

Updated 1/26/22

Effective immediately, P&G is updating its COVID-19 Return to Work safety protocols for External Business Partners, with employees who are working at a P&G site, for all of its U.S. sites and operations. These changes recognize the latest guidance from the Centers for Disease Control and Prevention (CDC) and incorporate internal learnings to date on best practices to minimize transmission within the workplace. All P&G and External Business Partners are expected to follow these revised protocols, unless prohibited or superseded by local laws or regulations.

1. **Close Contact Definition**

The definition of close contact is defined as anyone who was within 6 feet / 2 meters of an infected person for at least 15 consecutive or cumulative minutes within a 24-hour period.

- The exposure window for close contacts is the 48 hours before the infected person started having symptoms; or in the case of a positive asymptomatic person, the 48 hours before they were tested positive.
- Any person meeting these close contact criteria must be immediately removed from the workplace. External Business Partner (EBP) agencies must then follow P&G's EBP Notification and Return-to-Work protocols.

2. **Revised Quarantine/Self-Isolation Duration**

The CDC guidance includes a provision that quarantine/self-isolation time can be as few as 5 days with precautions until day 10 i.e., monitoring symptoms, wearing a mask). In light of the CDC guidance, P&G has taken additional return to work measures to help ensure a safe and healthy workplace (see table below for return-to-work criteria).

3. **Required information from EBP's to P&G for suspected or confirmed positive cases**

When an EBP employee is suspected or confirmed positive, the EBP agency must provide initial communication to P&G Site HR (or designate) with the following information:

- EBP Employee's Work ID#
- Work Location including Site, Floor, Building, specific spaces (i.e. huddle rooms, operation lines, etc.)
- P&G Sponsor
- Last date on site
- Close contacts – Names of individuals that the contractor was in close contact with (within 6 feet/2 meters for 15 or more consecutive or cumulative minutes).
- Whether the contact was with a positive case or a symptomatic/presumed case
- Other information on status (i.e., employee getting tested, employee in quarantine)

4. **Masks**

The standard masks for use at P&G sites continue to be the 3-ply flat panel medical masks provided by P&G. The 3-ply flat style panel masks which are either sourced or manufactured by P&G were selected based on fit, form, and the expertise that P&G has in non-woven technology. These types of masks are known to fit a broad spectrum of faces and provide a reduction in the concentration and distance that respiratory particles travel from one person to another. As such, we have determined that the 3-ply mask is highly effective in preventing on-site transmission of COVID 19. An EBP may choose to allow the use of valveless N95, KN95 or KF94 respirators on an individual employee exception basis (under OSHA 29 CFR 1910.134), but takes full responsibility for ensuring the devices meet NIOSH guidelines and that the employee understands how to properly wear the respirator. P&G will not provide N95 respirators or KN95 or KF94 masks to its employees or those of EBP's for the use of COVID-related personal protection.

EBP's should refer to OSHA regulation 29CFR 1910.134 Appendix D for voluntary use of a respirator. KN95 masks must be printed with the codes: GB 2626-2006 or GB 2626-2019. KF94 masks should be marked in conformance with KMOEL 2017-64.

Contact the P&G Site HR Manager (or designate) for any questions or clarifications.



### **COVID-19 External Business Partners Notification Protocols – For US**

To ensure the safety and well-being of all personnel working on P&G sites, P&G has established protocols to define the standard procedures which should be followed to mitigate COVID-19 exposure and transmission risk. To this intent, External Business Partners (EBPs) must follow this protocol for notifying P&G when a EBP’s employee, or an employee of any of the EBPs sub-contractors (“EBP Employee”) assigned to work at a P&G site is potentially ill and/or has been exposed to the COVID-19 virus. This protocol also defines when P&G will notify an EBP when it is made aware of any concerns regarding an EBP’s employee.

All EBPs should notify the P&G Site HR Manager or designate as soon as the EBP is made aware that an EBP employee assigned to work at a P&G facility meets **any of the following scenarios:**

*\*(Note: In all cases below, follow country or local health guidelines if more stringent. Anyone who is ill should not report to work.)*

