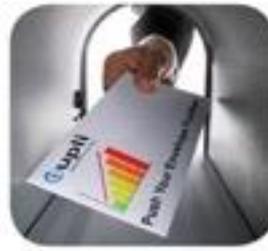




ON-DEMAND



DIRECT MAIL



CROSS-MEDIA



FULLILLMENT

Covid-19 Response Plan Keeping Our People Safe Protocols

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Goals

- Be healthy/Stay healthy
- Keep our Families Healthy
- Continue to minimize Density
- Build on Safety Practices to Minimize Spread

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Control Site Traffic

- All access to buildings are locked and kept locked 24/7. Controlled by Key or Key Fob.
- Visitation by Non-Dupli Employees must be approved by On-Site Manager.
- No Access to the building by ANY VISITOR without completing the Visitor Health Questionnaire (See Addendum). Copies are at the front desk.
- **No Access to the Building By ANY employee without completing the Dupli Pledge Daily**(See Addendum). Copies are at the front desk.
- Truck Drivers (receiving/pick up) that are not Dupli employees are NOT ALLOWED IN BUILDING.

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Control Site Traffic

- No Non-Essential Travel. No Sales Travel.
 - Anyone who has traveled via commercial airplane or to any highly COVID-19 infected area will have to self quarantine for 14 days.
 - All Employees are asked to NOT TRAVEL
-
- We all need to police – Suggestion/Feedback boxes placed within every area. Concerns/suggestions will be reviewed daily

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Enhance Hygiene Protocols

- High Touch Points: All Lunchrooms, Vending Machines, Coffee Machines, Common Areas are closed.
- All Time Clocks have been shut down. All employees are self reporting their hours on the honor system.
- Antiviral Cleaning Agents have been distributed
- Hand Washing Best Practices have been placed around the building and hung in all bathrooms
- Enhanced Door, Stairwell Handles, Light Switch cleaning practices are in place.
- Latex gloves and Masks are available at all locations
- Increased frequency of cleaning all areas.

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Social Distancing

Reduce Density Target to 50%

- Employees given the option to Self Quarantine – Anyone who chooses this option will not lose any tenure with the company. Maintain vacation, sick time unless they choose to use.
- Dupli has been admitted into NYS Shared Work Program. Teams have been created. Schedules will be posted. We will work to meet customer demand.
- Work from Home Option for any position where a person can do their job remote.
- No Outside Salespeople allowed into a Dupli Office.
- All Employees are restricted to their areas of work, assigned specific bathrooms. See Site Map posted in your area (Syr)
- Signage posted to remind us all.
- Break Rooms have been Closed: Employees are asked to take breaks on their own. Maintain 6 feet distance. Eating at your workstation is allowed. Eating in your car is suggested.
- Workstations have been reviewed to ensure employees maintain the recommended 6 ft. distance
- All in person meetings must respect 6 ft. distance requirement

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On-Site Emergency Response

Situation: On-Site POTENTIAL COVID Case

Person exhibits 2 or more of the following symptoms (Fever, Sore Throat, Dry Cough, Trouble Breathing, loss of taste & smell)

1. Employee safely escorted to designated Health Room. Water Stocked in Room. Comfortable setting. Door closed. Line of communication established via Phone.
2. Designated Dupli Safety person notified.
3. Employee given option to leave on their own or have a family member come pick them up.
4. Health Room locked and then sterilized.
5. Document persons activity and movement within building for previous 72 hours.

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On-Site Emergency Response

Situation: On-Site POTENTIAL COVID Case

6. Employee based on DUPLI PLEDGE will attempt to be tested and/or Consult with their Doctor and share with DUPLI HR the results.
7. Dupli will work to maintain confidentiality but balance keeping people aware.
8. Dupli will consult amongst crisis team and involved employees to identify potential need to self quarantine until a negative test result or 14 days.

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On-Site Emergency Response

Situation: Call In of POTENTIAL Employee COVID Case

Person exhibits 2 of the following symptoms (Fever, Sore Throat, Dry Cough, Trouble Breathing, Loss of taste & smell)

1. Based on Employee Pledge, Employee asked to get tested.
2. Designated Dupli Safety person notified.
3. Document persons activity and movement within building for previous 72 hours.
4. Dupli will consult amongst crisis team and involved employees to identify potential need to self quarantine until a negative test result or 14 days.

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On-Site Emergency Response

Situation: Employee Tests Positive for COVID-19

1. All people that came within 6 feet of person or worked on the same equipment as person notified ASAP.
2. Relevant County & State Officials Notified ASAP. Protocols followed.
3. Employee asked to check in daily with HR.
4. Involved equipment shut down for a deep cleaning if it has not been already.
5. Dupli will consult amongst crisis team and involved employees to identify potential need to self quarantine.

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On-Site Emergency Response

Situation: Call In of Employee Family Member (Person of Close Contact) POTENTIAL COVID Case

Family Member has COVID-19 Symptoms

1. Employee asked to Self Quarantine based on Employee Pledge.
2. Employee asked to check in daily with HR.
3. Document persons activity and movement within building for previous 72 hours.
4. Dupli will consult amongst crisis team and involved employees to identify potential need to self quarantine until a negative test result or 14 days.

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On-Site Emergency Response

Situation: Call In of Employee Family Member (Person of Close Contact) POSITIVE COVID Case

Family Member tests positive for COVID-19

1. Employee asked to Self Quarantine based on Employee Pledge.
2. Document persons activity and movement within building for previous 72 hours.
3. All people that came within 6 feet of person or worked on the same equipment as person notified ASAP.
4. Involved equipment shut down for a deep cleaning
5. Dupli will consult amongst crisis team and involved employees to identify potential need to self quarantine until a negative test result or 14 days.

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Communication

Regular Communication

- Suggestion/Feedback Boxes Specifically for Dialogue concerning this Crisis will be set up in each department. Will be kept confidential. Will be reviewed daily by leadership team.
- Crisis Leadership Team will meet weekly
- Regular communication to entire company on progress/activities
- Regular Communication to our Customer Base on our activities to protect our employees and our community. Best Practices Sharing.
- Regular Communication established via our websites
- Spread the word – As a leader within the Print Industry, Dupli will share all documents and best practices.

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WHAT CAN YOU DO

- Stay Safe
- Take this seriously

Kemper Matt Jr. Cell: 315-952-8572 -- CALL ME ANYTIME

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