All:

As an update to our initial communication, attached please find a fact sheet setting forth our latest policies surrounding COVID-19.

Please pay particular attention to the travel guidelines, and note that we should be immediately advised of any business or personal travel to or from the impacted countries (currently, China, Iran, South Korea, and Italy) by an employee or anyone in the employee's household.

- If an employee or anyone in their household is returning from an impacted country today or on a future date, the employee must self-quarantine for 14 days immediately commencing upon the date that the employee or their household member left the impacted country.
- Further, if an employee or anyone in the employee's household previously returned from an impacted country within the last 14 days – even if the employee has since returned to the production – the employee must self-quarantine for the remainder of the 14 days following the date upon which the employee, or the employee's household member, left the impacted country.
- This policy applies regardless of whether the employee is experiencing any symptoms of COVID-19.
- Finally, the policy mandates that employees refrain from coming to work until after the self-quarantine period has expired. Even if the self-quarantine period has expired, the employee shall not return to work if the employee, or the employee's household member, exhibits any symptoms of COVID-19.

We are taking precautions to keep our domestic and foreign workplaces safe and healthy in line with Center for Disease Control (CDC) guidance and best practices. We will continue to update you as more information becomes available to us. In the meantime, please contact Production Safety with any questions.

For the most up to date information from the CDC, please follow the links below:

- https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf