

**Better health.
Within reach.
Every day.**

Prevention Plan Booklet

General steps to be taken by the
employees of Hikma Pharmaceuticals
-MENA

In light of the new Corona Virus
Breakout

March 2020

Objective

Imposing additional precautionary measures on all company employees in order to preserve public health in light of the spread of Corona virus (COVID-19) across the world, as this guide provides additional precautionary measure that need to be taken by each employee regularly & strictly from the moment he leaves his house until he returns back home.

To ensure that the work place at Hikma Pharmaceuticals remain free of any COVID-19 Virus.

1. Responsibility:

- **Hikma Pharmaceuticals company:** provide a clean environment free of microbes and viruses, including buildings and means of transport.
- **Hikma employees - employees of other departments - service workers:** strict adherence to what is included in the company's guidelines and the additional precautionary practices applied and listed in this booklet.
- **Managers:** ensure that the rules mentioned below are applied and that individuals understand and implement them.

2. Main Sections:

1. Precautions for movement to/from the company:
 - Precautions while entering and leaving the house.
 - Precautions for using transportation means (bus/truck/car/Forklifts).
2. Precautions of plant production and packaging personnel.
3. Precautions for warehouse personnel.
4. Precautions for laboratory personnel.
5. Precautions for offices and administration personnel.
6. General precautions:
 - Procedure for employees' temperature check.
 - Procedure for wearing masks.
 - Procedure for Periodic sanitization.
 - Travel.
7. Measures followed in case of any suspected/Confirmed COVID-19 case.

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

1. Movement to/ from the company

Precautions while entering and leaving the house

1. When leaving the house:

- Wear clean and washed clothes before coming to the company.
- Employees should sanitize their hands before leaving the house.
- Employees must wear a mask before leaving the house.

2. When returning to the house

- The mask and the gloves must be removed before entering the house and disposed in a sealed plastic bag in designated areas.
- Take off the street shoes before entering the house and sanitize them.
- Wash hands thoroughly and sanitize them.
- It is preferable to take off clothes, to wash them and to wear new clothes.

Precautions for using means of transport (bus)

1. The sanitization of the company's buses is done by the bus driver as follows:

- The driver must wear a mask and gloves before starting sanitization.
- Sanitize the bus starting from the inside at the farthest back point to the front.
- Spray the surfaces with sanitization material and wipe them in one direction and spray all surfaces, including seats, hand grips, windows and the door handle.
- Sanitize all seats, including the driver's seat.
- Close the bus door and then wipe it completely from the outside.

2. Precautionary practices to be followed by Hikma employees:

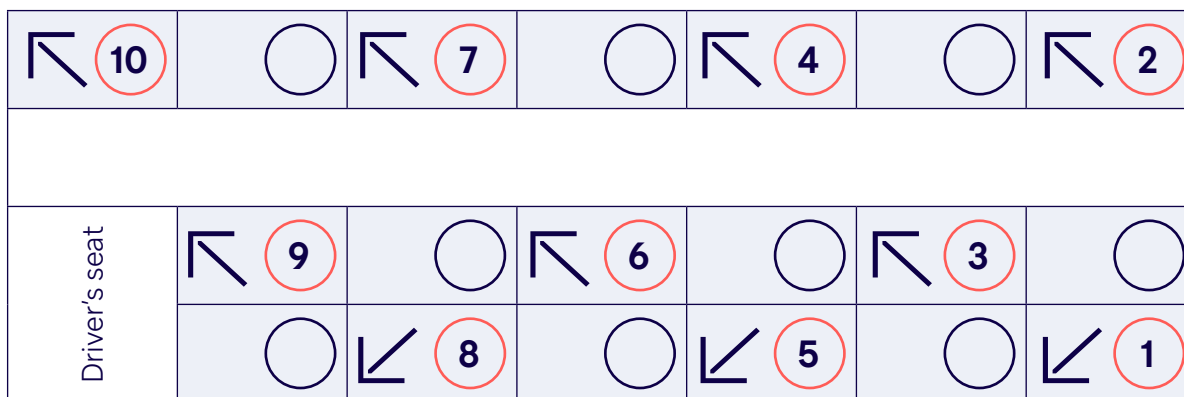
- Upon entering the bus, the hands are wiped with hand sanitizer as available, while ensuring that each employee is wearing his mask i.e. the mask is placed so that it covers the entire area of the mouth and nose.
- Seating is performed as shown in the image below, and the employee's direction is towards the window and according to the direction of the arrows.
- When getting onto the bus, the seating process is done from seat No. 1 to seat number 10.