1. **EBP employee arrives at a P&G facility and is not allowed entry due to not meeting one or more of the site entry screening checks.**
  2. **EBP Employee develops symptoms consistent with COVID-19** (e.g., fever, persistent dry cough, shortness of breath or other symptoms defined by local health authority) **and is considered or confirmed COVID-19 case AND** was onsite within 3 days from the onset of symptoms.
  3. **Individual reports that tested positive for COVID-19 and has NO symptoms AND** was onsite within 48 hours of test result. *Note: If EBP Employee reports that he/she tested positive for COVID-19 (with or without symptoms) and has NOT been on-site at P&G location in last 10 days no notification is needed.*
  4. **EBP Employee has had close contact** with someone considered or confirmed with COVID-19 infection AND EBP Employee is not having symptoms.
  5. **EBP Employee has taken and is awaiting either COVID-19 PCR testing or Rapid Antigen Testing results.** Once results are known notify P&G site HR or designate immediately.
- EBPs will provide P&G Site HR or designate with the **EBP employee’s work identification number and P&G work location (s), dates, and other close contacts while on-site** which will be used for the purpose of site incident tracking and contact tracing, if needed. Access to this information will be strictly limited to protect the EBP’s Employee privacy.
- Elements for initial communication to P&G Site HR or designate:
- EBP Employee’s Work ID#
  - Work Location including Site, Floor, Building, specific spaces (i.e. huddle rooms, operation lines, etc.)
  - P&G Sponsor
  - Last date on site
  - Close contacts – Names of individuals that the contractor was in close contact with (within 6 feet/2 meters for 15 or more consecutive or cumulative minutes).
  - Whether the contact was with a positive case or a symptomatic/presumed case
  - Other information on status (i.e., employee getting tested, employee in quarantine)

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- It is important that the EBP notify P&G Site HR or designate if an employee **subsequently tests positive for COVID-19** after an initial report of symptoms or was denied entry due to the screening process (e.g., employee has a temperature, and later tests positive).
- P&G Site HR or designate will immediately notify an EBP if one of its employees is identified as a “close contact” when conducting contact tracing related to a known or suspected COVID-19 infection.
- EBP Employees must meet certain Return-to-Work criteria, as verified by the EBP using the attached **COVID-19 Return-To-Work Clearance Verification** form. The attached form must be submitted to P&G Site HR via email at least 24 hours before the EBP Employee is expected to return to work at a P&G site.

**COVID-19 Return-To-Work Clearance Verification**

[Retention Limit: 14 Days]

This document serves to provide confirmation that External Business Partner Employee\* work ID# \_\_\_\_\_) (the “EBP Employee”), employed by \_\_\_\_\_ (the “External Business Partner”) has met the “Return-to-Work” criteria as established by Procter & Gamble (summarized below) and is thereby cleared for re-entry to return to work by at Procter & Gamble’s \_\_\_\_\_ site in \_\_\_\_\_

\*EBP is responsible for providing this form on behalf of any EBP subcontractor employee.

**The External Business Partner (EBP) confirms that EBP Employee has met at least one of the Return-to-Work criteria listed below:**

For Close Contact with person with confirmed or suspected COVID-19 illness AND EBP employee has no symptoms	
<p><b>Infected person <u>lives outside</u> the employee’s household:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Completed 10-day quarantine period</b> (starting from the last day of contact with infected person)</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ <b>Has a negative PCR test result as soon as possible after being notified.</b></li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ <b>Has a negative Rapid Antigen test on any day they are on site through day 5 after being notified.</b></li> </ul>	<p><b>Infected person <u>lives in</u> the employee’s household:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Completed 10-day quarantine period</b> (starting from the 1<sup>st</sup> day the person developed symptoms or tested positive)</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ <b>Has a negative Rapid Antigen test on any day they are on site through day 5 after being notified.</b></li> </ul>
For EBP employees with COVID-19-like symptoms or Confirmed Positive	
<ul style="list-style-type: none"> <li>➤ <b>At least 10 days have passed since symptoms first appeared (Not Tested) AND</b> <ul style="list-style-type: none"> <li>• At least 1 day (24 hours) has passed since resolution of fever without the use of fever-reducing medications AND improvement in symptoms.</li> </ul> </li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>➤ <b>At least 5 days have passed since day of positive test or start of symptoms (whichever is earlier)</b> <ul style="list-style-type: none"> <li>○ If asymptomatic or symptoms resolving (improving) and no fever for 24 hours - at Day 5, person must complete an <b>observed</b> Rapid Antigen test.</li> <li>○ If negative, return to work.</li> <li>○ If positive, stay home and test on Day 7.                             <ul style="list-style-type: none"> <li>○ If negative on Day 7, then return to work.</li> <li>○ If positive on Day 7, then return to work after 10-day quarantine - No additional testing will be required.</li> </ul> </li> </ul> </li> </ul>	

Travel
<p>➤ <b>International travel</b> – Follow country government specific entry requirements for vaccination, testing and/or quarantine.</p> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>○ <b>PCR Test</b> - A PCR test should be done as soon as possible upon arrival to the US. A negative PCR test is required before returning to work.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>○ <b>Rapid Antigen Test</b> - EBP Employee can return to work if they continue to test negative with the Rapid Antigen test any day they are on site through day 5 after arriving to the US.</li> </ul> <p>➤ <b>Domestic travel</b> – Follow local requirements</p>

The External Business Partner acknowledges that it will abide by all applicable laws in the processing of the above data; and if applicable, providing notice to the employee about the collection of the data, and obtaining the employee’s consent to share it with P&G.

\_\_\_\_\_  
[EBP Representative]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[External Business Partner Company Name]