

Updated July 6, 2021

Roche Indy Safety Plan

The purpose of this Roche Indy Safety Plan (“Plan”) is to address the national pandemic and adhere to any current mandates issued by the Governor of the State of Indiana. This Plan covers all Roche personnel as well as contractors, vendors and contingent workers who perform work for Roche in Indianapolis. Please familiarize yourself with this Plan. We are counting on all of you to do your part to promote a healthy and safe working environment. If you have any questions about the Plan, please contact Michael Branigin, Director SHE and Roche Indy Site SHE Officer at 317-217-0204.

Roche Diagnostics Corporation, Roche Diagnostics Operations and Roche Diabetes Care, Inc. (collectively referred to in this plan as “Roche”) take the health and safety of our personnel very seriously. In response to the spread of the novel coronavirus (COVID-19) that causes respiratory disease, Roche has developed this Plan as part of our continuing efforts to reduce the potential for exposure to and spread of COVID-19. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other resources. This Plan is also designed to protect our personnel’s privacy in accordance with Roche policies and applicable privacy laws.

For purposes of this Plan, and based on CDC guidance, essential critical infrastructure personnel (Essential Personnel) are those who deliver essential business functions that support business continuity. Essential Campus Personnel are in roles that can only be performed on campus with our technologies, equipment and facilities. Essential Remote Personnel are in roles that can be performed remotely during the pandemic as determined by Roche. Essential Field Personnel are in roles that require working at a customer’s site addressing the needs of our equipment at their location, as determined by Roche. These roles are instrumental to Roche’s ability to meet our customers’ and patients’ critical needs.

We now have more than just Essential Personnel on campus, and this Plan has been revised to reflect that fact.

Employees have received, and will continue to receive, guidance from leadership regarding how their roles will be performed and direction related to their job accountabilities. Contractors and contingent workers should receive guidance from their employers.

If Roche receives notification from a State Department of Health or from the employee, contractor or contingent worker who has tested positive that an employee, contractor or contingent worker who recently worked on-campus or onsite at a customer location has tested positive for COVID-19, Roche will follow all directives required including notifying others who might be at risk. Roche will comply with privacy laws in handling this information.

While we now have more than just Essential Personnel on campus.. External job candidate interviews will be conducted virtually. Orientation for new hires will continue to take place virtually.

I. Personnel Health Screening Process

Roche continues to monitor and follow guidelines from pertinent public health authorities and federal, state and local jurisdictions, to help prevent the spread of the coronavirus.

Stay Offsite When Sick. Roche has directed all personnel, regardless of role or function, not to come on-campus or onsite to a customer facility when sick or experiencing COVID-19 symptoms which, according to the CDC, may include, fever of 100.4 degrees or above, coughing, shortness of breath or difficulty breathing, and additional atypical symptoms such as chills, fatigue, body aches or muscle pain, sore throat, headache, diarrhea, nausea/vomiting, congestion or runny nose, and new loss of taste or smell.

Before Reporting to Work on Campus or Onsite at a Customer Facility.

- On a daily basis, before coming on campus or going onsite at a customer facility, employees should monitor themselves to ensure they are free of COVID-19 symptoms and are not otherwise unwell.
- When entering the building or clocking-in employees must affirm that they are not experiencing COVID-19 symptoms. Signage is posted that states “by entering the premises/clocking in, you are affirming that your temperature is below 100.4 degrees; you are not experiencing the symptoms of COVID-19, including coughing, shortness of breath, or difficulty breathing; and, to the best of your knowledge, you have not had recent close-contact COVID-19 exposure”.
- No employee should come on campus or go onsite to a customer facility if the employee or a household member is experiencing COVID-19 symptoms or has had recent close-contact COVID-19 exposure. Any such employee should notify the employee’s leader and contact the campus Wellness Center at 317-521-3600 or seek other health care treatment as needed. Close-contact COVID-19 exposure means being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- If you need to take time away from work due to a COVID-related vaccine, quarantine, isolation, or illness, a temporary COVID Paid Leave policy is available – effective February 1, 2021 through the end of the pandemic. Under the policy, US-based employees may use up to 80 hours of sick time under certain circumstances. Consult Your Life Your Rewards for information on the COVID Paid Leave policy. Should your absence extend beyond 80 hours, please contact our Leave of Absence partner, Sedgwick, at the number provided below.

Sedgwick

Online: www.mysedgwick.com/Roche

Phone: 1-877-200-1803

Visit the Leave of Absence tool at www.yourlifeyourrewards.com for additional details, or consult the People Portal.

While on Campus or Onsite at a Customer Facility

- Masks are required unless you are fully vaccinated against COVID-19, have voluntarily uploaded a copy of your vaccination card through the Verily system, and obtained a blue sticker for your Roche identification badge signifying that you can go maskless. Unless expressly authorized otherwise by Roche, all other individuals on campus are required to wear a Roche-provided mask at all times unless eating or drinking during meal/break periods following break room assignment and social distancing protocols.