- When getting off the bus, the employees leave the bus, in an organized way, in descending order, from No. 10 to No. 1.
- Two meters (six feet) distance is kept between one employee and another when boarding the bus and wait completely until the person sits in his place after that the next employee enters the bus and performs the same procedures mentioned previously. The process of getting off is done in the same way.
- Every bus driver must ensure daily the availability of the masks, hand sanitizers and the sanitization materials used to sanitize the bus.

3. General Notes:

- Employees must follow these instructions and inform the supervisor in case of non-compliance.
- Cleaning and disinfection of the bus takes place after each employee transportation tour.
- For rented buses, every bus driver will be responsible for sanitizing his bus and under the supervision of the Logistics team responsible at Hikma.
- Never touch the surfaces during entry and exit from the bus.
- Temperature measurement will be taken by the Health & Safety team (or designee) before the employee enters the plant and when he leaves, where anyone showing symptoms of an increased temperature (37.3 C or more) will be referred to the company doctor (or any specialized physician) to take the necessary measures.
- In case of showing an increased temperature, employees must inform the direct supervisor/manager and must not come to the company.
- Busses are used for employees' transportation by filling one-half or one-third of the bus capacity (as applicable).

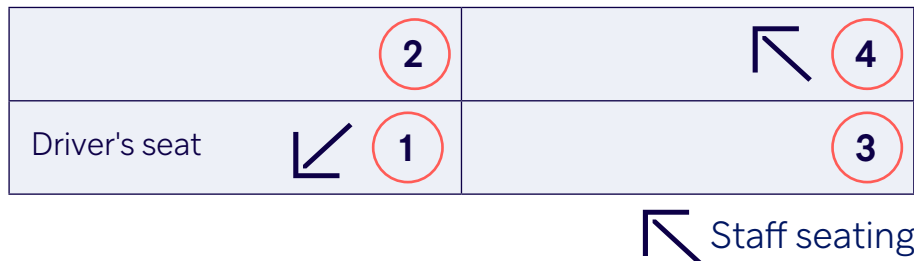
Drawing demonstrating the seating process in the bus



 Staff seating

Precautions for use of transportation (employee's vehicle)

1. The employee must sanitize the door handle and the car's steering wheel.
2. In case of carpooling, it is permitted to have two employees inside the same car, taking into consideration that the employee sits in the back seat diagonally according to the figure shown below:



Precautions for using company (Bus/Trucks /Cars/ Forklifts)

1. The driver must wear a mask and gloves before starting sanitization.
2. Sanitize the bus starting from the inside at the farthest back point to the front.
3. Spray the surfaces with sanitization material and wipe them in one direction and spray all surfaces, including seats, hand grips, windows and the door handle.

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

2. Precautions of production and packaging personnel in plants

Precautions of production and packaging employees in plants

1. Go to the work area by selecting the shortest paths leading to the workplace and the least possible doors, while keeping two meters (six feet) distance between you and the next employee.
2. Do not use the palm of the hands to open the doors and sanitize hands immediately.
3. Do not touch the walls or stair rails while walking.
4. Do not use the entry or exit fingerprint to prove your presence and follow the system specified by the company's HR department.
5. Ensure that (Access Authority System) is activated in all areas and that only authorized personnel have access and that no one is allowed to enter the area unless the nature of their work requires so.
6. The following procedure should be followed for entering the plant facilities (production entrance, primary packaging entrance, maintenance entrance):
 - Sanitize the bottom surface of the street shoes by wiping them on a wetted mat with suitable sanitizer (such as alcohol based or any other alternative material) and then step on a dry mat and enter into the gowning area.
 - Clean the hands well before the gowning process by washing them with water and soap for not less than 20 seconds or using a hand sanitizer.
 - Wear gowning according to the standard operating procedures (SOPs) used in production for all production and primary packaging employees) where (gowns, head cover, shoes, gloves) are worn
 - Keep wearing masks and gloves at all times.
 - Do not use the palm of the hands to open the doors and sanitize hands immediately after entry.
 - A maximum of 2 employees enter the production and primary packaging areas at the same time.
7. The following procedure should be followed for leaving the plant facilities (production entrance, primary packing entrance, maintenance entrance):
 - In the gowning area, take off and discard the gloves in designated places.
 - Clean the hands well by washing them with water and soap for not less than 20 seconds or using a hand sanitizer.
 - Take off the gown, then the head cover and keep them in the designated locker according to the steps mentioned in the standard operating procedure (SOP).

