Our collective actions can help protect the health and safety of our people.
The safety and well-being of our people is our most important guiding principle.

COVID-19 Directive
The following document outlines the corporate COVID-19 directive and guidance for all employees, customers, contractors and visitors working onsite during COVID-19. COVID requirements are based on local conditions. For current Aerospace local COVID site levels and associated requirements, please click here.

Before you come onsite
- **Stay home** if you have any COVID-19 symptoms, even if symptoms are mild.

Experiencing symptoms
- **Stay home and inform your manager.**
  - Managers: Any areas visited longer than 30 minutes in the two days prior to onset of symptoms by the symptomatic individual need to be disinfected.
- **Take a PCR or antigen COVID test.**
  - If it is positive, report to the Security Control Center (SCC).
- **Return to work.**
  - If COVID test is negative and you are symptom free.
  - If you choose not to take a COVID test, it has been 10 days from onset of symptoms, and you are symptom free.
  - If your symptoms occur within three days of receiving the COVID vaccine or booster and improved within two days of symptom onset.

When to report
- If you have **tested positive** for COVID-19.
  - **Stay home** and contact the SCC.
  - Environmental Health and Safety (EHS) will provide direction on return to the office.
- If you had a business-related close contact* (onsite or business travel) with someone who has been diagnosed with COVID-19.
  - For employees based outside of California:
    - **Stay home** and contact your manager and the SCC.
    - EHS will provide guidance on when you may return to the office.
    - If you are **up to date** on vaccinations, you may be able to avoid quarantine, but you must report any close contacts to the SCC.
Employees at all Aerospace sites outside of California will continue to follow the CDC’s close contact definition (being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period).

- For all California-based employees:
  - Contact your manager and the SCC
  - Those in close contact with COVID-19 positive individuals will no longer need to quarantine, regardless of vaccination status, if specific requirements are met.
  - EHS will provide guidance on any quarantine and testing requirements.

* For California based employees, close contact is defined as: Sharing the same indoor air space (e.g., meeting, workspace, lab or home) for a cumulative total of 15 minutes or more over a 24-hour period.

Aerospace Immunization Reporting Database (IRD)
- All employees, regardless of work location or telework status, and badged non-Aerospace personnel at our facilities are required to submit their vaccination status in IRD.
  - Information provided in IRD will be maintained in compliance with all applicable laws. Data is encrypted in transit, stored on an encrypted database and access controlled.
- For Aerospace employees, access IRD here. If you are not an employee but work at an Aerospace location, such as contractors and customers, access IRD here.

Vaccine Mandate
- Aerospace Employees
  - All employees must be fully vaccinated or have an approved disability/medical or religious accommodation to work onsite. An interim testing program (internal link only) is temporarily available for those who are not yet fully vaccinated.
  - Employees are required to upload proof of vaccination* in IRD (internal link only) or arrange for a visual inspection of their vaccination record.

- Badged Customers and Government Contractors
  - All badged customers and government contractors must be fully vaccinated or enroll in the Aerospace COVID testing program, which is available for those who are not yet fully vaccinated. Email actp.mailbox@aero.org to enroll in the Aerospace COVID Testing Program.
• **Visitors**
  - Visitors must complete a screening checklist and comply with posted protection protocols.
  - Vaccination and testing requirements are based on COVID site levels. Click [here](#) to view the COVID site levels.
  - When site levels are medium or high, unvaccinated individuals must complete a Close Contact and Visited Areas form before departure each day of visit and returned to security or visitor POC. The Close Contact and Visited Areas form is available at visitor centers and in the appendix of this document.
  - If the individual cannot provide proof of vaccination or testing (when required), was unaware of entry requirements, and the purpose of their visit is to support mission essential/responsive tasks or provide services essential to facility operation, the security guard has the authority to process a waiver to allow access to Aerospace facilities.

Contact [Aerospace Security](#) if you are uncertain which of the above category applies to you or your visitor.

• **Proof of Vaccination (Acceptable Forms)**
  - Immunization record from healthcare provider or pharmacy
  - Vaccination card (front only)
  - Medical record documenting vaccination
  - Electronic record from public health or state information system
  - Any other official document that features vaccine name, healthcare professional or clinic site that administered vaccine and date(s) administered

**Travel**

• All business travel requires first-level management approval.
  - Business travel is authorized for fully vaccinated employees only.
    - Exceptions must be approved by a GM (if customer JO permits unvaccinated staff to travel) with notification to the S/VP.
    - Managers can ask employees if they are in alignment with the Aerospace directive and verbally verify their vaccination status.
  - Business travel does not include your regular commute between home and assigned office location.
• Adhere to any local or site-specific travel directives.
• Quarantine requirements are currently based on state and local government policy, customer or contractor policy or site-specific Aerospace policy.
Recording Close Contacts and Areas Visited
When site levels are medium or high, unvaccinated individuals are required to complete the Close Contact and Areas Visited form each day you work onsite.
- This form can be found on EZTime for employees or in the appendix of this document for non-Aerospace personnel. Retain a hard copy for 14 days.
  - For California based employees, close contact is defined as: Sharing the same indoor air space (e.g., meeting, workspace, lab or home) for a cumulative total of 15 minutes or more over a 24-hour period.
  - Employees at all Aerospace sites outside of California will continue to follow the CDCs close contact definition (being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period).
  - Log all work locations you visit more than 30 minutes.

