FUJIFILM Dimatix Overview

6/3/2020

Wendy Arienzo, PhD
VP of Operations

FUJIFILM Dimatix, Inc.
2250 Martin Avenue
Santa Clara, California 95050 U.S.A.
www.dimatix.com
FUJIFILM Dimatix

- Manufacturing of silicon-based inkjet printheads
  - 75% of our customers are deemed essential by their countries
  - Printing labels on drugs, DNA printing, etc.

- 3 buildings / 2 high tech fabricators / Santa Clara, CA

- 250 total employees / 91,000 sq. ft.
  - 4 shifts, 24 x 7 days, approximately 40 persons per shift
  - 300-600 sq. ft. per production employee

- Reopening Production Operations (only)
**FUJIFILM Dimatix Clean Room Manufacturing**

**Dimatix Production Fabricators**
- 100% HEPA Filtered Air
  - Removes 99.7% particles < 0.3um
- 600 Air Changes per hour
- Aisles are 8-16 ft. wide for equipment
- Laminar flow prevents spread of particles, etc.

**Dimatix Production PPE**
- Full personal garment and boots
- Surgical mask + nylon face covering
- Undergarment hair and shoe covers
- Gloves
- Eye protection/face shield
Dimatix Reopening Safely Highlights

- **Employee Density**
  - Posted occupancy guidelines for all shared areas
  - Created additional break area spaces outside

- **Social Distancing**
  - Staggered shift change to avoid congestion

- **Hygiene**
  - Focus on shared equipment protocols
  - Bathroom sink separators, hands free water/soap, bulk sanitizer

- **Cleaning, Disinfecting**
  - Replaced all HVAC filters in all buildings

- **Screening**
  - Walk-through temp measurement systems on order

- **Compliance and Continuous Improvement**
  - Employee working groups with site steering committee
  - Monthly audits by Quality Assurance personnel
Secure Access & Data Collection

Security Check

Health Check

Precise Location and time
## FUJIFILM Dimatix Reopening Safety (detail)

<table>
<thead>
<tr>
<th>Individual Screening</th>
<th>Employee Density Reduction</th>
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<tbody>
<tr>
<td>Mandatory Temp at entry, handheld devices</td>
<td>Employee density less than 1 person/300 sq ft</td>
</tr>
<tr>
<td>Walk through temperature systems</td>
<td>Allowable # of persons per room posted</td>
</tr>
<tr>
<td>Employee screening survey shiftly</td>
<td>Increased break rooms sizes</td>
</tr>
<tr>
<td>100% badged security system with cameras</td>
<td>Seating at tables defined and marked</td>
</tr>
<tr>
<td>Visitor/contractor COVID 19 protocol</td>
<td></td>
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<tr>
<td>Travel policy/screening</td>
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<table>
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<tr>
<th>Contact tracing</th>
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<tr>
<td>Questionaire for tracing potential exposure</td>
</tr>
<tr>
<td>Emergency contact system for all employees</td>
</tr>
<tr>
<td>Triggers to return to work documented</td>
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| Cleaning/Disinfecting | |
|-----------------------|
| Increased cleaning schedule | twice per shift |
| Shared equipment protocol defined/document | complete |
| Kitchen/break area upgrades | complete |
| Bathroom upgrades | complete |
| 100% filtered air with new filters | complete |
| Personal hygiene (signage + training) | complete |
| Sanitizer at all entrances | complete |
| Sanitizer in all common areas | complete |
| Shared keyboards with disposable covers | complete |

| Personal Hygiene | |
|-----------------|
| Best practice signage and employee training | complete |
| Hands free soap & water in bathrooms | complete |
| Separators between bathroom sinks | complete |

| PPE | |
|-----|
| Face masks required everywhere | policy |
| Sufficient face mask inventory for 6 months | complete |
| PPE required in factories | policy |

## Social Distancing Protocol

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<tr>
<td>Protocol defined and employees trained</td>
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<tr>
<td>Electronic training records audited by Quality</td>
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<tr>
<td>Staggered shift entry/exit</td>
</tr>
<tr>
<td>Physical distancing in fab audited</td>
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<tr>
<td>Physical distancing in common areas audited</td>
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<tr>
<td>Physical distancing in office areas</td>
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## Site COVID protocol document

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<tr>
<td>COVID-19 Protocol Training</td>
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<tr>
<td>Monthly audit schedule</td>
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<tr>
<td>Revision control to allow for change</td>
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## Signage

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<tr>
<td>COVID-19 Prepared</td>
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<tr>
<td>SDP Information Sheet</td>
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<tr>
<td>CDC recommended hygiene practices</td>
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## Employee Assistance/Communication

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<tr>
<td>Site wide paging system for all employees</td>
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<tr>
<td>Reiterate Fujifilm employee assistance program</td>
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<tr>
<td>Communicate Office of Labor Standards phone</td>
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COVID-19 Best Practices Playbook

This COVID-19 Best Practices Playbook is based on the guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), OSHA, as well as the California Work Task Force, and other local authorities.

Up-to-Date Documentation

Social Distancing Protocol
COVID-19 Site-Specific Protection Plan

Business Name: Fujifilm Dimatix
Facility Address: 2210-2260 Martin Ave, Santa Clara, CA
This Protocol was most recently updated on: May 19, 2020
Maximum number of people allowed in facility at any time: 306
Total Facility Square Footage: 9,1740
Total Facility Square Footage Open to Public: 0

The Person Responsible for Implementing this Protocol
Name: Wendy Arienzo Title: VP of Operations
Phone number: 203 4700761 Email Address: warienzo@fujifilm.com

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage and Distribution:
✓ Post signage at each public entrance of the facility to inform personnel and customers of the following:
  ✓ Do not enter the facility if you have COVID-19 symptoms;
  ✓ Maintain a minimum six-foot distance from others, including when in line;
  ✓ Sneeze and cough into a cloth or tissue or, if not available, into your elbow;
  ✓ Face coverings required to enter (except if 6 years of age or under or medically inadvisable);
  ✓ Do not shake hands or engage in any unnecessary physical contact.
FDMX Best Practices

COVID-19 Playbook
COVID-19 Best Practices Playbook

This COVID-19 Best Practices Playbook includes recommendations based on guidelines from the Centers for Disease Control and Prevention (CDC), Cal/OSHA COVID-19, Santa Clara County guidelines, World Health Organization (WHO), Occupational Safety and Health Administration (OSHA), as well as best practices developed by the FDMX Return to Work Task Force, and other local authorities.

Document Number: 024-22459-01
Owners: Bob Heath/Ray Martinez
Our Goals

• Assure a safe environment for everyone on the FDMX campus
  *Prevent the spread of COVID-19 and other diseases*

• Comply with all Federal, State and Local guidelines

• Continuously improve our best practices as we learn together
COVID-19: Overview and Risks

• COVID-19 is caused by a new coronavirus. Coronaviruses are a large family of viruses that are common in people and many different species of animals. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus, named SARS-CoV-2.

• The complete clinical picture of COVID-19 is not fully known. Reported illnesses have ranged from very mild (including some people with no reported symptoms) to severe, including illness resulting in death. While information so far suggests that the majority of COVID-19 illnesses are mild, an early report out of China found serious illness in 16% of people who were infected. A CDC Morbidity & Mortality Weekly Report that looked at severity of disease among COVID-19 patients in the United States by age group found that 80% of deaths were among adults 65 years and older, with the highest percentage of severe outcomes occurring in people 85 years and older. People with serious underlying medical conditions - like serious heart conditions, chronic lung disease, and diabetes, for example - also seem to be at higher risk of developing severe COVID-19 illness.
Preventing the Spread of COVID-19 at home & in the workplace

Your actions save lives.

• Stay home as much as possible
• Stay home especially if you are sick, except to get medical care
• Stay 6 feet away from others
• Wear a mask that covers your nose and mouth
• Clean and disinfect frequently touched surfaces
• Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol
• Avoid shaking hands
• Avoid large gatherings
Cleaning and Disinfecting is Key to Workplace Safety

Everyone has a role to play in slowing the spread and protecting themselves by maintaining a clean and sanitized environment.

FDMX’s sanitizing efforts are split into three areas:

- **Common spaces** – covered by janitorial services (Moreno)
- **Process/Work space** – conducted by both Moreno cleaners and FDMX employees
- **Personal Sanitation** – hand washing and hand sanitizer usage is everyone’s responsibility
Clean and Disinfect - Detail

• FDMX contracts Moreno for janitorial services. Moreno will continue to wipe down and disinfect all frequently touched surfaces in common areas daily, including door handles. Cleaning frequency has been increased to twice daily at shift change and at least twice daily for all bathrooms and common areas.

• Contact your supervisor or Robert Davis if you see the need for additional spot cleaning or if a spill occurs.

• It is the employee's responsibility to wipe down their own desk, phone, keyboard, etc. It is your responsibility to keep break areas clean. FDMX will continue to provide cleaner and/or wipes as available.

• Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use. (CDC, CA)

• FDMX will provide clear plastic wrap at all shared workstations (Fab and Assembly break rooms). Employees are to pull a clean sheet of plastic wrap and cover the keyboard and mouse before each use. Employees should pull off and throw away their used plastic covering when finished. For tablets, FDMX will provide styluses soon.
Personal Sanitation Recommendations

Clean your hands often
  • Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

FDMX will continue to provide hand soap in all restrooms and kitchens
  • If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. FDMX will continue to provide hand sanitizer at a minimum of 60% alcohol per CDC recommendation in break rooms, gown rooms, conference rooms, and around campus as appropriate.

Avoid touching your eyes, nose, and mouth with unwashed hands

AND…This applies to home as well
Cough and Sneeze Etiquette

• Cover coughs and sneezes.

• If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

• FDMX will continue to provide tissue boxes for employee use.

• Throw used tissues in the trash.

• Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
Protecting Team Members

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should notify their supervisor, immediately be separated from other employees, customers, and visitors and sent home. (CDC, CDC, CA, SCC, print resource)

Protocol in place:
1. Notify supervisor.
2. Perform a temperature reading. Fever is 100.4 degrees or greater (CDC)
3. Immediately separate from others.

Temperature devices are located in the following areas:
- 2220 Building: Side Entrance
- 2230 Building: Fab Gown Room
- 2250 Building: Lobby, Assembly Gown Room, Shipping & Receiving
Screening

• Longer term goal is to provide for software based screening

• For now, by badging into a FDMX building you attest to being free from any symptoms attributed to COVID-19, you have measured your temperature and it is less than 100.4F, you have not come in contact with a person confirmed or suspected positive in the last 14 days, and you have not come in contact with a person who has traveled to an infected region in the last 14 days
COVID-19 case protocols in the workplace

If an employee contracts symptoms consistent with Covid-19, they are instructed to notify their supervisor to begin the isolation protocols. Note that FDMX will maintain confidentiality as required by the Americans with Disabilities Act (ADA). Process details are included in the Fujifilm HLUS Decision Tree.
If family or close friend is diagnosed with COVID-19

• Employees who are well but who have a (family) member at home or someone they have been in close contact with who has been diagnosed with COVID-19 should notify their supervisor, stay home for 14 days, monitor health and follow CDC recommended precautions. (CDC, CA)

• Notify Human Resources or your manager if you (i) are symptomatic, have been tested and/or have tested positive for COVID-19 (ii) have come into contact with positive, presumed or high risk case or (iii) traveled to an area under Fujifilm travel restriction/advisory.

• Notify HR if you are subsequently tested and found to be negative. HR will schedule your return.
Protective Equipment

• A face covering is mandatory for everyone/anyone on the FDMX campus.
• FDMX will provide a basic face covering for any employee when arriving at work. Contact Bob, Ray or your supervisor (limit is 1 per day)
• Face Coverings that are personally provided must:
  - Cover the nose and mouth
  - Not create an entanglement hazard or visual obstruction
• Anyone entering the Fab and Assembly cleanrooms should continue to use the face covering and all other required coverings including gloves provided by FDMX CA.
• Additional PPE may be required for specific work stations as described in MPI/JIB
Social Distancing at all Times

• Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others

• Employees should physically distance when they take breaks together. Stagger breaks and don’t congregate in the break room, and don’t share food or utensils. (CDC, CA)

• Supervisors have informed their teams of safe break room protocol, such as the limit of one person per break room table. Individual tables have been separated. Furniture is not be moved. Breaks and lunches have been assigned and/or staggered. Overflow into the Santa Cruz conference room or outside picnic benches is also encouraged. Additionally, single-item utensils and coffee cup dispensers have been installed in all kitchens to lower the risk of contamination.
Limit Physical Meeting Attendance to 10 or Less

• Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. (CDC, CA)

• All unused chairs and tables have been removed or taped off. Do not move chairs after setup.

• “No sit/stand zones” marked with X.

• FDMX encourages the use of Zoom meetings whenever possible. In the event a Zoom meeting is not an option, and to maintain a 6ft distance, you may use the following conference rooms that can accommodate the maximum number of people referenced in parentheses:

  2220 Building:
  Capitola (maximum: 6 employees)
  Carmel (maximum: 1 employee)
  Monterey (maximum: 1 employee)

  2230 Building:
  Santa Cruz (maximum: 10 employees)
  This is now a break area.

  2250 Building:
  Carbon/Silicon (maximum: 10 employees)
  Cobalt (maximum: 4 employees)
  Iridium (maximum: 5 employees)
  Kryptonite (maximum: 3 employees)
  Platinum (maximum: 1 employee)
  Tungsten (maximum: 1 employee)
Shared Equipment, Tools, Forklifts

• Where possible restrict the use of common tools (Radios, PPE, etc.)
• Preferably don clean gloves prior to use or operation
• Sanitize surfaces of forklifts, carts and multiuse tools before using
• Use stylus for shared touch screens
• Sanitize tools and surfaces per standards when done using
Additional Considerations

Visitors (including contractors) are subject to additional guidelines

- Guidelines are posted at entries
- All visitors will follow the FDMX COVID-19 playbook while on site
- Visitors must be cleared for entry by Martin, Bob or Ray
- Meetings may be conducted in Cobalt conference room only

Business Travel

- Business Travel is subject to restrictions and guidelines as published by Fujifilm HLUS
Concerns?

We recognize that these are stressful and unusual times and want to be sure that we are addressing any concerns you have. Fujifilm Dimatix, Inc. is committed to a work environment in which honesty and integrity prevail at all levels of the Company.

The following resources are available if you have concerns:

- Contact your supervisor or HR if you have concerns about your work area. If you see something, say something. We are here to assure a safe workplace for everyone. Your input will remain confidential.
- Contact HR if you are feeling stressed or need additional resources such as our EAP program.
- If you have questions or require additional information regarding Fujifilm’s COVID-19 response, you can submit your non-confidential inquires to the Office of Labor Standards Enforcement Advice Line: 866-870-7725 or by email at FujifilmNAinfectiousdiseases@fujifilm.com
Summary

• FDMX Goal is to assure a safe work environment throughout the COVID19 pandemic
• FDMX will continuously improve our practices as more information becomes available
• The pillars of our safe work environment include:
  • Social distancing throughout the day
  • Rigorous hygiene and cleanliness
  • PPE (masks, gloves)
  • Personal health monitoring through body temperature measures
  • Ongoing communication and training
• And remember that healthy practices start at home!
Moreno (Janitorial) Cleaning Process

Step 1: Spray the surface with BioClean 2X and then use your microfiber rag to wipe down the surface.

Step 2: Spray the RMC Disinfectant on the surface that was wiped down with BioClean 2X. You must leave the disinfectant on the surface to dry. Do NOT wipe it off.
QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER INSTITUTIONS

Company/Organization Name: Fujifilm Dimatix

Industry/Sector: High Tech Semiconductor/Printing

Date: 6/01/2020

1. Are you open or partially open? YES
   a. Are you an essential business? YES
   b. Are you open under an exception such as: NO
      i. Outdoor Business?
      ii. Pickup/Delivery?
      iii. Curbside Retail?
      iv. Food Distribution?

c. Have employees and customers cooperated with the health safety protocols? YES

d. To your knowledge, have employees or customers become infected with COVID-19? NO

2. How many of your activities can be moved outdoors?

   Our break areas have been moved outdoors

3. For indoor activities:
   a. How can social distancing be maintained at points of ingress and egress, where people normally cluster?

      We have staggered shifts to reduce number of employees entering/exiting and put up signage

   b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)?

      We require temperature checks, sanitizer in all shared areas, masks must always be worn while on the premises. Also all production must wear full suit PPE
c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry?

They are available in open stock single item, hands free dispense at the point of entry.

d. Can the times of activities be staggered to reduce the amount of people gathered at any one time?

YES

e. Can customers make appointments to gain entry while inside capacity is restricted?

NO

f. How can social distancing be maintained inside your premises?

We have low employee density, each person has more than 300 sq ft. Also, we have assured proper distancing in all seating in common areas, we have posted requirements.

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees?

We have acquired 6 months of supply of PPE. Employees are issued PPE upon entering. We have made available the opportunity to go for local testing if needed.

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.)

We have forbidden large gatherings in excess of 6 people. All meetings are by video.
6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.)

We have secured badge access with records kept up to 1 year. We also have full security cameras covering all entrances.

7. In order to assist safe and productive re-opening, what are your needs relative to:
   a. Regulation? NA
   b. Licensure? NA
   c. Childcare? Yes, some of our employees require childcare in SCC
   d. Housing? NA
   e. Digital Inclusion? NA
   f. Commute-Free Working? Most employees do not take public transportation to come to work. All non production will work from home.

8. If you have been opened or partially opened, what challenges have you experienced?

We have struggled to obtain sanitizer but now we have a large, 50 gal drum.

9. If you have been opened or partially opened, how has the community's adherence and response to the COVID health safety protocols been?

Everyone has adhered to the safety protocols