

# MANAGEMENT OF COVID-19 (NOVEL CORONAVIRUS) BY MOLYCOP

Molycop is committed to ensuring the health and safety of our people, including visitors and contractors, as our first priority. In response to COVID-19 (the Novel Coronavirus), we have introduced several control initiatives. New information from the government in each affected country, the WHO, medical professionals and other businesses is being examined to formulate our decisions. It is important to note that this situation is extremely dynamic in nature. Accordingly, we will be constantly reviewing the appropriateness of our response and accordingly initiatives may be modified, added to or discontinued at short notice based on information we receive. We thank you for your patience, understanding and resilience.

## **Molycop site access**

Access to our sites will be restricted to the minimum manageable number of entry points, striking a balance between managing the volume and maintaining control.

All people entering Molycop operational sites will be required to undertake non-contact temperature checks. If the temperature reading is above 37.5 degrees Celsius, the person will be denied access to the site.

In addition to temperature checking, all entrants **MUST** confirm responses to the following questions:

1. Have you travelled overseas in the last 14 days?
2. Have you come into known direct contact with someone who has travelled overseas in the last 14 days e.g. a family member?

If the answer is YES to questions 1 or 2, self-isolation is mandatory for 14 days and access to the site will be denied).

3. Have you travelled domestically on a plane in the last 7 days?
4. Have you experienced any cold/flu like symptoms in the last 14 days?

If the answer is YES to questions 3 or 4, this will then be elevated to a Molycop Lead Team member for ongoing instructions on a case by case basis.

## **Contractors and visitors to Molycop sites**

A full review of all contractors and visitors to our sites is being or has been undertaken to determine whether they are essential to the continued operations of the facilities.

Those deemed non-essential will be advised to cancel attendance at the site

until further notice and alternate options will be explored e.g. teleconference meetings.

Those contractors deemed essential for the continued safe and productive operation of our facilities will need to provide the following in order to gain access to the site:

- Clarity on their company's procedures, policies and protocols to enforce social distancing and infection risk, including how they will pay employees during period of self-isolation.

### **Customer visits**

Unless the customer visit is essential the visit should be postponed or undertaken using the available technology such as MS Teams (or similar) for presentations and group calls. If the visit is deemed essential, driving to the customer meet (rather than taking public transport or air travel) where practicable is preferred. If this is not practical and requires air travel, approval must first be obtained from Molycop's CEO (Jim Anderson) or Chief Human Resources Officer (Paul Griffiths). Any approval given will be made subject to an acceptable return to work plan which may include a quarantine period.

### **Conference and workshop attendance**

Molycop's position is that no employee is permitted to physically attend conferences and/or workshop until further notice. If there is an exceptional case to attend, approval must first be obtained from Molycop's CEO or Chief Human Resources Officer and will be made subject to an acceptable return to work plan.

### **Remote working**

Molycop, through its investment in IT technologies, has the tools available for its employees, in many instances, to operate remotely. Molycop employees and contractors should, where practicable and where the nature of their role permits, endeavour to work from home.

All employees deemed non-essential to the safe and productive operation of our plants and who can be productively deployed from home should work remotely from production sites. The use of technology, including teleconferencing, in order to minimize contact with business colleagues and to reduce the use of public transport and exposure to mass gatherings and complying to government mandated quarantine measures should be enacted in all cases where practical.

### **Travel**

Molycop has implemented a ban on all business-related overseas travel, which has now also been extended to a ban on domestic air travel. Where urgent or critical meetings are required (particularly with customers), Molycop will assess the risk and in cases where travel or a visit is approved (including visitors to Molycop plants), a return to work plan should be put in place, involving self-quarantine. In such circumstances, requests should be escalated to the

relevant Molycop Lead Team member.

### **Responding to confirmed positive and high potential exposure COVID-19 cases**

Molycop has put in place a separate response protocol in the event that an employee receives a positive COVID-19 diagnosis or where employees declare that they have been in close contact with an individual who is confirmed positive or who has travelled overseas and is displaying COVID-19 symptoms. The protocol includes a number of measures including self-isolation, identification of workmates and surface area contacts, “deep cleaning” and sanitation and site communication. Any instance of confirmed positive or high exposure risk is to be communicated to the Molycop CEO (Jim Anderson) and Chief Human Resources Officer (Paul Griffiths) immediately.

The response protocol has been distributed to all Molycop country leaders.

### **Return-to-work-plans**

Any employee in the following circumstances will be required to comply with an agreed return-to-work-plan:

- Employees or contractors returning from/or planning personal travel overseas or on domestic flights
- employees or contractors that record a temperature reading above 37.5 degrees Celsius at Molycop site entry points.

Where self-isolation/quarantine is determined as the appropriate response the period will range between 7 and 14 days depending on the circumstances. Where symptoms are present, a medical clearance will be required prior to returning to work.

### **General precautionary and hygiene steps**

- Hand washing frequently. Hand sanitiser is being made available across the sites
- The Molycop is engaging its cleaning companies to do extra cleaning on high traffic surfaces and ensure they have appropriate cleaning products and capability to undertake “deep clean” exercises.
- Air conditioning servicing is being conducted across sites
- People should seek to eliminate, wherever possible, face-to-face meetings, including through the utilisation of technology
- Elimination of shift crew overlap, recognizing that shift handover will still need to be effected
- Exercise social distancing where possible - no hand shaking, keep a reasonable distance apart (at least 1.5m if possible), bring your own lunch, etc
- No work-related attendance at mass gatherings – e.g. conferences.

Consider the impact of attendance at mass gatherings in your personal time (e.g. attending football matches) and inform your manager where such attendances are planned or have taken place.

- Report immediately if you have come into known close contact with someone with flu-like symptoms or someone who has recently returned from overseas
- Do not come to work if you are unwell

**Note**

It is important to note that the COVID-19 situation is extremely dynamic in nature. Accordingly, Molycop will be constantly reviewing the appropriateness of its response and initiatives, policies and procedures may be modified, added to or discontinued at short notice based on information received.

**Please feel free to contact a member of your Management Team or Human Resources if you have any questions.**



**Jim Anderson**  
Chief Executive Officer

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