8. The following procedure should be followed for using the shower area:

- Exit the area while ensuring that no more than two employees are present at the same time.
- Go straight to the shower and sanitize it before use.
- Make sure the showers are clean after use.
- Do not touch the walls and cabinets.
- Do not use the palm of the hands to open the doors and sanitize hands immediately.
- Exit the designated areas, while keeping two meters (six feet) distance between employees.
- Work clothes, towels, or prayer rugs should not be shared among employees.

9. The following procedure should be followed for using the toilets:

- Do not use the palm of the hands to open the doors and sanitize the toilet before use.
- Wash hands with soap and water for at least twenty seconds after completion.
- Sanitize hands before and after exiting.

10. The following procedure must be followed for entering the secondary packaging areas:

- At any given time, a maximum of two employees are allowed at the entry and exit area.
- Wear gloves and mask before entering, and replace them if necessary.
- Sanitize the bottom of the street pants using a suitable sanitization material before entering the plant.
- Do not use the palm of the hands when opening the doors and sanitize them after entering for at least 20 seconds.
- After wearing the work gown, sanitize your hands with hand sanitizer for at least 20 seconds before replacing the gloves with new ones and entering the area.
- Go to the designated place for work directly.
- Maintain two meters (six feet) distance between you and other employees during work.
- Sanitize the work area before starting work.
- Keep wearing gloves and masks all the time.

11. The following procedure must be followed for leaving the secondary packaging areas:

- Exit from the designated area, so that no more than 2 employees are

present at the same time and then use hand sanitizer.

- Replace the gloves with new ones
- Do not touch the walls and cabinets
- Do not use the palm of the hands to open the doors and sanitize hands for at least 20 seconds immediately
- Maintain two meters (six feet) distance during leaving the packaging areas.

12. Precautionary practices to be followed when performing gowning/ de-gowning steps:

- Maintain two meters (six feet) distance between each employee and the other.
- Do not touch surfaces or cupboards and sanitize hands before wearing gloves.
- Wear the gloves at all times and replace them before entering the production and packaging rooms.
- Wear the mask at all times even after leaving the plant and replace it when necessary.
- In case of sneezing, use a disposable tissue, do not touch the face and eyes, and dispose it directly in a closed container, wash hands with water and soap, and sanitize hands directly.

13. Precautions to be followed inside the plant:

- All drains should be sanitized twice a day.
- Keep surfaces completely dry after cleaning and sanitizing them i.e. do not leave them wet.
- For phones, monitors, and computer keyboards in plants, sanitizer is sprayed on a cloth and then wiped (sanitized once per day or as needed).
- It is forbidden to move between departments unless needed.
- Take break with no more than three employees at the same time, while maintaining two meters (six feet) distance between employees, especially when smoking or in the cafeteria.
- Gatherings are strictly prohibited.
- Collective prayer is prohibited - the prayer should be on single basis and separate times, (while not violating prayer times), whereby each employee has their own prayer mat and ensure not to share it with anyone else.
- Enter through an air shower (airlock) while maintaining two meters (six feet) distance between employees.
- Work shifts should be planned to use the minimum number of employees (as applicable).

- It is recommended to have three hours gap between each shift and the next.
- Employees grouping is done according to each department i.e. same break times, entry and exit. Employees must stay in their own department.

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

3. Precautions for Warehouse employees

Precautions for warehouse employees

1. Upon arrival at the company, employees must go to their workplaces directly and not gather at the company entrances or in any places where the nature of their work does not require their presence.

2. When entering warehouse facilities:

- Sanitize the bottom surface of the street shoes by wiping them on a wetted mat with suitable sanitizer (such as alcohol based or any other alternative material) and then step on a dry mat and enter into the gowning area.
- Sanitize hands well before the gowning process for at least 20 seconds.
- Wear dedicated gowning according to the standard operating procedures (SOPs) used in the warehouses (gowns, head cover, shoes, mask).
- Wear a face mask at all times; throughout the work period.
- Maximum of 2 employees in the area of entry and exit are allowed, while maintaining two meters (six feet) distance between each employee and the other.
- After entering, maintain two meters (six feet) between yourself and others during working hours.
- Sanitize the office, computer and phone before starting work and every two hours at least.

3. When exiting the warehouse:

- Sanitize hands with a hand sanitizer for at least 20 seconds.
- Go to the gowning area, and then take off the gown and head cover, and keep them in the dedicated cabinet according to the steps mentioned in the standard operating procedures (SOPs).

4. The following procedure should be followed for using the toilets:

- Do not use the palm of the hands to open the doors and sanitize the toilet before use.
- Wash hands with soap and water for at least twenty seconds after completion.
- Sanitize hands before and after exiting.

