

Sample Framework for Covid-19 Proactive Testing Plan: Manufacturing Sites*

(14/01/2021)

*Designed For Sharing with Selected Supply Partners

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SAMPLE TESTING FRAMEWORK

=> Objective is to implement a harmonized solution which allows more colleagues working on site, with an adapted level of pro-active testing for a better protection

Reactive Diagnostic Testing

Proactive Population Screening

Whom to test

- Those with symptoms
- Contact tracing cohorts

- Entire populations/subsets of populations (vulnerable)
- Identification of asymptomatic/pre-symptomatic individuals → breaks transmission chain

When to test

- Symptom onset
- As part of contact tracing

- Tier-based triggers driven by local public health metrics
- Intensity of testing protocol mapped to tiering

How frequently to test

- Baseline test at time of symptom onset/contact tracing
- Occasionally, may need to be repeated, depending on specific medical situations

- Baseline, then repeat at regular intervals mapped to Tiers
 - RT-PCR: more sensitive, longer turnaround, more specialized lab equipment, higher cost
 - Rapid antigen: less sensitive-- overcome with frequent testing; better turnaround, cost favorability

SAMPLE TESTING PROTOCOL - Sourcing units

| | Tier: low-medium rate of transmission | Tier: high rate of transmission | Tier: very high rate of transmission | Tier: uncontrolled transmission |
|--------------------------------------|---|---|---|---|
| PCR Testing | | WHO: positive RAT FREQUENCY: case by case | WHO: new employee (temporary or permanent) FREQUENCY: on their first day | |
| | WHO: Visitors from high transition country | FREQUENCY: within 72 hours of arrival at the site | | |
| | | WHO: Symptomatic FREQUENCY: Case by case | | WHO: Wholesite FREQUENCY: Site assessment (eg: when moving to this tier) |
| Rapid Antigen Testing ("RAT") | no pro-active testing | WHO: Vulnerable: over defined age and co-morbidities FREQUENCY: Weekly | WHO: Wholesite FREQUENCY: Weekly Over defined age or chronic conditions: each second day testing protocol | WHO: Wholesite FREQUENCY: twice Weekly Over defined age or chronic conditions: each second day testing protocol |
| Rapid PCR testing | Rapid PCR weekly instead of RAT when RAT is not available | | | |

Disclaimers

- Determination of applicable tier to be made in accordance with guidance provided by applicable health authorities and medical experts.
- Testing protocol and implementation parameters are subject to adjustment based on applicable legal constraints and compliance requirements, applicable health authority guidance, data privacy compliance requirements, compliance with applicable employment, anti-discrimination and privacy laws and compliance with any labor union contract or employee consultation requirements. Clear operational Do's and Don'ts to be communicated.
- Determination of age-based thresholds or scope of co-morbidity or chronic conditions used for testing technology/testing frequency to be determined in accordance with applicable health authority guidance, in consultation with medical and occupational health professionals, and subject to local legal compliance requirements.
- Selection of testing PCR or RAT methodology, and assessment of the benefits and limitations of each method, to be based on expert advice, including medical and occupational health professionals.
- This protocol applies to Rapid Antigen Testing compliant with documented quality assurance standards (e.g. playbook), including without limitation incorporation of the following factors:

Test Performance Compliance Metrics

| | |
|--------------------------|--|
| Specificity (False +ve) | % Threshold |
| Sensitivity (False -ve) | % Threshold |
| Accuracy | % Threshold |
| Trialing | (Internal or External) |
| Performance Ratification | (Applicable Regulatory Agency or Health Authority) |

Considerations

| | |
|------------------------|----------------------------------|
| Collection Type | Method (e.g. nasal swab) |
| Time to Result | Under [] minutes |
| Processing Location | On Site or Off Site |
| Equipment Required | Diagnostic machine requirements |
| Administration of test | Specialist/Training Requirements |
| Handling Requirements | Storage temperature requirements |
| Shelf Life | > [] months |
| Data Collection | How maintained/stored |



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EXECUTION - KEY ENABLERS

- Global Point of Contact
- Local Procurement Leads
- Identify Local PCR & Antigen testing providers
- Market intelligence to identify all/best local options
- Scalable supplier options where local options are a challenge

PROCUREMENT



- Global Point of Contact
- Local MOH Leads
- Support Procurement to validate the testing solutions
- Support SHE Leads with on ground implementation process and protocols.