- In non-laboratory areas, a freshly laundered cloth face covering, that covers the mouth and nose, may be worn over the top of a Roche provided 3-ply mask. Employees who desire to wear a cloth face covering should first contact Katie Franssen, Principal SHE Leader 317-348-1715 to discuss mask options. Cloth face-coverings may not be worn over the top of a Roche provided KN95 mask.
- Any employee who develops COVID-19 symptoms or is exposed to COVID-19 through close contact while on campus or onsite at a customer facility should notify the employee's leader and immediately leave the site.
- Supervisors should immediately send any individual who starts experiencing COVID-19 symptoms home, notify the Wellness Center, 317-521-3600, follow the Center's guidance (if outside of business hours, leave a message on the Wellness Center voicemail), and advise the individual to contact the individual's health care provider.

Before Returning to Campus after Illness or Quarantine. Employees returning to campus following a COVID-19 related illness or quarantine should:

- Contact the Wellness Center at 317-521-3600 one day prior to returning to campus to request an authorization to return to work. The Wellness Center will evaluate when employees may and should resume campus work, taking into account any documentation from the treating health care provider and most recent CDC guidance.
- Contact their leaders regarding the planned return to work, and follow any direction provided.
- If the time off work was authorized as a leave of absence (e.g. Paid Administrative Leave), consult the People Portal to report the planned return. The People Portal will send a notice through Workday of the return to work.
- If the absence was processed through Roche's Short Term Disability provider, Sedgwick, follow Sedgwick's return-to-work process.

Additional Health Screening Measures for Essential Field Personnel. Essential Field Personnel should follow these additional health-screening measures:

- If a customer's healthcare facility provides pre-screening, comply with that process unless requested to sign a waiver or asked for medical information other than what is reasonably necessary for prevention of virus transmission. If either situation arises, field employees should contact their leaders for further guidance.
- Use the travel safety kits that SHE has available for all Essential Field Personnel. These kits include Personal Protective Equipment (PPE) to be worn for customer visits, including N95 face masks, gowns, gloves, shoe covers, face shields, lab coats, coveralls and hair covers to reduce the possible spread of infection.
- Complete Bloodborne Pathogen training each year, which includes training on disinfecting tools and other items that may come into contact with bloodborne pathogens. Roche provides the proper training and cleaning materials to allow our field employees to clean and disinfect their tools and other items properly to reduce the possible spread of infection.

II. Enhanced Personal Hygiene Measures

Roche encourages all onsite personnel to wash their hands with soap and water regularly and thoroughly, including at the beginning of each shift and upon returning from any break. Personnel have been directed to:

- Wash their hands frequently with soap and water for at least 20 seconds. If soap and water is not readily available, hand sanitizer containing 60%-95% alcohol is an acceptable substitute. Roche has provided hand sanitizer in various locations on campus, but soap and water should be used if available.
- Cover coughs or sneezes that occur when a face covering is not being worn (such as when eating or drinking on a break) with a tissue, then throw the used tissue in the trash and follow the hand-washing protocol. If a tissue is not at hand, the next-best option is to cover the cough or sneeze with an elbow or shoulder, followed by hand washing.
- Avoid touching their eyes, nose and mouth, particularly with unwashed hands.
- Whenever and wherever possible, avoid close physical contact (within 6 feet) with others.
- Avoid using other people's phones, desks, offices or equipment, when possible.

III. Social Distancing Requirements

Roche requires all personnel to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both personnel and members of the general public, whenever possible. Social distancing is required regardless of your vaccination status.

IV. Additional Safety Measures

Additional safety measures taken by Roche include, but are not limited to, the following:

- Cafeteria seating has been eliminated and lunch periods are being staggered to accommodate social distancing of at least six feet in break areas.
- The floor plan and seating assignments in work areas on Campus have been adjusted to enable social distancing.
- Plexiglass barriers have been installed between workstations that are closer than six feet apart in manufacturing, warehousing and labs.
- Conference rooms have limited available seating to facilitate social distancing.
- The fitness center is open to Verily enrolled fully-vaccinated employees working on campus.
- Ventilation systems have been evaluated for air filtration and circulation and upgraded in certain areas for greater protection against virus transmission.
- Paid time off benefits have been evaluated and enhanced to avoid incentivizing employees who are experiencing COVID-19 symptoms or have had recent close-contact COVID-19 exposure to nonetheless come to work on-campus or onsite at a customer facility. Information about these benefits is available via the People Portal. High-risk employees who cannot perform their duties remotely are eligible for consideration for reasonable accommodations based on their medical conditions.
- .

V. Enhanced Cleaning and Disinfecting Protocols for the Workplace

Roche's on-site housekeeping partner continues to clean the campus using cleaning agents that are approved by the Roche SHE team and the FDA and that are effective against the coronavirus. In addition to routine campus-wide cleaning, high-touch areas such as door handles, elevator buttons, table tops, time clocks, restrooms, break areas, etc. are being cleaned more frequently. Wall mount hand sanitizers and sanitizing wipe buckets have been placed in high-priority and high-traffic locations including, but not limited to, the warehouse and production areas.