5. Upon receipt of raw materials and packaging materials:

- Make sure to keep a safe distance two meters (six feet) between you and the car/ truck driver when receiving the shipment documents.
- Sanitize pallet contents and pallets using suitable disinfectant, including the bottom of the pallet prior to entry into the warehouse.
- Wear a mask and gloves all the time.

6. Precautionary practices to be followed during gowning/de-gowning steps:

- Maintain two meters (six feet) distance between each employee and the other.
- Wear the mask all the time, even after leaving the warehouse, and replace it when necessary.
- Do not use the palm of the hands to open the doors
- Avoid touching surfaces, cabinets, handles of drawers and doors as much as possible, and if required, sanitize the hands with 70-75% alcohol.
- Work shifts should be planned to use the minimum number of employees (as applicable).

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

4. Precautions for laboratory personnel

Precautions for laboratory personnel

1. Upon arrival at the plant, employees must go to their workplaces directly and not gather at the company entrances or in any places where the nature of their work does not require their presence.
2. Upon entering the laboratories:
 - Sanitize the bottom surface of the street shoes by wiping them on a wetted mat with suitable sanitizer (such as alcohol based or any other alternative material) and then step on a dry mat before entering.
 - Sanitize hands well before gowning for at least 20 seconds.
 - Wear the lab coat according to the standard operating procedures (SOPs) used in the laboratories (lab coat, gloves, goggles).
 - Wear masks and gloves at all times; throughout the work period.
 - Maximum of 2 employees in the area of entry and exit are allowed, while maintaining two meters (six feet) distance between each employee and the other.
 - After entering, maintain two meters (six feet) between yourself and others during working hours.
 - Do not use the palm of the hands to open the doors.
 - The employees should avoid touching the handles of drawers and doors as much as possible, and if required, the employee should sanitize the hands with 70-75% alcohol for at least 20 seconds.
 - The employees should avoid sharing office tools used daily (pens, staplers, and any other tools), and if necessary, they must be sanitized before and after use.
 - Employees must sanitize the surfaces of the work area with 70-75% alcohol before doing any work in the area by wiping the surfaces with sanitization material present in the laboratories and offices. Surfaces to be sanitized include but are not limited to the following: door handles, desktops, chairs, telephones, computers, analysis instrument/equipment, balances, logs and documentation books, pens, etc. and are to be sanitized before work commences and then sanitized again after every 3 working hours at least.
 - Employees must sanitize all samples received for testing with 70-75% alcohol.
 - Telephones should be sanitized at least twice a day with 70-75% alcohol and use the speakerphone as much as possible.
3. When leaving the laboratory:
 - Take off and discard gloves in designated places.
 - Sanitize hands with a hand sanitizer for at least 20 seconds.
 - Go to the lockers area, and then take off the lab coat and keep them in the designated cabinet according to the steps mentioned in the

standard operating procedures (SOPs).

4. The following procedure should be followed for using the toilets:

- Do not use the palm of the hands to open the doors and sanitize the toilet before use.
- Wash hands with soap and water for at least twenty seconds after completion.
- Sanitize hands before and after exiting.

5. General Notes:

- Ensure that the Access system is activated within the area and that only authorized personnel have access and that no one is allowed to enter the area unless the nature of their work requires so.
- Employees must be obligated to wear gloves and protective face masks while working in laboratories. Employees must replace masks and gloves periodically, especially when moving between departments.
- The employees must sanitize the surfaces in the workplace before starting any work, by wiping the surfaces with sanitization material in the laboratories and wiping the surface after the work is done.
- Maintain two meters (six feet) between yourself and others during work in the same place.
- Supervisors must ensure that there is an adequate amount of masks, gloves, hand sanitizers and surface disinfection materials on a daily basis.
- All employees should follow the required personal hygiene and wash hands with soap and water frequently.
- All employees shall ensure adhering to these instructions and to inform the supervisor in case of any non-compliance.
- Avoid meetings as much as possible and replace them by talking on the phone or by Zoom Meetings.
- Avoid crowded places inside the company's various facilities.
- Cleaning and disinfection of workplaces at least 3 times a day, or when necessary.
- Employees grouping is done according to each department i.e. same break times, entry and exit. Employees must stay in their own department.
- When using elevators, two meters (six feet) distance must be maintained between the employees, with no more than two employees at any given time, and the direction of the staff's face should be toward the walls of the elevator.
- Work shifts should be planned to use the minimum number of employees (as applicable).

