



# OSG Pandemic Preparedness Plan

## Purpose

OSG is focused on the health and safety of its employees and on the continuity of services to its clients. This overview and the Pandemic Preparedness Plan provide guidance to OSG management to address potential elevation of a pandemic and maintain the continuity of services that support our employees and clients.

## Introduction

In the event of a pandemic flu or virus, the U.S. Centers for Disease Control and Prevention (CDC) will provide updates and guidance to protect people and prevent the spread of disease. OSG management, Human Resources, and employees should pay close attention to all relevant CDC guidance.

In a worst-case scenario, business operations may cease in some regions. The CDC may implement travel restrictions, public event cancellations, school closings, and quarantine or containment requirements that limit individual activities and inhibit normal business operations.

## Pandemic Preparedness

OSG's Pandemic Planning Team includes members of the Leadership Team for all functional areas. The team is responsible for monitoring pandemic communications from the CDC along with other relevant sources and government bodies and coordinating communications and responses as needed.

The Pandemic Planning Team will determine appropriate actions based upon CDC guidance, pandemic phases, employee health considerations, and business continuity. Such actions may include

### 1. Emergency Preparedness

- a. Frequent Leadership and Emergency Response Team updates to assess situational changes and align OSG's actions with CDC guidance and pandemic phases.
- b. Business continuity and preparedness plan updates to coordinate and implement pandemic response activities across OSG.

### 2. Communications

- a. Review of situational content to support ongoing internal and external communications.
- b. Communication of any changes to OSG's response plan, facility access, or other business functions via email, on the OSG website, and through client portals where appropriate.

### 3. Sanitation Measures

- a. Cleaning, sanitizing, and hygiene efforts at all offices, call centers, and production facilities.
- b. Supplies such as disinfectants, hand sanitizers, and appropriate protection in each location.

### 4. Business Continuity

- a. Exercising the distribution of workloads and material transfers between facilities should staff be unable to enter specific production facilities.
- b. Validation of remote work capabilities to ensure designated team members can work effectively should they be prevented from commuting to or entering an OSG facility.



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### 5. **Corporate Policy**

- a. HR and employee policy review to ensure workforce health, safety and availability.
- b. Business Continuity Plan review with updates where appropriate.

### 6. **Travel Restrictions**

- a. Business and personal travel restrictions to avoid high-risk areas.
- b. Limitations on group meetings or conference attendance with a preference for remote participation when available and appropriate.

The Pandemic Planning Team is responsible for implementing any other measures needed to ensure the health and safety of OSG employees and support business and service continuity for OSG clients.