Medical and Occupational Health (MOH)

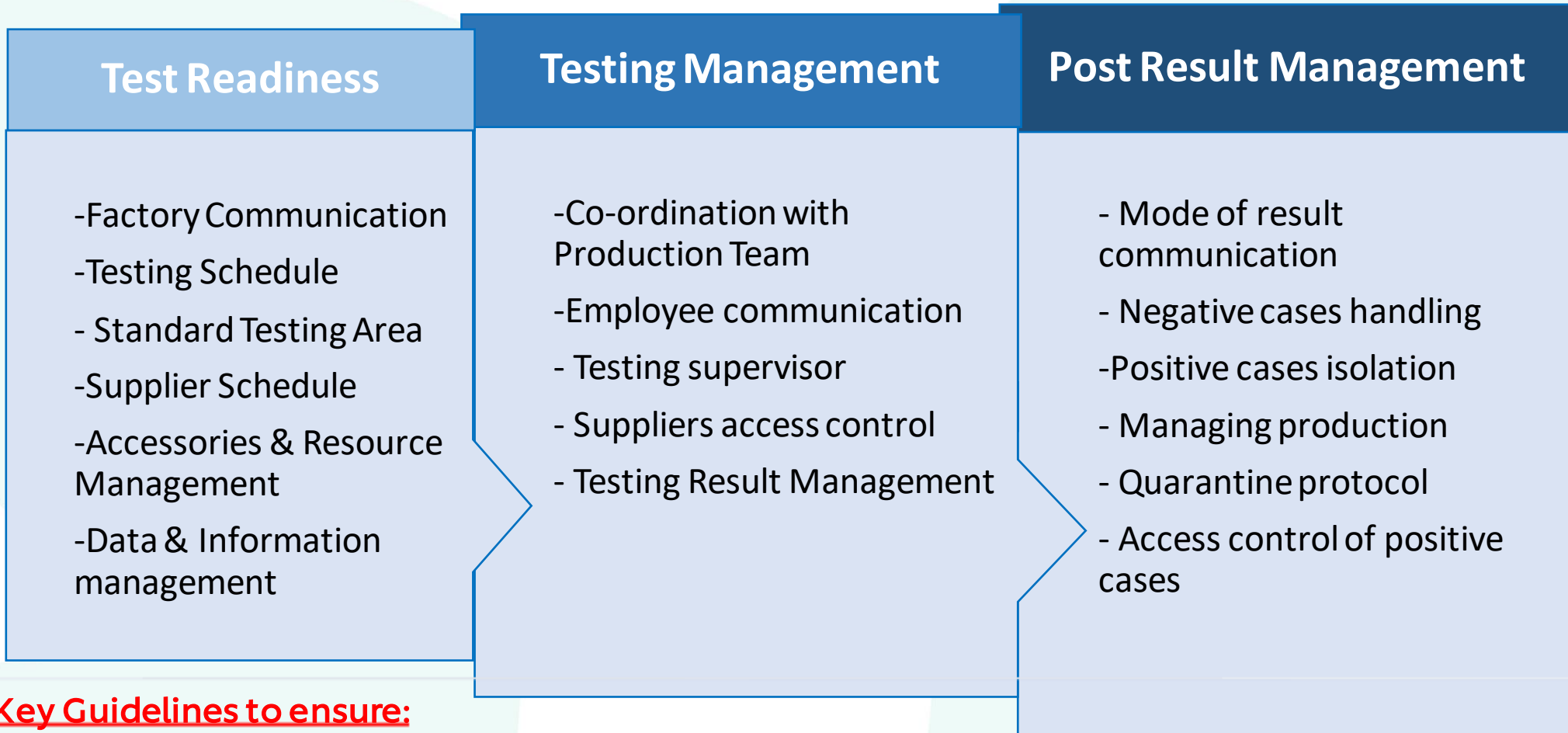


- Global Point of Contact
- Local SHE Leads
- Co-ordinate with Factory teams to deliver an end-to-end testing process.
- Support factory teams to ensure smooth execution.

Safety Health and Environment (SHE)



EXECUTION – Site Readiness and Management



Key Guidelines to ensure:

1. No employee/ 3P/ New joiner to enter the factory premise without having tested negative.
2. Latest Testing protocol to be fully implemented.