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

5. Offices and administration

Office and administration

1. Go to the work area by selecting the shortest paths leading to the workplace and the least possible doors, bearing in mind that the distance between you and the next employee during the course is at least two meters (six feet).
2. Do not touch the walls or stair rails while walking.
3. Do not use the entry or exit fingerprint to prove your presence and follow the system specified by the company's HR department.
4. When using elevators, two meters (six feet) distance must be maintained between the employees and the direction of the staff's face toward the elevator walls.
5. When entering offices:
 - Sanitize the bottom surface of the street shoes by wiping them on a wetted mat with suitable sanitizer (such as alcohol based or any other alternative material) and then step on a dry mat before entering.
 - Do not use the palm of the hands to open the doors and sanitize hands immediately.
 - Sanitize hands well for at least 20 seconds before starting work and then wearing gloves and masks.
 - Sanitize the workplace (door handles, the chair, the desk, the computer screen, the telephone) before starting work at least twice a day with 70-75% alcohol and using the speakerphone as much as possible.
 - Sanitize documents related to the plant by alcohol before starting work.
 - Putting documents related to the plant in a dedicated plastic bag before sending it to the plant (as applicable).
6. When exiting the building:
 - Take off and remove gloves in designated places.
 - Sanitize hands with a hand sanitizer for at least 20 seconds.
7. The following procedure should be followed for using the toilets:
 - Do not use the palm of the hands to open the doors and sanitize the toilet before use.
 - Wash hands with soap and water for at least twenty seconds after completion.
 - Sanitize hands before and after exiting.

8. The employees should avoid touching the handles of drawers and doors as much as possible, and if required, the employee should sanitize the hands with 70-75% alcohol.
9. Employees should avoid sharing office tools used (pens, staplers, and any other tools), and if necessary, they should be sanitized before and after use.
10. Avoid meetings as much as possible and replace them by talking on the phone or by Zoom meeting.

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

6. General precautions

General precautions:

1. Procedure for Employees' Temperature Check

- The temperature of the employees must be checked by HSE officer (or designee) before entering the plant and when leaving the company at a designated area.
- If the temperature of any employee is 37.3 degrees Celsius or above, the reading is taken again and if it continues to be above 37.3 degrees Celsius, the employee should be sent to the company's clinic (as applicable) to be assessed by the company doctor (or any health center) and take the necessary action.
- For visitors (only urgent need), the temperature, details of the visitor, the purpose of the visit and the name of the Hikma person to be visited must be documented, visitors are not allowed to enter if they show body temperature of 37.3 C or more.
- This method is mandatory for all individuals entering the facilities of Hikma Pharmaceuticals.
- Places of temperature points check are assigned per each site according to the entrance locations.
- If the above method cannot be used for any reason, the following alternative method is used:
 - Distributing temperature measuring devices to the managers / supervisors of the departments with large numbers and multiple shifts so that temperature check is done before entering the plant.
 - The manager of the area organizes and arranges this task to be accomplished for all employees in the workplace by an employee from the same department for each shift, while recording the readings and sending them to the HSE department on a daily basis.
 - The HSE Department performs measurement procedures for departments with small numbers and one shift.
 - If a person's temperature is 37.3 degrees Celsius or more, the reading is taken again, and if it continues to be above 37.3 degrees Celsius, the employee is sent to the company's clinic (as applicable) to be assessed by the company doctor (or any health center) and take the necessary action.

Note: Any employee who examines the employees' temperature must wear a mask and gloves.

2. How to wear masks

- Before wearing the mask, clean your hands by rubbing hands with soap and water, or using 70-75% alcohol for at least 20 seconds.
- Cover your mouth and nose with a mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with soap and water, scrub hands or sanitize with 70-75% alcohol for at least 20 seconds.
- Replace the mask with a new one as soon as it becomes wet and do not reuse the single-use masks.
- To remove the mask: remove it from the back (do not touch the front of the mask); dispose it immediately in a closed container; clean hands by rubbing hands with water and soap for a period of not less than twenty seconds.

