the deviation transmitted to them.

If sanitary wipes become unavailable, we may opt to use our supply of high-grade Isopropyl Alcohol to make our own 70% sanitization solutions. The risk would be low since we can trace and document the manufacturing of such solutions.

We may choose to clean, sanitize and re-use surgical masks. The risk would be minimized by carefully inspecting masks for defects and maintenance of integrity before allowing them to be reused.

All such planned deviations shall be retained by ProMed Quality and re-assessed for possible impact upon product after the crisis has been resolved. ProMed shall notify customers of any unexpected consequences or product impact.

4.4. Supplier Continuity

ProMed has notified our suppliers that they are part of a medically necessary supply chain (Appendix 3). We have asked these suppliers for the following:

- Immediate notification to ProMed of any disruption or delay in the materials we procure.
- Immediate notification to ProMed of any personnel who is diagnosed with COVID-19 so that ProMed may assess possible impact to our business operations.
- We have asked that Suppliers that come on site comply with this plan and the policies within.

4.5. Media Relations Policy

ProMed Molded Products recognizes that it is essential to present accurate information to the news media involving our facilities. In the event of an inquiry involving ProMed, the President or his/her designees are the only authorized individuals who may speak with the media on behalf of the company. Any requests for information concerning the facility, employees, or visitors will be referred to the President or designee for handling.

5. Terminating the Emergency

This section of the Business Continuity Plan will deal with those activities necessary to support employees during and following the COVID-19 crisis and those activities necessary to return to normal operations at ProMed facilities.

5.1. Recovery of operations

The recovery of facility operations and services will depend on the extent of personnel and business operations impacted by the virus. The President and ProMed

management will prioritize activities that can be accomplished with available staff and resources. Immediately following the recovery from the virus, and by the time that all personnel have returned to normal work schedules, the President and Management team will implement a recovery plan to address any customer backorders, delays in shipments, loss of personnel, and any quality issues experienced during the crisis.

5.2.Documentation

Documentation of response activities to the COVID-19 crisis is of critical importance. All records and forms used during the crisis to document activities must be retained for future reference. ProMed Quality has started this plan and an event file to capture all crisis related management documentation.

Appendix 1 – A Letter from Wayne Kelly



First of all, thank you for your unwavering support and dedication to ProMed.

We are part of an “essential” medical supply chain that makes life saving products. Our customers need us to continue manufacturing to support these products.

Given that we need to continue working, ProMed has been making changes to make our work environment safer from the COVID-19 virus. I appreciate your support in helping us reduce employee concentration areas by adjusting when you work and where you work.

ProMed has made many changes and will continue to make changes as more information is learned on how to be safer. ProMed will continue to adapt and be flexible and I appreciate that from you as well. You can also help by practicing social distancing whenever possible in the production area and in meetings. I also ask that you practice good hygiene techniques like washing your hands frequently in soap and warm water for 30 seconds, cover your cough and sneeze in your arm. I also request that you stay home if you are sick. If you are an at risk person, please let your manager know and we will do our best to accommodate you.

Since we have limited the number of outside people coming into the buildings, we need each and every one of us to practice these same good hygiene and social distancing practices at home with your families to protect them and yourselves so as not to bring the virus into our ProMed family and facility.

Lastly, if you or someone in your household or someone you have had direct contact with have symptoms of the COVID-19 virus like fever, dry cough and tiredness, please report it immediately to your lead/ manager or Carol in human resources. I commit that ProMed will not be punitive for reporting their situation; rather we will look to find ways to help all employees in time of need.

We are all in this war against the virus together. We can all do our part in being safe co-workers by following CDC guidelines and ProMed will continue to be part of an essential medical supply chain. COVID-19 severity varies throughout communities in the U.S. As the severity increases in our community, ProMed will continue to improve our practices, responses and communications.

Please do your part to fight the spread of this virus. I will make sure ProMed does its part to make sure our work environment as safe as we can.

Stay safe and healthy
Wayne Kelly and Family

Appendix 2 – Customer Communication

March 17, 2020

To Our Valued Customers and Partners,

We hope that you and your loved ones are healthy during this trying time.

As COVID-19 continues to impact the globe, we want to ensure that our customers and partners are fully informed on how ProMed Molded Products and ProMed Pharma are positioned and prepared to ensure that we continue to work with each of you during this difficult period.

