

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.

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. Regional sites may implement more restrictive operating rules based on local conditions and guidance. In the absence of local guidance, the following corporate rules apply.

Before you come onsite

- Monitor yourself for any [COVID-19 symptoms](#). **Stay home** even if symptoms are mild or if you believe they are allergy related.
- Take your temperature. **Stay home** if your temperature is $\geq 100.4^{\circ}\text{F}$.

Experiencing symptoms

- **Stay home.**
- **Inform your manager.**
 - If you were in the office in the last two days prior to onset of symptoms, notify your manager of any areas you did not disinfect after use.
 - Managers: Any areas visited longer than 30 minutes by the symptomatic individual need to be disinfected.
- **Take a PCR COVID test.**
 - If it is positive, report to the [Security Control Center \(SCC\)](#).
- **Return to work.**
 - If PCR 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 and improved within two days of symptom onset.

When to report

- **If you or a household member has tested positive** for COVID-19.
 - **Stay home** and contact the SCC.
 - Environmental Health and Safety (EHS) will provide further direction as to when you can return to the office.

- If you have been in **close contact** (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has been diagnosed with COVID-19.
 - **Stay home** and contact your manager and the SCC.
 - EHS will provide quarantine guidance and directions on when you may return to the office.
 - If an individual is fully vaccinated, he/she may be able to avoid quarantine. Report any close contacts to the SCC to initiate an EHS assessment.

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 (Effective Dec. 8)**
 - All employees **must be fully vaccinated** or have an approved disability/medical or religious accommodation to work onsite.
 - Employees are required to upload in IRD proof of vaccination in one of the following 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 who administered vaccine and date(s) administered
- **Badged Customers and Government Contractors (Effective Dec. 8)**
 - All badged customers and government contractors **must be fully vaccinated** or have an approved disability/medical or religious accommodation to work onsite.
- **Visitors (Effective Dec. 8)**
 - Unbadged visitors (e.g. conference/meeting/event attendees, family members, new hires) are required to present proof of full vaccination upon entry in one of the following forms:

- Immunization record from healthcare provider or pharmacy
 - Vaccination card
 - 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 who administered vaccine and date(s) administered
- Unbadged suppliers, vendors, or service contractors are required to present proof of full vaccination or a negative COVID test taken within the last 72 hrs. If the individual cannot provide proof of vaccination or testing and the purpose of their visit is to support mission essential/responsive tasks or provide services essential to facility operation, then the Security Guard has the authority to process a **one-time** 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.

Telework vs. On-site Work

- On-site work or visits to Aerospace, customer or contractor facilities must be approved by first-level management.
- Managers are required to set limitations and schedules for on-site work to allow for physical distancing requirements if vaccination status is unknown.

Visitors

- Visitors must comply with posted protection protocols and this directive.
- Visitors must complete a [screening checklist](#) and check temperature prior to entering the facility or at the point of entry.
- Effective December 8, unbadged visitors must comply with the [Aerospace Vaccine Mandate](#).
- For those who are not fully vaccinated, a Close Contact and Visited Areas form must be completed 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.

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 can take place by private vehicle, rental vehicle or public transportation (e.g. airplane, train, etc.). Business travel does not include your regular commute between home and assigned office location.
- Employees can consult the [Travel Protocol and Charging Guidelines](#) (internal link) for additional guidance on time charging.
- For ridesharing during business travel, follow the safety precautions outlined in the [Vehicle Transportation for Work Purposes](#) section.
- 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

If you are not fully vaccinated, you are required to complete the [Close Contact and Areas Visited](#) form each day you work onsite. If you are fully vaccinated, then you do not need to report close contacts or areas visited.