Masks
Mask requirements are based on local conditions. For current Aerospace local COVID site levels, please click here.

When mask requirements are in effect, the following applies:
- Masks are required indoors regardless of vaccination status, with the following exceptions:
  - Alone in a closed-door room.
  - Actively eating and drinking in an area that otherwise requires a mask. Masks must be promptly replaced when finished.
    - If you are not fully vaccinated, you are required to remain at least 6 feet from others.
    - If you are fully vaccinated, it is recommended but not required to distance while your masks are removed.
  - You have a medical reason precluding you from wearing a mask. Please work with EHS and People Operations to find an appropriate solution.
- Masks must:
  - Cover the nose and mouth.
  - Fit snugly but comfortably against the side of the face.
  - Be secured with ties or ear loops.
  - Allow for breathing without restriction.
  - Not be worn if it creates a health hazard.
- Cloth-masks should include multiple layers of tightly woven fabric.
  - Note: Cloth masks are currently not permitted in El Segundo, Pasadena or Colorado Springs locations unless they are worn as a second layer over a medical grade surgical mask. Although this is only a requirement in Los Angeles county and Colorado Springs, all sites are
encouraged to upgrade their masks to more protective options. KN95s are available at all sites.

- N95 respirators are available to Aerospace employees by request through EHS.
- The following masks are not acceptable:
  - Masks with exhalation valves
  - Neck gaiters or bandanas
  - Face shields without another mask

Social Distancing
Distancing requirements are based on local conditions. For current Aerospace local COVID site levels, please click here.

Contact EHS for assistance on setting up workspaces or meetings for social distancing when required.

Cleaning and Disinfection Supplies
- To obtain cleaning supplies and hand sanitizer, please submit an eService request on the Facilities website (internal). Non-Aerospace personnel can contact their Aerospace facilities representative for assistance.

Meetings
- Mask and distancing requirements are based on local conditions. For current Aerospace local COVID site levels, please click here.
  - Aerospace employees may voluntarily wear a N95 respirator. Contact EHS at ehs.mailbox@aero.org in advance.
- If you are required to or prefer to social distance, please contact the meeting coordinator, who will do his/her best to accommodate you.
  - You may attend virtually if this option is available.
- Eating and drinking is permitted in meetings provided you promptly replace your mask (if required) when finished eating and drinking.
- The meeting host/facilitator should keep in-person participant numbers to the minimum when social distancing is not available and will retain a list of all attendees for 14 days.

Large Meetings and Events (≥50 participants)
- Requirements for large meetings and events are based on local conditions. For current Aerospace local COVID site levels, please click here.
- All attendees at large meetings and events must be fully vaccinated when sites are at medium or high COVID site levels. If the host provides a list of attendees,
EHS can report if the entire group meets the requirement; however, EHS cannot disclose individual vaccination status.

**Non-Aerospace Work Sites**
If you are at a customer or contractor site, adhere to the respective local authority or facility requirements if they are more conservative. If less conservative, employees may choose to follow the local requirements. Employees are not required to stay at the customer or contractor site if they feel it is unsafe and should contact their manager and EHS with any concerns. Employees must continue to follow corporate reporting requirements.

**Compliance**
- If you happen to see anyone not following our requirements, please do one of the following:
  - Politely remind the person of our requirements.
  - Inform your manager who can speak directly to the person, his/her manager, or his/her Aerospace representative.
  - Report the incident to the SCC with as much information as possible so the incident can be investigated.
- Any Aerospace employee who does not adhere to Aerospace requirements may be subject to a safety infraction potentially leading to a corrective action.
- Non-Aerospace personnel not adhering to Aerospace facility requirements may be removed from the facility and badge access may be terminated.

**Contact Information**
*Environmental, Health and Safety (EHS)*
310-336-SAFE (west)
571-304-SAFE (east)

*Security Control Center (emergency line)*
310-336-6911 (west)
571-304-0911 (east)

*Security Control Center (non-emergency)- Use this number for COVID-19 reporting*
310-336-6520 (west)
571-304-7220 (east)

Customers, contractors and visitors can contact their Aerospace representative for any additional information or resources.

**Appendix (non-Aerospace personnel)**
Contact Tracing and Visited Areas Form