At this time, we remain open and operational. We are ever vigilant and working to ensure our service to you and our industry remains secure in these unprecedented times. Our business continuity plan ensures that we have measures in place to address this situation. We have adjusted operating hours, staggered our shifts and are working from home where possible to improve social distancing in our office spaces and on the manufacturing floor. We are mandating that employees showing any symptoms to stay home and seek medical attention, when appropriate. We have increased the cleaning and sanitization frequencies in our facility and continue to emphasize good hygiene (washing hands, covering face when coughing/sneezing, etc.). We have also limited all face-to-face interactions and non-essential travel.

We are also working closely with our supply chain to ensure we maintain sustainable operations. We are committed to communicating to our customers, at the earliest opportunity, any anticipated impact.

We understand this is a challenging time and we are taking any and all necessary precautions to minimize the impact to ProMed's customers and partners.

In the meantime, we remain committed to open communication. Take care of yourselves and each other.

Sincerely,



Wayne Kelly
Chief Executive Officer/Owner
ProMed Molded Products/ProMed Pharma
15600 Medina Road
Plymouth, MN 55447
763.331.3800

Appendix 3 – Supplier Communication



March 20, 2020

Dear Valued Supplier,

In preparation for possible government mandated shut down of non-essential business, it is important to recognize that ProMed Molded Products and ProMed Pharma is a manufacturer of medical components, utilized by our customers, to save and sustain life.

All of our suppliers' provide materials, equipment and services that are critical for our life sustaining devices and components. The materials, equipment and services that your company provide, are used to assure we can maintain our supply chain. It is imperative we keep this supply chain open to help our customers provide life changing products to patients in need during the current global COVID-19 pandemic.

The situation is, as you know, very serious. The lack and need of equipment in the Medical community is alarming. In recent weeks, the authorities and hospitals in many countries have contacted our customers, asking them for continued supply of their devices.

We are kindly asking for your collaboration and support in making sure that all of our suppliers and your respective supply chains receive the highest priority and can continue their production without any limitations in their business continuity. Our joint collaboration will help save lives.

Take care of yourselves and each other.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Tina Roach".

Tina Roach
Director of Operations
ProMed Molded Products/ProMed Pharma
15600 Medina Road
Plymouth, MN 55447
763.331.3800

Appendix 4 – Visitor Screening Questionnaire

Visitor Health Screening Questionnaire

The safety of our employees, customers, families and visitors remains ProMed’s overriding priority. As the coronavirus disease (COVID-19) outbreak continues to evolve and spreads globally, ProMed is monitoring the situation closely and will periodically update company guidance based on current recommendations from the Center for Disease Control and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building or event.

Thank you for your time.

Countries that have a Level 2 or 3 COVID-19 Travel Health Notice (sustained community spread or widespread, ongoing transmission):

- **China** (Level 3 Travel Health Notice)
- **South Korea** (Level 3 Travel Health Notice)
- **Iran** (Level 3 Travel Health Notice)
- **Europe** (Level 3 Travel Health Notice)
- **Italy** (Level 3 Travel Health Notice)
- **Japan** (Level 2 Travel Health Notice)
- **SOURCE – CHECK FOR LATEST UPDATES:** <https://wwwnc.cdc.gov/travel/notices> (See COVID-19 notices.)

Visitor Name:	Visitor Mobile/Home Phone Number:
Visitor Company/Organization:	ProMed Host:
ProMed Facility Address:	

If the answer is "yes" to any of the following questions, access to the facility will be restricted.

Self-Declaration by Visitor	
1	Have you returned from any of the countries listed above as Level 2 or 3 COVID-19 Travel Notice countries (those with widespread, ongoing coronavirus transmission) within the last 14 days? <input type="checkbox"/> YES <input type="checkbox"/> NO
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? <input type="checkbox"/> YES <input type="checkbox"/> NO
3	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? <input type="checkbox"/> YES <input type="checkbox"/> NO
4 Visitor Self-Administered/ Reported Temperature Check	Please self-administer temperature check (i.e., non-contact temporal temperature measurement taken at forehead) and inform your ProMed Host if you have a fever (38 °C/100.4°F or higher within the past 14 days). Note: With respect for privacy considerations, do not record or write-down the measured temperature value on this form. Do you have a fever? <input type="checkbox"/> YES <input type="checkbox"/> NO

Visitor Signature: _____

Date: _____

Note: If you plan to be onsite for consecutive days, or more frequently than once a week, you are not required to complete this form each day. However, please immediately advise your ProMed host if any of your responses change. Especially if you have made contact with a known victim of COVID-19. The information collected on this form will be used to determine how and when you may access our facilities.