3. Periodic sanitization

- Sanitization materials and supplies used:
 - Alcohol (ethanol, isopropanol 70-75 %)
 - Clorox / sodium hypochlorite (0.5%)
 - H_2O_2 (0.5%)
 - Dry, colorful cleaning cloth with dedicated colors for each area (sanitary facilities (toilet), offices, office accessories, cars and buses, corridors and meeting rooms).
 - A bottle of spray, labelled as the material used in the sanitization process.
- General Notes:
 - Ensure that hand soap, hand sanitizer and toilet paper are always available.
 - Wear hand gloves at all times; during the sanitization process.
 - Wear the mask and white disposable gown (used once daily).
 - Wash your hands with soap and water after emptying the trash bins for at least 20 seconds.
 - Dedicated employee will be located in each of the administrative buildings to maintain the sanitization process during official working hours.
- **Sanitization method:**

Sanitization method in administrative buildings and offices:

Soak the cloth and fill the bottle spray with sanitization material and then begin the sanitization process as follows:

- Spray sanitization material on desks and chairs on top of surfaces, then wipe them (sanitizing once a day or as needed).
- Spray table tops in meeting rooms and chairs and then wipe them (sanitize after each meeting).
- For phones, screens, and computer keyboards, the sanitizer is sprayed on the cloth and then wiped (sanitized at least twice a day or as needed).
- Spray door handles, entrances, elevators and stairs handrails (sanitization every two hours).

Sanitation method for toilets:

Soak the cloth and fill the bottle spray with sanitization material and then begin the sanitization process as follows:

- Spray the sanitization material onto the faucets and the door handle inside and out, then wipe it with a red cloth.
- Spray the sanitization material onto the toilet and toilet seat, then wipe it with the cloth.
- Sanitary facilities are sanitized every two hours, or as needed.

Sanitization method for the external areas and company entrances / exits:

Fill bottle of spray and the Pump with sanitization material and then begin the sanitization process as follows:

- Spray sanitization material in all outside areas at the entrance and exits of the plant including employee recess areas, and outside trash bins every two hours.
- All drains should be sanitized twice a day.
- Ensure that trash bins in all areas are emptied periodically and that trash is not stacked inside, in addition to sanitizing the trash bins periodically.

Sanitization method: gowning areas for workers, plant corridors and laboratories:

Fill bottle of spray and the Pump with sanitization material and then begin the sanitization process as follows:

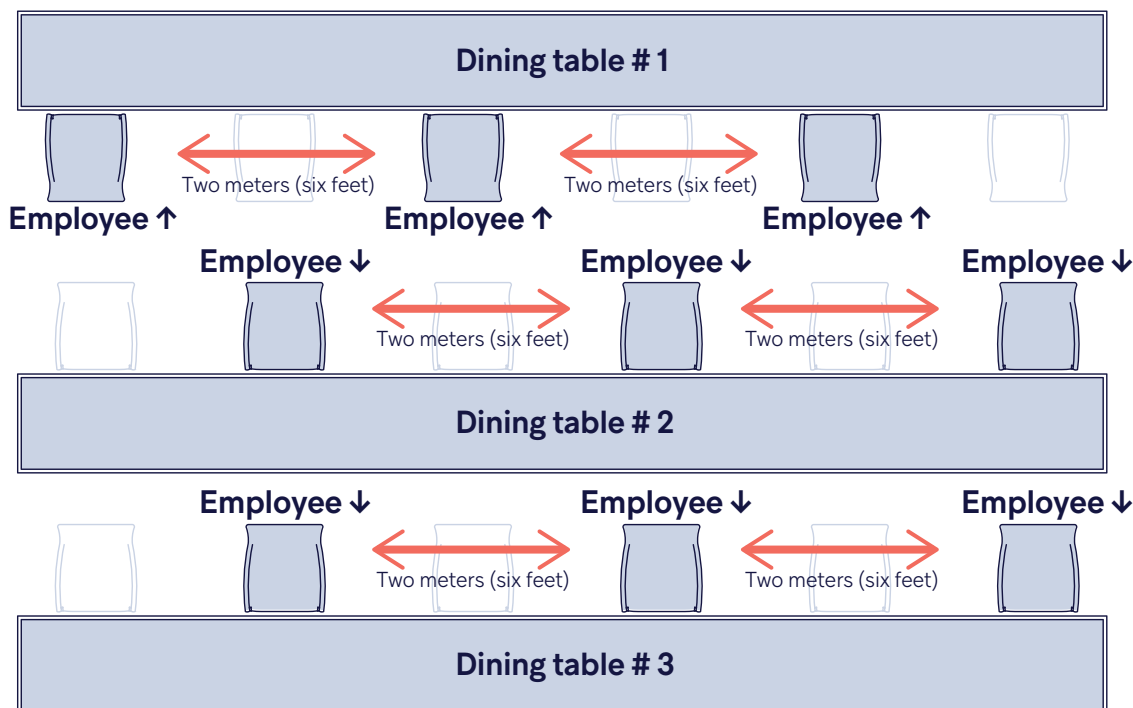
- The shoes cabinets and gowning bench should be cleaned and sanitized twice daily.
- Corridors, walls, and floors, especially floors in gowning areas, plants and laboratories, must be cleaned and sanitized - approximately every two hours.
- Ensure that trash bins in all areas are emptied periodically and that trash is not stacked inside, in addition to sanitizing the trash bins periodically.