- This form can be found on EZTime for employees or in the appendix of this document for non-Aerospace personnel. Retain hard copy for 14 days.
 - A close contact is defined as being within 6 feet of someone 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

Masks are required indoors regardless of vaccination status, with the following exceptions:

- Alone in a closed-door room.
- Outdoors when not at risk of approaching others within 6 feet.
- Eating where you will remain at least 6 feet away from others.
- Smoking in a designated area and 6 feet of separation is maintained.
- Drinking from a top-covered container in an area that otherwise requires a mask. Masks must be promptly replaced.
- Requested by security personnel for identification purposes.
- 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
- 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

Fully Vaccinated

- If you are fully vaccinated, you are not required to maintain 6 feet of physical distance.

Not Fully Vaccinated

- You must maintain at least 6 feet of physical distance from others, with the following exceptions:
 - During brief periods of movement, such as passing each other in hallways.
 - In elevators.
 - Mission responsive tasks where management determines it is not feasible to maintain 6 feet of physical distance. Contact EHS for assistance.

Workspaces

Unvaccinated personnel are required to maintain social distancing. Managers can relax the distancing requirement in a workspace if one of the following conditions apply:

1. All occupants in the work area have voluntarily disclosed they are fully vaccinated.
OR

2. The manager:

- Rules out workspace alternatives (e.g. staggered scheduling, work activity reconfiguration, alternate workspace, postponement, setting up a portion of desks for social distancing, etc.).
- Will need to inform occupants that this will be a “Non-Socially Distanced Workspace.” This can be done via email or signage, and the following language is suggested:

“Due to the nature of the work activity, this may be a Non-Socially Distanced Workspace. Personnel who are fully vaccinated may relax the distancing requirement. All others are required to:

- *Stay as far apart as possible*
- *Complete the daily contact tracing form*

- *As a general reminder:*
 - *All personnel must wear a mask regardless of vaccination status.*
 - *If you prefer to maintain distance, talk to your manager for an accommodation, as feasible.*
 - *Aerospace employees may voluntarily wear a N95 respirator. Contact EHS at ehs.mailbox@aero.org in advance."*

Eating and Drinking

The following restrictions apply regardless of vaccination status:

- It is preferred you eat alone in your own workspace or outside where you will remain at least 6 feet away from others.
- If you sit in a shared space, attempt to stagger your meals or breaks so you eat alone.
- You must maintain at least 6 feet of distance from others in a shared space and promptly put your mask on when finished.
- Eating should be done on breaks and not during frequent snacking as to minimize the time your mask is off.
- You may remove your mask to drink, but you must minimize the time your mask is removed.
- Do not drink directly from water fountains. You can fill personal containers but avoid touching the tip of your container to the dispenser.

Cleaning and Disinfection

- Disinfect any shared equipment before and after use.
- Disinfect any touched surfaces in conference rooms or shared workspaces before and after use.
- Wash your hands with soap and water or use an alcohol-based sanitizer with at least 60% alcohol.
 1. Hand sanitizer dispensers and refill locations can be found [here](#) and in the appendix of this document.
- 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

- It is preferred that in-person meetings are limited to the posted reduced occupancy to allow for social distancing.
- If social distancing is not feasible and there are no reasonable alternatives, the manager or meeting coordinator can increase occupancy by adhering to one of the following conditions:

1. It is already known that all participants are fully vaccinated.
Remember, you may not ask others their vaccination status and you may not ask EHS to verify for you.
2. When vaccination status for all meeting participants is unknown, the manager or meeting coordinator notifies attendees that social distancing is not available – this can be done in the meeting invite or via email. The following language is suggested for notification purposes:

“Due to the number of expected attendees, participants will likely sit within 6 feet of each other. Those who are not vaccinated must:

- *Sit as far apart as possible.*
- *Complete the daily [contact tracing form \(external and classified area link\)](#).*

As a general reminder:

- *Masks are required regardless of vaccination status.*
- *If you 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.*
- *Aerospace employees may voluntarily wear a N95 respirator. Contact EHS at ehs.mailbox@aero.org in advance.*
- *Remember not to ask others about their vaccination status.”*

- Unclassified meetings should include a virtual option for those who choose to participate remotely. Classified meetings should include a virtual option when available.
- Eating is permitted in meetings provided you maintain 6 feet of distance from others and promptly replace your mask when you are finished eating. Do not share food or utensils. You may take quick drinks if you are in meeting with relaxed distancing but are required to promptly replace your mask when finished drinking.
- Distancing requirements shall not be a reason for excluding personnel from meetings.
- The meeting host/facilitator will 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.
- If you alter seating, return the setup to its original distancing arrangement.

