

Mistras Group, Inc. | Services Division**Pandemic Influenza****100-SP-050 Original****November 1, 2015****Management Approval**

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Issue Authorization

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1.0 Purpose / Scope

- 1.1 This procedure outlines the planned response by Mistras Group, Inc. and its divisions to a potential pandemic influenza outbreak to control potential significant effects due to pandemic influenza to the business and our workforce. Employees of Mistras and its divisions are covered by this procedure.
- 1.2 This procedure will address actions required by Mistras and employees if a pandemic influenza outbreak is declared. These actions will support the mitigation of spread of the disease as well as ensure business activities continue. Normal Sick Pay programs are in affect throughout this event.

2.0 Responsibilities

- 2.1 The Corporate Compliance Officer is **Chris Smith**. He is responsible for the administration of this program and has full authority to make necessary decisions to ensure success of the program.
- 2.2 DIVISION PANDEMIC COORDINATOR
 - 2.2.1 A Pandemic Coordinator will be identified for each location.
 - 2.2.2 The Division Coordinator will establish and maintain a list of site pandemic coordinators for each of their satellite sites to participate in implementing this procedure.
 - 2.2.3 The Division Coordinator will notify the site coordinators along with other key contacts as applicable (e.g. Operations, Human Resources, Environmental, Health and Safety that an outbreak has occurred.)
 - 2.2.4 The Division Coordinator will monitor the current situation utilizing CDC, WHO, and other related websites to provide updates to site coordinators as deemed appropriate via the internal e-mail system.
 - 2.2.5 Materials covering the fundamentals of influenza protection will be distributed by the division coordinators to all site coordinators.
 - 2.2.6 Business related travel for both domestic and international travel will be determined by the division coordinator based on input from Mistras and CDC travel warnings will be issued as necessary through the e-mail system.
 - 2.2.7 The division coordinator will review and approve any site specific deviations to this procedure.
- 2.3 SITE PANDEMIC COORDINATOR
 - 2.3.1 Each site (satellite location) will appoint a Site Pandemic Coordinator and communicate that name to the division coordinator.
 - 2.3.2 If deemed necessary, the site coordinator will develop a site specific plan and provide a copy for approval to the division coordinator (who will provide to Mistras Corporate Compliance for review).
 - 2.3.3 The site coordinator will attempt to communicate the response procedure plan prior to an influenza outbreak with local health care agencies and/or other appropriate agencies within their area of operations.
 - 2.3.4 The site coordinator is responsible for the following actions:
 - Develop a plan for monitoring site personnel.
 - Provide site wide training / communication of plan.

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- Document participants that attend training program.
- Alert the division coordinator of any issues related to a potential outbreak within their area of operation.
- Distribute material covering the fundamentals of influenza protection to all employees, contractors, and visitors.
- Each site will provide sufficient and accessible non-medical infection control supplies including but not limited to: hand hygiene products and gloves to all employees, contractors, and visitors at their location. Medical respiratory masks may also be required should they prove to be effective deterrents to the spread of the virus.

3.0 Procedure

- 3.1 Division Pandemic Coordinator to notify all employees of Pandemic Outbreak declaration upon declaration by CDC or other appropriate government agency. Division Pandemic Coordinator should notify employees as promptly as possible.
- 3.2 Site Pandemic (with support from Division Pandemic Coordinator) should ensure the following items are provided in the workplace.
 - 3.2.1 Anti-bacterial soap in washrooms, lunchrooms and office field locations.
 - 3.2.2 Disposable tissues provided in offices, field locations offices, lunchrooms, and conference rooms as needed.
 - 3.2.3 Proper receptacles for disposal of used tissues
- 3.3 General Managers should limit work assignment locations that are known to be or potentially affected by the pandemic.
- 3.4 Employees should follow these steps upon returning from an area affected by the Pandemic.
 - 3.4.1 Wash all clothes before others have contact with them.
 - 3.4.2 Wash hands thoroughly before contact with others.
 - 3.4.3 Wash equipment as prescribed by manufacturer.
- 3.5 Sick Employees
 - 3.5.1 The amount of sick leave to be extended as required ensuring non-punitive response by management to aid in the employee being non-contagious at time of return to work. (“Extended” sick leave does extend the employee’s paid sick leave.)
 - 3.5.2 Employees with flu symptoms will be sent home.
 - 3.5.3 Employees who have been exposed to the pandemic influenza or are suspected of being ill will also be sent home.
 - 3.5.4 All employees will be required to have seen a doctor prior to returning to work if known to have had the influenza. The Pandemic Director may waive the Doctor requirement.