



# Health and Safety Policy

PREPARED: OCTOBER 2021



SHINE BRIGHTLY

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# I. Policy

## Policy Statement from CEO

Fulgent Therapeutics' CEO and management teams are committed to providing a safe and healthy workplace for all of our employees, and for others who may work in, visit, or enter our facilities. It is our policy to operate in a way that best protects each employee or other person whom our operations might affect.

We will try our best to provide a workplace that is free from any known or possible hazard. Fulgent Therapeutics will create ways to ask for and receive comments, information, and help from employees about safety and health. Fulgent Therapeutics is aware that a safety and health program's success depends on support from everyone in the company.

Fulgent Therapeutics will follow all federal, state, and local safety and health rules and laws. Fulgent Therapeutics' management is committed to setting an example of commitment to safety and health, and providing all the resources needed to promote and put in place the Injury and Illness Prevention Program. The program is designed to meet this commitment and to ensure full compliance with all applicable occupational safety and health regulations.

This Injury and Illness Prevention Plan (IIPP) also complies with and Cal/OSHA requirement to develop a written IIPP (CCR Title 8, Section 3203) and includes all required elements.

See Appendix A for IIPP COVID-19 Guidelines.

## Safety First

Fulgent Therapeutics' prides itself on low incidents of safety. Fulgent Therapeutics' goal is to have no work-related injuries or illnesses. However, the reduction of accidents is only possible through a team effort. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

In order to promote compliance with this policy and maximize our efforts to provide a safe and secure workplace, Fulgent Therapeutics, as part of its written Injury and Illness Prevention Plan, has established security measures and practices.

Fulgent Therapeutics will provide mechanical and physical facilities required for to ensure employee safety and health. Injury prevention, however, is largely an individual effort, and all employees are expected to do their part to work safely. No employee is required to work at a job that is unsafe or unhealthy. Fulgent Therapeutics expects employees to do everything possible as to not create conditions that may result in injury to themselves or others. If an employee observes an unsafe work condition, he or she should report it to his or her supervisor immediately without fear of retaliation.

In addition, Fulgent Therapeutics conducts safety assessments, monitors safety trends, and reviews safety related incidents at a minimum quarterly. A full comprehensive review will be conducted annually.

## Disciplinary Policy

Violations of the IIPP and associated safety policies are a serious matter. Fulgent Therapeutics' expects every employee to abide safe work practices not only for themselves, but also for the the safety of others. Employees who willfully violate this policy will be disciplined within this general order:

1. First Violation – Verbal Warning. The supervisor will provide a verbal warning to employees.
2. Second Violation – Written Warning. The employee will receive a formal warning and have a record of it placed in the employee file.
3. Third Violation – Termination of Employment. The worker will be immediately fired.

If the violations are determined to be severe enough, steps may be skipped or escalated. Additional disciplinary measure can include, but are not limited to, mandatory time off from work, removal of assigned duties, and re-assignment. Additional information on Disciplinary Processes can be found in Fulgent Therapeutics Employee Manual.

## II. Responsibility

The Injury and Illness Prevention Program (IIP Program) Administrator(s), Safety Officer or designee, has the authority and responsibility for implementing the provisions of this program for Fulgent Therapeutics.

### Injury and Illness Prevention Program (IIP Program) Administrator

The IIP Program administrator has the following responsibilities:

1. To ensure that this program is in compliance with Federal OSHA, Cal-OSHA, and other applicable regulatory bodies, and meets the safety requirements of the Company.
2. To facilitate communication between employees and management on safety issues.
3. To identify hazards within the work operations.
4. To perform routine safety checks of work operations.
5. To provide or coordinate training on the required related to safety topics.
6. To manage the injury and illness recordkeeping program.
7. To monitor employees to verify they are using safe work practices.
8. To manage and document company safety trends.
9. To investigate and document safety any safety violations.

### Management

Management has the following responsibilities:

1. To provide a workplace that is free of serious physical and health hazards.
2. To establish and maintain a Company injury and illness prevention program.
3. To inform all employees of the provisions of this program.
4. To provide all necessary safety training to employees.
5. To evaluate the safety performance of all workers.
6. To recognize employees who perform safe and healthful work practices.
7. To provide training and guidance to employees whose safety performance is deficient.
8. To discipline workers for failure to comply with safe and healthful work practices.
9. To provide all required personal protective equipment to employees at no cost to them.
10. To provide written procedures and policies to employees that allows them to work safely.
11. To ensure the Company is operating in accordance with this policy by performing periodic reviews and audits.
12. To review this safety policy for effectiveness periodically and when deficiencies are discovered.

### Supervisors and Leads

Supervisors and Leads have the following responsibilities:

1. To make sure that all employees work in accordance with the requirements of this program.
2. To ensure that all employees receive the required safety training before starting work.
3. To make sure that the employees utilize the required personal protective equipment.
4. To have regular safety meetings where safe work practices are reviewed and concerns are discussed.
5. To assist the plan administrator in investigating safety incidents.
6. To coordinate with management on safety issues.

