

Aerospace COVID-19 Directive

Our collective actions can help protect the health and safety of our people.

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The safety and well-being of our people is our most important guiding principle.

The following document outlines Aerospace's COVID-19 directive and guidance for all employees, customers, contractors, and visitors working onsite. COVID requirements are based on local conditions. For current Aerospace local COVID site levels and associated requirements, please click [here](#).

If You Are 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.

If You Test Positive

- **Stay home** and contact the [SCC](#).
- Environmental Health and Safety (EHS) will provide direction on when and how to return to the office.

If You Are Exposed*

You may continue to come onsite **only** if you:

1. Do not have symptoms, **and**
2. Wear a well-fitted mask for 10 days following the exposure (regardless of test results), **and**
3. Test on day six. Day zero is the day of your last exposure.
 - If your exposure is a positive household member, test on day six and day 13.
 - If you already had COVID
 - Within the last 30 days, test only if you are symptomatic.
 - Within 31-90 days, take an antigen test on day six.
4. Report positive results to the SCC (all sites) and report negative results to EHS (California only and only if a business-related exposure). You no longer need to report any COVID-19 exposures to the SCC.

** **Employees at all Aerospace sites outside of California** are considered exposed to COVID-19 if within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.*

***California-based employees** are considered exposed if they have shared 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.*

Masks

Masks are required indoors when sites are at [high level](#). When the mask requirement is 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.
 - 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.
- It is recommended to wear the most protective mask you can that fits well and that you will wear consistently.
 - KN95s and surgical masks are available at all sites.
 - N95 respirators are available to Aerospace employees by request through EHS.
- Cloth-masks should include multiple layers of tightly woven fabric.
- The following masks are not acceptable:
 - Masks with exhalation valves
 - Neck gaiters or bandanas
 - Face shields without another mask

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.

Large Meetings and Events (≥50 participants)

Large meetings and events are prohibited when sites are at high COVID level unless the following approvals are obtained:

- Large meetings require VP/SVP authorization.
- Large social gatherings and events require EVP/CEO authorization.

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 report positive COVID-19 cases.

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 and 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.