- All drains should be sanitized twice a day.
- Door handles, entrances, elevators and stairs handrails must be cleaned and sanitized (sanitized every two hours).

4. Cafeteria

- Minimize the number of employees within each cafeteria in a way that guarantees a distance of two meters (six feet) between each two seats.
- The seats should be arranged in a way that ensures that no employee sits near a colleague. Employees should sit in opposite directions as shown in the organizational chart below.
- All employees must sanitize their hands using the hand sanitizer for at least 20 seconds placed in designated locations inside the cafeteria, before and after eating.
- There should be a staff member dedicated to cleaning the seats and tables after each break.
- All employees must adhere to the break times specified and in coordination with their managers.
- All department managers and supervisors should alert all their employees of the necessity of not mixing during breaks, especially in the smoking break, and stressing the need to adhere to two meters (six feet) distance between each two employees.

Organizational drawing of the sitting process during the break:



- Ways to provide food to employees:
 - Hot meals by the company: The meal must be presented to the employees in disposable boxes and disposable cutlery. Then, they are discarded by the employee in the designated area after completion.

- Meals by the company: A meal containing wrapped or canned food only served in boxes with disposable plastic cutlery.
- Personal food: Each employee brings their own food.

5. Travel

- Travel ban, according to the laws followed by local government.
- In case the travel is permitted by local government, the following measures will be taken by Hikma:
 - Travel to be done only in necessary conditions and to non-infected countries.
 - Employees should sanitize their hands frequently for at least 20 seconds each time, wear a mask, and wear gloves during their trip.
 - Corona examination is performed for the employee upon his return to their country.
 - Upon return, employees are advised to stay at home (self-Quarantine) for 14 days or as per the instructions of the local authority.
- Travel procedures are carried out according to the laws and instructions in each country and in coordination with Hikma Travel department in that country.

General steps to be taken by the employees of
Hikma Pharmaceuticals -MENA

In light of the new Corona Virus Breakout

7. Measures used in case of any suspected/ confirmed COVID 19 case

In the event of a suspected case with COVID-19

1. Sources for suspected cases as follows:

- If the employee reported COVID-19 virus symptoms.
- If the employee reported that he was in contact with a confirmed case.
- If the employee showed an elevated temperature (37.3 degrees Celsius or higher) upon entry to the company (temperature check is repeated to confirm the reading).

2. For sites that don't have a doctor available on site:

- Inform or send the employee to his house, while ensuring that he goes to the nearest health center to check the symptoms.
- Follow-up by the company with the employee and ensuring that he gets "Permit for Work" certificate by the health center before resuming work.

3. For sites that have a doctor available on site:

- Send the employee to the company's clinic to be assessed by the company's doctor.
- The doctor will evaluate the employee. Actions will be taken by the company doctor as deemed necessary i.e. sick leave for the employee as needed in case it was not related to the COVID-19 virus.
- If the employee was suspected to be infected with the COVID-19 virus, the doctor will perform all necessary procedures and notify the Health and Safety Department at the site.

4. In cases where contact with a confirmed case is reported, the following measures are taken:

- Coordination with the concerned authorities to carry out an examination for COVID-19 for the employee.
- The procedures mentioned in the section (**Procedures followed when a confirmed case of COVID-19**) are taken.

Procedures followed when a case of COVID-19 is suspected:

1. Hikma sites in the MENA region should ensure to have a local COVID-19 Response Committee.
2. The responsible supervisor/company doctor informs the site COVID-19 Response Committee at the company while ensuring not to inform anyone to prevent panic and rumors in the company.

3. The local COVID-19 response committee performs the risk assessment directly (even before the result is released) as follows:

- If the case is suspected within the company, the employee is placed in an isolated area until he is transferred to perform the necessary medical examinations to confirm the suspected case.
- The suspected employee must stay home (as self-quarantine) or as per the instructions of the local authority, as it is prohibited to return to the company until the case is not confirmed.
- Personnel directly involved with the suspected-case are identified.
- Suspected employees are dealt with according to the risk category plan outlined below (point 6).
- A safety distance of two meters (six feet) is maintained when dealing with suspected cases until they leave the company. They must stay home (as self-quarantine) or according to the instructions of the local authority where it is prohibited to return to the company until the status is confirmed.