## Employees

Employees, directly hired and contracted, have the following responsibilities:

1. To complete required safety training before starting work.
2. To work in accordance with the requirements of this program.
3. To use all required personal protective equipment.
4. To stop work immediately if any safety deficiencies are identified.
5. To immediately report any safety issues to a supervisor

## APPENDIX A: IIPP COVID-19 Guidelines

**COVID-19 is an infectious disease caused by the SARS-CoV-2 virus that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common. An infected person may exhibit no symptoms.**

**In response to the COVID-19 Pandemic the following guidance will be followed in tandem with the IIPP. This guidance will remain in full or partial observance until it has been determined by management, or by national/state/local health and safety officials that such guidance is no longer necessary.**

1. All patient samples should be treated as potentially infectious material and only handled with the appropriate PPE. Likewise, any area or equipment that is used to process samples should be treated as a potentially infectious area requiring adherence to PPE guidelines. Common areas are disinfected regularly and work areas cleaned at a minimum daily.
2. Concerns about possible exposures or other hazards at the workplace can be reported without fear of reprisal through an anonymous post on TINYpulse. Alternatively, suggestions can also be submitted in writing directly to the Human Resources department without fear of reprisal.
3. Wearing a face mask is mandatory at all times while on Fulgent premises. Personnel may use Fulgent provided masks, or utilize their own with approval from their direct management and/or safety committee.
4. Wearing protective goggles/eye equipment is also mandatory at all times within Fulgent premises. Personnel may use Fulgent provided goggles/eye equipment, or utilize their own
  - a. For personnel wearing prescription glasses, it is recommended to wear goggles over the glasses. Wearing glasses alone do not effectively provide the additional side protection as goggles do.
5. Personnel may temporarily remove masks and goggles in the following situations:
  - a. If there is low foot traffic and a social distance of at least 6 feet is maintained.
  - b. During lunch and break periods while actively eating or drinking. Staff are expected to immediately re-mask after completing these activities.
6. Wash hands often and wash your hands for at least 20 seconds as recommended by CDC guidelines. If soap or hand sanitizing supplies are low, notice may be sent to [facilityhelp@fulgentgenetics.com](mailto:facilityhelp@fulgentgenetics.com).
7. Fulgent will routinely assess the need for additional ventilation in the laboratory space. All other common areas outside of any laboratory space will be fully ventilated.
8. Employees are to maintain a social distance of at least 6 feet whenever possible, especially during lunch, break periods, and in line for daily testing.
  - a. If a social distance of 6 feet is not possible, individuals should remain as far apart as is feasibly possible.
9. During on-site lunch periods employees are to follow scheduled lunchtimes as designated by their supervisor to mitigate crowding, and utilize cleanable solid partitions and/or social distancing to ensure safe proximity while eating.
10. Employees with health conditions that can produce an increased risk of severe COVID-19 illness may contact HR to discuss their concerns and what reasonable accommodations may be made.

11. All onsite personnel shall participate with Fulgent's internal COVID-19 screening program to monitor and mitigate potential COVID-19 outbreaks at Fulgent facilities
  - a. COVID-19 Screening is performed at no cost to the employee.
  - b. On days when assigned at Fulgent premises, employees shall undergo a nasal swab test for COVID-19 using a uniquely assigned QR code for de-identified sample submission.
    - i. If a negative result is obtained, employee contact is not initiated.
    - ii. If an inconclusive test is obtained, HR will confidentially notify the affected employee. The affected employee will be sent home and issued an at-home test kit free of charge to confirm a conclusive negative result prior to returning to work.
    - iii. If a positive test result is obtained, HR will confidentially notify the affected employee and the affected employee will be immediately sent home or be prevented from coming on Fulgent premises. The test results will be reported to the appropriate state and federal authorities. Identifying information will be removed and all other employees will be made aware of a positive case now in isolation. Contact tracing through assigned work areas and observance of surveillance footage will be done to discreetly notify individuals that have been in close proximity to the affected employee for potential exposure. An investigation will be conducted to determine if workplace conditions led to the exposure, and policies updated accordingly where applicable.
  - c. Employees who test positive, or are found to exhibit symptoms of COVID-19 as defined by local, state and federal health authorities, shall not return to work until a minimum of 10 days have passed since the date of the specimen collection of their first positive COVID-19 test. Return to work in any case of isolation will require 2 consecutive negative swab tests by RT-PCR.
  - d. A daily wellness survey is also to be completed with each onsite nasal swab test. The survey will ask about recent experience of COVID-19 symptoms or potential exposure.
  - e. Efforts are taken to screen all individuals who enter Fulgent premises; however, under special circumstances, it may not be possible to test every vendor or client who visits, so care must always be taken in any interaction to observe appropriate COVID guidelines.
  - f. To ensure safety of onsite employees, personnel that have been absent from the workplace for 7 days or more must complete a COVID-19 test at least 2 days prior to work, and provide HR the negative result, prior to return to onsite work.
  - g. All employees are entitled to paid sick leave for time lost related to COVID-19 illness, vaccine appointments, and inability to work due to vaccine symptoms. Details on how to file for such benefits can be received by emailing [HR@fulgentgenetics.com](mailto:HR@fulgentgenetics.com) for more information.



12. All personnel who have recently travelled must complete and sign the COVID-19 Questionnaire for HR review prior to gaining access to Fulgent premises. Completed forms must be submitted to [HR@fulgentgenetics.com](mailto:HR@fulgentgenetics.com) at least 24 hours prior to onsite access.
  - a. All personnel are discouraged from non-essential travel (both domestic and international). If travel is needed, personnel must report to their immediate supervisor and the HR team. Additional management approval, and arrangements will be made to facilitate a personnel return-to-work plan.
13. To ensure cleanliness and safety, routine cleaning practices will be conducted onsite by contracted or direct Fulgent personnel.
  - a. In the event of a possible exposure, a specialized deep cleaning shall be conducted at the relevant Fulgent premises in accordance with recommendations and guidances from government authorities such as the U.S. Occupational Safety & Health Administration, U.S. Centers for Disease Control and Prevention (CDC), and local and state Departments of Health.
14. Employees shall follow HIPAA regulations.
15. Periodic inspections will be conducted to identify unsafe conditions, practices, or procedures and to ensure compliance with these guidelines.

Please note that employees found to be in violation of any of the above policies may be subject to disciplinary action including but not limited to written and verbal warnings, suspension from work, and up to termination.