Our collective actions can help protect the health and safety of our people.
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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 ≥100.4°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.
  - You may take an antigen test if it is taken on day five or later from symptom onset.
  - 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 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.

The safety and well-being of our people is our most important guiding principle.
• 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 up to date on vaccinations, 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**
  - 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.
  - Proof of vaccination must be 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 that administered vaccine and date(s) administered

• **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**
  - 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 that administered vaccine and date(s) administered
  - When the Aerospace **COVID site level** is medium or high, unbadged suppliers, vendors or service contractors are required to present proof of full vaccination or a negative COVID test taken within the last 72 hours. If the individual cannot provide proof of vaccination or testing, 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.

**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.
- 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.
• 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 a 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
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](#).

When social distancing requirements are in effect for medium or high COVID site levels, the following applies:

**Fully Vaccinated**
- If you are fully vaccinated, you are not required to maintain 6 feet of physical distance. Social distancing is still recommended if feasible.

**Not Fully Vaccinated**
- You must maintain at least 6 feet of physical distance from others while indoors, 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.

**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 percent alcohol.
• 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)
• 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.
• The following approvals are required when sites are at medium or high COVID site levels:
  – 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.

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

Updated 3/6/22
• 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
# Contact Tracing Log

**Instructions:** Non-Aerospace personnel and Aerospace employees who do not have access to EZTime are asked to complete this form at the end of the day after coming into work onsite. Keep this form in a visible place on your work desk area so you or your immediate manager can reference should you become unwell. Maintain log records for the past two weeks.

Company: ___________________ Name: ___________________ Cellphone #: ___________________

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<tr>
<th>Date</th>
<th>Areas visited for more than 30 minutes (e.g. Chantilly, A101, N7414)</th>
<th>Close Contacts (First Name, Last Name)</th>
<th>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.</th>
<th>Face Covering worn? (Y/N)</th>
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