



December 10, 2021

US External Business Partners,

P&G's priority has been, and continues to be, to keep P&G and our partners safe at our sites while we serve consumers who count on our brands and support our communities.

Since the start of the pandemic, P&G has communicated with our External Business Partners (EBPs) how we have created, adopted, and updated protocols needed to meet this priority. Similarly, we want to provide an update on our approach to proof of vaccinations and weekly testing. Our purpose in doing this is two-fold: 1) to share the impact it may have to your employees if they will be on our site, 2) to set expectations as appropriate.

P&G has communicated to our employees that that effective January 2022, P&G will require all its U.S.-based employees to either provide proof of vaccination or begin providing weekly COVID test results. P&G will be in a position to test our employees at our sites starting at that time and the cost will be covered by the Company.

As always, P&G expects all our EBPs to understand and fully comply with all federal, state, and local laws, regulations, and requirements, including any applicable OSHA standards. We also expect our EBPs to meet the standards that we implement at our sites.

For those EBPs with employees that have a P&G-issued orange badge - which allows them access to our sites without an escort - we have sent two prior letters requesting you to prepare for the OSHA standard (which OSHA has since suspended) that relates to your employees in our sites. We know you have been preparing. As you do so, please plan to include any visitors that your orange-badged employees will be escorting on our site. Please communicate risks to us related to any expected or possible business interruption as you manage your ongoing business.

For all other visitors to our sites, please know that in January 2022, we will expect proof of vaccination and/or a negative COVID test result to access our site. In instances where the visitor will not require a P&G escort, will not enter our building and/or will not encounter others, proof of vaccination or a negative test is not required: Exceptions include visitors that:

- Enter our gate, but will not enter our actual building (i.e. Landscaping Service or Truck Driver)
- Enter our building without encountering any P&G employee, P&G contractor or visitor (Truck Driver, Courier or Postal Worker).

To be clear, if any employee of an EBP will need to be escorted by a P&G employee or if they will be on-site to interact with P&G employees, they will need to show proof of vaccination or a negative COVID test result within the last 7 days.

Please note that the responsibility to comply with this site standard change rests with your employee entering P&G premises. They should work the exact details about how to share the information in advance with the P&G person they will be visiting. We ask that you please notify your employees as appropriate.

For those EBPs that are not active on or in a P&G facility or site, but whose goods and services are essential for our operations, we rely upon you to ensure that the goods and services from your organization continue as usual. We ask that you please communicate risks to us related to any expected or possible business interruption. We also ask that you communicate to us as you implement your own risk mitigation plans to manage business continuity.

Finally, unrelated to the changes to the visitor policy, but related to COVID-19, for those EBPs that have employees that have a P&G-issued orange badge, we wanted to share an update to our protocol for returning to work after being quarantined or having COVID-19. You will see that we have widened our acceptance of the testing that can be used in this instance. The full protocol is attached for your reference.

We remain committed to keeping our employees, partners, and communities safe and in doing our part to end the pandemic while we serve our customers and consumers. We look forward to partnering with you toward this goal.

Attachment



COVID-19 Contractor  
Notification Protocols