

COVID-19 Preparedness Plan for CPI Card Group Inc.

CPI Card Group Inc. (CPI) is committed to providing a safe and healthy workplace for all of our workers. Our people are our most important asset. This COVID-19 Preparedness Plan outlines the CPI policies, practices and conditions necessary to meet the Centers for Disease Control and Prevention (CDC) and federal, state and local health and safety guidelines and requirements in response to the COVID-19 pandemic. All CPI employees are responsible for understanding, implementing and complying with all aspects of this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our managers, employees, contractors, vendors and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

This COVID-19 Preparedness Plan includes descriptions of the following areas of response and preparedness at CPI locations:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training; and
- management and supervision necessary to ensure effective implementation of the plan.

The Chief Human Resources Officer (CHRO) for CPI has been designated the Workplace Coordinator for the overall COVID-19 Preparedness Plan. The CHRO has also designated the Human Resources Manager for each CPI location as the Workplace Coordinator for their respective site. Collectively, the Workplace Coordinators are charged with addressing COVID-19 issues, ensuring compliance with the CPI COVID-19 Preparedness Plan (including maintaining documentation), addressing questions and employee suggestions related to COVID-19 and this Plan and handling other issues regarding an employee's return to work. The Workplace Coordinators are responsible for reviewing the implementation of the Plan and their Site Specific Supplement as well as a review of the overall content of these plans on a regular basis. Every thirty (30) days the Plan and Site Specific Supplements shall be reviewed, revised as appropriate and signed by the CHRO and site designees.

Documents that are referenced in the CPI COVID-19 Preparedness Plan are available on the CPI COVID-19 Response Compass site, on CPI's ADP website or from your Human Resources Manager.

Employees are encouraged to get involved and share ideas, concerns and suggestions regarding this Plan. Employees can contact their supervisor, manager or site leader, the Human Resources Manager/Workplace Coordinator with questions, concerns, or feedback on this Plan. The CPI Helpline is also available to you 24 hours a day, and 7 days a week. You can contact the Helpline in two ways: By phone (800) 461-9330 or online at <http://helpline.cpicardgroup.com>.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Employees must complete a COVID-19 symptom Health Self-Assessment before coming to work each day. The CPI Health Self-Assessment document asks questions regarding known COVID-19 symptoms, exposure to someone with COVID-19 and requires employees to take their temperature. If the employee answers "yes" to any of the questions, the employee is required to contact their supervisor and/or HR Manager before reporting to work or if symptoms develop while at work.
- Even when employees are not scheduled to report to work, employees have been asked to notify their supervisor and/or the HR Manager immediately if they are feeling ill with any of the COVID-19 symptoms which have been communicated and posted or they learn they have had close contact with an individual with COVID-19. Notification should be made in the foregoing events regardless if the employee is undergoing testing for COVID-19 as it is the employee's symptoms and/or close contact with an individual with COVID-19 that trigger CPI's implementation of its Workforce Response Plan. As further clarification, employees or their household members who undergo routine or preemptive testing for COVID-19 (i.e., testing not as a result of symptoms or exposure) do not need to inform their supervisor or HR Manager that a test has been taken, but must inform them of any positive test result received.
- In the event an employee becomes symptomatic, someone in their household or with whom they have had recent prolonged contact is suspect to have or has been diagnosed with the COVID-19 virus, the CPI Workforce Response Plan will apply to isolate the individual at home, evaluate potential exposure to other members of the work force, implement remediation steps and communicate as appropriate.
- Temperature screening for employees, contractors and visitors is in place at all CPI facilities. Each building location maintains a site-specific protocol for the screening process and response if an individual has an elevated temperature. The return to work process for employees who fail a temperature screen is outlined in the CPI Workforce Response Plan.

CPI has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Policies will be modified as necessary to comply with changes in federal, state and local laws and orders.

- CPI offers all full-time employees paid time off (vacation, personal and floating holidays) as one of our employment offerings. Ensuring that employees have the time to self-quarantine, deal with a direct COVID-19 infection or address childcare issues is also top of mind for CPI. If an employee needs to be absent from work for reasons related to the COVID-19 outbreak, the following outlines when the employee how any available paid time off will be treated while the employee is away:

- When the employee has to self-quarantine due to an actual or potential exposure, or if the employee or a household member is experiencing symptoms, the employee must use any available paid time off up to the point that they have a vacation balance of 40 hours. This will allow employees to retain a reasonable amount of paid vacation time for future use. However, the employee may choose to use any portion of this remaining 40 vacation hours during the quarantine period. Note that this treatment of paid time off applies in all self-quarantine periods, including those where quarantine is required due to potential exposure at a CPI facility.
- For all other COVID-19 related absences such as addressing childcare issues or needing to self-quarantine due to pre-existing health concerns, the employee must use all available paid time off.
- If additional time off is required for an approved reason, the employee may accrue a negative vacation balance to bridge up to 14 calendar days (generally 10 business days) of absence.
- Note that if due to local legislation you have additional paid sick-related time off available, that additional paid sick-related time off will be used first, before any of the CPI provided paid time off categories (vacation, personal and floating holidays) are used.
- Accommodations for workers with underlying medical conditions have been implemented, enabling these employees to follow the above protocol. CPI has created a temporary leave program for reasons associated with COVID-19. Under the COVID-19 Extended Absence program, all employees regardless of length of service may request a leave of absence for a COVID-19 related reason as outlined in the program. Employees who require reasonable accommodations due to medical conditions related to COVID-19 should reach out to the Human Resources Department.

CPI has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. This is outlined in the CPI Workforce Response Plan.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Any medical documentation received will be maintained by the Human Resources Department in the employees' confidential medical file. Disclosure of employee medical information will be limited to others on a need to know basis. Generally, those individuals with a need to know include the HR Department and an employee's applicable senior leaders. When communicating COVID-19 exposure or positive test results, information to the overall CPI work force will be communicated without sharing the identity of the employee exposed or infected. To the extent that there may be a smaller population of the work force that had exposure to any affected employee, the HR Department will reach out separately to that population and communicate on a one-to-one basis.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times.

- Each CPI facility provides hand sanitizer dispensers in various locations.

- Each employee who is working in a CPI facility has been provided with 2 individual hand sanitizer dispensers for use on-site and at home. The site Maintenance Department or Managers, depending on location, will ensure additional hand sanitizer is available to refill the hand sanitizer dispensers.
- Frequent hand washing for at least 20 seconds with soap and water is encouraged through posting of the CPI COVID-19 Prevention Guidelines in break rooms and washroom facilities.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are expected to wear masks at all times, except when eating on a meal break in a designated area while following social distancing or when working alone in a closed door office. Workers and visitors are instructed to cover their mouth and nose with a mask, their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. The CPI COVID-19 Prevention Guidelines will be posted in break rooms and washroom facilities and made available on the CPI COVID-19 Response Compass site.

Social distancing

CPI implements social distancing as much as possible in all facilities as follows:

- As business allows, office staff must work from home, and certain positions must alternate work-from-home schedules until further notice
- Only business-critical visitors are permitted on-site
- Staggered production shifts
- Access to the High Security Areas (HSA) limited to those with business need
- Video conferencing for meetings whenever possible
- Social distancing measures on the production floor, including tape displayed on floor indicating 6 feet apart, entrance and exit only doors and no overlap in shifts
- Limited movement within set areas on production floor
- Staggered break and lunch times
- Provided six re-usable masks to employees working in production facilities and instructions for proper use and cleaning are posted in break rooms;
- Masks must be worn in all CPI facilities

Workers and visitors are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal masks, phones, desks, cubicles, workstations, offices or other personal work tools.

Meetings

Virtual meetings and trainings are to be scheduled whenever possible. In-person meetings and trainings at CPI facilities are limited to critical business operations. Meeting protocols for each facility are addressed in the Site

Specific Supplements. When in-person meetings are held, all participants shall adhere to the protocols. Outside attendees should be informed of the protocols by the organizer of the meeting via the Visitor Overview.

Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and areas in the work environment at the beginning and/or after every shift, depending on location. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as restrooms, break rooms, lunch rooms, meeting rooms and items such as tables/desks, countertops, coffee and vending machines, light switches, doorknobs, cabinet handles, toilets/sinks, turnstiles and finger print readers. This cleaning is conducted by an outside cleaning contractor or a dedicated employee in a janitorial role. Individuals are also responsible for cleaning their personal phones, keyboards, touch screens, controls, etc. Hand sanitizer and disinfectant wipes have been placed in break rooms, reception areas and other common spaces. In addition, a waste receptacle will be placed near restroom doors so that a paper towel used to operate the door may be easily disposed of.

Regular deep cleaning and disinfecting of each facility by a contracted service occurs at least weekly. Each site is required to implement the cleaning protocols provided in the company's Enhanced Cleaning Protocol document, including following site-specific sanitation schedules and scopes of work.

Visitors

Visitors may be on site for business critical reasons. Visitors to any CPI facilities are required to complete the CPI Visitor COVID-19 Self-Assessment. The sites have implemented a CPI Visitor Overview to outline CPI's social distancing, mask, hand sanitizing, temperature screening and other site-specific protocols applicable to visitors. The CPI employee arranging the visit is responsible for providing the visitor with the CPI Visitor COVID-19 Self-Assessment and the CPI Visitor Overview for the site in advance of the visit whenever possible. These documents will also be shared with all visitors upon arrival. If the visitor will be in the plant for more than one day, the CPI employee does not need to send the documents in advance of each subsequent visit. All visitors, including multi-day visitors, will check-in at the building's designated reception point to complete the CPI Visitor COVID-19 Self-Assessment form.

Drop-off, Pick-up and Delivery Protocols

Equipment, materials, products and items being delivered, dropped off or picked up should be prescheduled and coordinated to the greatest extent possible. Deliveries, drop-offs, or pick-ups are to be performed one load, carrier, or vehicle at a time. Delivery personnel are not to congregate and should wait in their vehicles if another delivery, drop-off, or pick-up is being performed. Deliveries and pick-ups via a contactless method will be used whenever possible. This includes maintaining a distance of at least six-feet away while verifying receipt of the delivery between the employee and the delivery person and using technology (e.g. app, phone) to eliminate the need for close contact. Employees are to minimize the unnecessary exchanging or sharing of scanners, pens, or other tools with delivery personnel. Each CPI facility shall implement additional site-specific protocols for managing deliveries for contactless/limited contact deliveries and pick-ups.

Communications and training

Elements of this Preparedness Plan have been communicated to employees from time to time beginning in March, 2020. Once effective, this Preparedness Plan will be communicated to all workers through posting in each location, posting on the CPI COVID-19 Response Compass and ADP sites, and by informing employees that the plan is available from the site Human Resources Manager. Training regarding this Preparedness Plan will be provided through the [MYCPI Learning](#) training site. Updates to this Preparedness Plan, and additional communication and training will be ongoing as appropriate.

Certified By: /Lori Frasier/
Lori Frasier, Chief Human Resources Officer

Date: January 8, 2021