COVID Testing Framework & Checklist (For UL Factories)

| Identifying Testing Partners (Lead- Procurement) | Preparing the Testing corridor (Lead- SHE) | Managing The Testing Window (Lead- SHE) |
|---|--|--|
| 1 Is Commercial testing approved/available in your location ? If response to Point-1 is NO, provide written confirmation with supporting data and MOH validation to Global | Y/ Any Govt approval for Onsite Testing Unilever needs to take- MOH N | Y/ Finalisation of Shift testing pattern- beginning/during/End N |
| 2 Procurement POC Identification & approval by local procurement & MOH of | Y/ If response to Point-1 is YES, is the approval taken N | Y/ Communication:Any pre-requisites for test:food/water/alcohol consumption N |
| 3 local PCR solution for onsite testing Identification & approval by local procurement & MOH of | Y/ If the resposne to Point-2 is NO, estimated date of approval recieval N | Y/ Communication flow on list of employees to be tested on a day N |
| 4 local Antigen solution for onsite testing | Y/ Factory communication- Verbal Briefing & Notice N Document | Y/ Communication to employees about his/her schedule N |
| 5 If response to point-3 is YES, provide supplier name(s) If response to point-3 is YES, provide the costing detail for the | Employee Testing Scheduler Basis Testing scheduler, determine weekly testing volume | Y/ Communication to operation team about the scheduler N |
| 6 local solution(euro/test) | | Y/ Alignment with vendor on test timing and volume N |
| 7 If response to point-4 is YES, provide the supplier name(s) If response to point-4 is YES, provide the costing detail for the | Employee Consent Form(to be signed before testing for test & data management) Plan of Storage & retention of consent forms | Y/ Tentative total testing time per shift N |
| 8 local solution(euro/test) | | Y/ Mode of attendance recording N |
| 9 Test kits being used by the supplier(s) meet the minimum standard & are validated by local MOH If response to point-3 or/and 4 is NO, connect with the global | Y/ Data Privacy- Identify what information will flow to who N | Y/ Mode of reporting testing result N |
| 10 Procurement POC to consider other options Use the standard testing contract template provided with the | Y/ Finalise testing area N | Y/ Process to transfer test result information from vendor to Factory authorised personal defined N |
| 11 supplier(s) If response to point-10 is YES, provide a copy of the executed | Y/ Employee check in- List check & ID validation process in place N | Y/ Will the employee wait for result in testing areas or will be sent back to work/home N |
| 12 agreement to the local team If response to point-10 is NO, share a draft of the local | Y/ Separate entry & exit points N | Y/ Is digital data transfer is used to third party system N |
| 13 agreement you intend to use. | Y/ Relavent signs/boards/markings/physical barriers for social distancing N | Y/ Process to update next day schedule(incorporating any misses on current day) N |

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| Identifying Testing Partners (Lead- Procurement) | Preparing the Testing corridor (Lead- SHE) | Managing The Testing Window (Lead- SHE) |
|---|---|--|
| 14 | If response to point-10 is YES, No min volumes are committed and maintain flexibility to terminate for convenience on short notice. | Y/N |
| 15 | Relevant PPEs to healthcare personal & Employees Zones: test waiting area, Sample collection area, Result waiting area | Y/N |
| 16 | List & provide specific infrastructure/furniture/equipment required by vendor | Y/N |
| 17 | Test kit storage requirements ensured | Y/N |
| 18 | Sample storage requirements ensured | Y/N |
| 19 | Screening process of Vendor personals before entering factory | Y/N |
| 20 | Supervisor: Vendor, Unilever(HR/MOH personal) | Y/N |
| 21 | Local SOP for Man movement within the test Area for Employees | Y/N |
| 22 | Penalty for employee in case of missing the test on his/her schedule | Y/N |
| 23 | SOP for test result communication to employees- Postive result | Y/N |
| 24 | SOP for test result communication to employees- Negative result | Y/N |
| 25 | SOP for further quarantine protocol of positive cases | Y/N |
| 26 | Communication flow to deactivate badges of positive employees to ensure access control | Y/N |
| 27 | What are local requirments for used test disposal - is hazardous waste stream required? | Y/N |
| 28 | Cleaning Protocol in place (Covid-19 Prevention Cleaning protocol at a minimum) | Y/N |

End of Presentation



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