4. Suspected-case tracking and status examination procedures:

- Gather as much information as possible from the suspected case:
 - Contact with other confirmed cases, symptoms of infection such as fatigue, sore throat,
 - All areas and facilities visited by the suspected person and those in contact with the suspected case shall be confined to be sanitized and cleaned.
 - Supervisors responsible in each area are informed of the suspected case to prevent the arrival or entry of any other person until sanitization is performed.

5. Sanitization procedures:

- Sanitization of all areas visited / entered by the suspect and the persons in contact with the suspected case is carried out according to the risk category evaluation.
- In case the suspected employee was within the production area, the products are closed and sealed immediately in order to perform complete sanitization of the affected area.
- Sanitization is done according to related SOP.
- Sanitization of all company entrances and exits.
- Sanitization of all toilets inside the company.
- Sanitization of all door handles, handrails, keys, computers, offices, printers, pens,) in the affected area.
- The sanitization team must wear appropriate personal protective equipment (PPE) before any sanitization process (gown, headcover,

goggles, face mask N-95 or equivalent, shoe cover), disposable gowns are recommended.

- Disinfect contact surfaces (machines, walls, floors ...) with a suitable disinfectant.
- Discard cleaning materials (including mops & towels) in a lined trash receptacle.
- Once sanitization / disinfection is complete, remove the disposable gown first, then remove the shoe, hair and beard covers, the gloves, put them in a plastic bag and then throw them in the designated places.
- Wash hands properly with soap and water for at least 20 seconds or use an appropriate sanitizer (preferably alcohol base) for at least 20 seconds.
- Follow the procedures established by the local COVID-19 Response Committee and the local authority.

6. Determine the risk category (high - medium - low) according to Centers of Disease Control and Prevention

(Risk Assessment Link: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>)

- Definition of Close Contact according to Norwegian Institute of Public Health and New South Wales Ministry of Health (consecutively)

(<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/advice-to-health-personnel/definitions-of-probable-and-confirmed-cases-of-coronavirus-covid-19-and-con/>)

(<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/novel-coronavirus-close-contact.aspx>)

- have been in direct physical contact (e.g. shaken hands) with someone with confirmed COVID-19 virus.
- have been in close contact with, or been near (closer than two meters (six feet)), face to face with a person with confirmed COVID-19 virus for more than 15 minutes.
- have been in an enclosed space (e.g. meeting room, work place room etc.) with a person with confirmed COVID-19 virus for more than 15 minutes and closer than two meters (six feet).
- **The category is determined according to the following definition:**
 - **High**
 - o Living in the same house, being a partner or caring in an

environment (like home) for someone with COVID-19 without using the recommended home care precautions or isolation area.

- o Working with an infected person in the same room without using the recommended precautions in the workplace.
- o Transportation with an infected person without using the recommended precautions.

- **Medium**

- o Close contact with a confirmed COVID-19 case (for example, communication on a plane), using recommended precautions such as sitting two meters (six feet) from a traveler infected with COVID-19 virus.
- o Living in the same house as an intimate partner or caring for an infected person (at home) while using the recommended precautions continuously while dealing with the infected person.
- o Working with an infected person directly in the same room using the recommended precautions in the workplace.
- o Transportation with an infected person while using the recommended precautions using transportation.

- **Low**

- o Being in the same indoor environment (for example, building, cafeteria) with someone confirmed with COVID-19 virus for a period of time but not meeting the definition of close contact.

7. Procedures after determining the risk category for people in contact with the suspected case:

- **High / Medium:** employees must stay in their homes until the result of the medical examination shows that suspected case is free of infection so that the person can return to work after getting approval from management.
- **Low:** Self-monitoring of symptoms for people in contact with the suspected case is reinforced and continuing precautions are practiced.

Procedures followed when confirmed COVID-19 Case:

1. The local COVID-19 Response Committee will inform the local authorities and MENA COVID-19 Response Committee to take the necessary measures.
2. The local COVID -19 Response Committee performs the risk

assessment directly taking into consideration the instructions of the local authority as follows:

- Personnel who are in direct contact with the confirmed case shall be identified to perform the necessary medical examinations to ensure that they are not infected.
 - Supervisors in charge of the whole plant are notified to stop the arrival or entry of any other person until the sanitization process is completed.
3. The procedures followed when determining the risk category for people in contact with the affected case:
- High / Medium: employees must stay in their homes until the result of the medical examination shows that they are not infected with the virus so that the person can return to work after getting approval from management.
 - Low: Self-monitoring of symptoms for people in contact with the confirmed case is reinforced and continuing precautions are practiced.

Site response to suspected / confirmed case of COVID-19