Large Meetings and Events (≥50 participants)

- All attendees at large meetings and events must be fully vaccinated. 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.

- When the COVID occupancy limit will be exceeded in large conference rooms (Titan, Gambit, Hexagon, and COS-1), the following approvals are required:
 - For large meetings and events with employees and non-employee residents, approval is required by a **corporate officer**.
 - For large meetings and events with external participants in attendance, approval is required by the **EVP/CEO**.
 - After approval, large meetings and events can proceed provided all participants are informed of and adhere to our directive, and the event is conducted following the safety guidelines of this directive.
- No additional approvals are required if the event size remains within COVID safe limits for the large conference rooms (Titan, Gambit, Hexagon, and COS-1).

Off-Campus Events

Off-campus events are allowed, provided they follow local guidelines including those for dining, physical distancing, and masks.

Vehicle Transportation for Work Purposes

- When multiple employees must occupy a vehicle for work purposes, follow these directions:
 - Wear a mask.
 - Ensure riders are not symptomatic.
 - Use the car's vents to bring in outside air and/or lower vehicle windows.
 - Clean/disinfect all contact surfaces on the vehicle and use hand sanitizer.
 - If any riders are not fully vaccinated:
 - Sit as far away from others as possible and maintain at least 3 feet separation in all directions.
 - Record any close contacts.

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) – Use this number for COVID-19 reporting

310-336-6911 (west)

571-304-0911 (east)

Security Control Center (non-emergency)

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
- Hand Sanitizer Dispensing Locations

Hand Sanitizer Availability

Site	Building	Location
El Segundo	A1	1st Floor Lobby
El Segundo	A1LL	STARS Lobby
El Segundo	A2	North Entrance
El Segundo	A2	West Entrance (Center)
El Segundo	A3	Café East, West Entrances
El Segundo	A3	North Entrance
El Segundo	A4	North Entrance
El Segundo	A4	South Entrance
El Segundo	A5LL	Before/After Mantrap
El Segundo	A5	East Entrance (Before/After Mantrap)
El Segundo	A5	West Entrance (Before/After Mantrap)
El Segundo	A5	Lobby
El Segundo	A6	Lobby
El Segundo	A6A	Entrance
El Segundo	A6B	Entrance
El Segundo	A6C	Entrance
El Segundo	A6D	Entrance
El Segundo	A6E	Entrance
El Segundo	A8LL	Lobby
El Segundo	A8	1st Floor Lobby
El Segundo	A8	2nd Floor Landing
El Segundo	A8	3rd Floor Landing
El Segundo	A10	Entrance
El Segundo	D1	Lobby
El Segundo	D3	Lobby
El Segundo	D5	Lobby
El Segundo	D8	Parking Garage Entrances
El Segundo	D8	1006 Lobby
El Segundo	D8	1345 Entrance
El Segundo	D8	1739 Entrance
El Segundo	D8	North 1000 Entrance
El Segundo	D8	North 100A Entrance
El Segundo	D8	1247 SCIF
El Segundo	D8	3319 SCIF
El Segundo	D9	3rd Floor
El Segundo	D9	5th Floor S134, NE Entrance
El Segundo	D10	Lobby
Chantilly	A101	Plaza Entrance
Chantilly		Visitors Center
Chantilly		Upper Concourse
Greens III		Building Entrance
Greens III		Second Floor Lobby
Greens III		Third Floor Lobby
COS-1		First Floor Lobby Area

Albuquerque
Albuquerque
Houston
Houston
Falcon Hill AFB
Falcon Hill AFB

Building Entrance
Suite Entrance
Building Entrance
Suite Entrance
Building Entrance
Suite Entrance