Until further notice, at minimum, Roche is also taking the following enhanced cleaning and disinfecting measures:

- Directing employees to clean all frequently touched surfaces in their own immediate work areas, such as workstation surfaces, keyboards, telephones, countertops, doorknobs, and equipment controls. Employees should use disposable wipes or other cleaning agents provided by Roche for the specific work area, according to the directions on the label. Employees with workstations used by others on different shifts should clean any surfaces that will be touched by others on an incoming shift as the last step in the shift.
- Enforcing a clean desk policy to minimize personal items at workstations and facilitate surface cleaning.
- Providing additional signage reminding employees of preventive measures as per OSHA regulations.

VI. Response Following a COVID-19 Exposure Event.

In the event of a positive case of COVID-19 involving someone who recently worked on-campus or onsite at a customer facility, the following steps will be taken:

- The Wellness Center will work with the individual who tested positive to identify individuals who were in recent close contact and affected areas. The Wellness Center and the individual will work together in conjunction with People & Culture partners and local management to identify the areas where the individual worked or frequented while onsite. The individual's identity will be protected in accordance with applicable privacy laws.
- Affected areas on campus will be closed off to general access until they are cleaned following CDC guidance by Roche's housekeeping service provider or other personnel. Engineering controls in place for air circulation will be evaluated to determine whether the affected space should be "aired out" for 24 hours before being cleaned and re-opened. The work area will be cleaned and disinfected in accordance with the latest CDC guidance.
 - Hard surfaces that may have been touched by the ill person will be wiped clean with a product listed by the CDC as suitable for disinfecting for COVID-19.
 - If the affected space has porous-surface flooring such as carpeting or rugs, those will be cleaned with a vacuum equipped with a HEPA filter and bags, if available, and disinfected using a product listed by the CDC as suitable for disinfecting porous surfaces, following the manufacturer's safety instructions for concentration level, application method and contact time.
 - Peripheral areas outside the immediate affected areas will be cleaned by housekeeping staff, including hand wiping of high-touch points with approved disinfectant. This includes bathrooms, break rooms, corridors, ATMs, etc.
 - Those conducting the cleaning should wear disposable gloves and masks for all tasks in the cleaning process, including handling trash. Individuals should limit touching of the face and wash hands immediately after removing PPE.

RDCI - Conversion and Compounding Laboratory.

- Isopropyl alcohol only is to be used on the manufacturing floor, as it is the only cleaning chemical validated for the process.
- Housekeeping will clean high-touch surfaces immediately outside of the manufacturing floor or compounding lab using hand wiping with bleach solution.
- Roche employees designated by leadership, or housekeeping service personnel at the direction of the responsible Roche personnel, will clean manufacturing equipment interfaces.

RDCI - All other areas, including Machine Shop, Material Storage, Vial Grind, Strip Pack, Kit Pack, Offices, Bathrooms and other Labs.

- Housekeeping will clean high-touch surfaces using hand wiping with bleach solution.

- Local management prior to the start of the cleaning process must identify any equipment areas where isopropyl alcohol must be used as a validated method.

Warehouse Operations, Offices, and other Labs.

- Housekeeping will clean hard, non-porous surfaces in affected areas by hand wiping high-touch surfaces with a bleach solution.
- Peripheral areas outside the affected areas will continue to be cleaned by housekeeping staff including hand wiping of high-touch surfaces with approved disinfectant.
- Roche employees designated by leadership or housekeeping personnel at the direction of the responsible Roche personnel, will clean laboratory instrumentation or equipment.

VII. Testing Program

Weekly asymptomatic COVID tests are available at no charge to Essential Personnel. Results are provided to the employee, with positive results reviewed by medical personnel in a confidential manner, to be prepared to offer support to the employee who has tested positive.

VIII. Preparations for Phased Approach for Return to Campus

The health and safety of our personnel remain top priorities. On March 17, 2020, Roche directed all employees, contingent workers and independent contractors who could perform their work remotely to do so.

Roche anticipates continuing to incorporate some or all of the safety measures set forth herein during any or all states of a phased return of these employees to campus. Roche began returning personnel who have been working remotely to the campus in a phased approach in accordance with CDC guidelines, on July 6, 2021. Roche will continue to comply with federal, state and local standards to provide a safe working environment for our personnel.

IX. Responsibilities of Managers and Supervisors

All managers and supervisors should be familiar with the Safety Plan and be prepared to answer personnel questions about the Plan. Managers and supervisors should also set a good example by following the Plan at all times and encouraging the same behavior from all personnel. This includes practicing good personal handwashing/hygiene, social distancing measures, and other applicable measures described in the Safety Plan.

X. Plan Updates

This Plan is subject to revision at Roche's sole discretion at any time, based on business needs or updated guidance from pertinent public health authorities and federal, state and local jurisdictions. Any updates will be communicated in accordance with any applicable legal requirements.

Questions about this Plan may be directed to Michael Branigin, Director SHE and Roche Indy Site SHE Officer at 317-217-0204.