



March 7, 2022

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.

Given the recent trends of COVID impact across the United States and in recognition of updated CDC guidance, P&G is updating our site COVID protocols.

We are evolving our site risk assessment process to now take into consideration on-site positive case rates in addition to external metrics such as local hospitalization rates and new cases. We are also simplifying the way we establish and communicate our protocols for masks and social distancing. The new risk convention will consist of two levels and will be indicated by color-codes by site.

Starting on March 7, you will see one of two indicators on posters or screens at our entrances. When COVID metrics at and around our sites are low, you will see a YELLOW status, indicating that masks are not required, though distancing is still recommended. When area metrics are high, you will see a RED status, indicating that masks and distancing are required. For Manufacturing sites, social distancing will be required for both red and yellow status.



This approach is designed to be flexible, allowing us to safely and quickly escalate or de-escalate protocols, based on current site and community metrics.

Regardless of yellow or red status, masks will always be available at entrances for those individuals at high risk or who feel more comfortable wearing a mask, in continued support of employee choice.

Over the coming days, we will also begin to phase out those protocols that are no longer recommended, such as temperature screening at entrances. All other protocols which address Return-to-Work, Quarantine and Testing remain the same as communicated in January.

Safety Remains #1 Priority!

Given the unpredictability of the virus, we will carefully monitor site and community-area COVID metrics which may force us to revert quickly to stricter protocols. Regardless, we will continue to leverage tools and practices that have served us well—such as PCR and rapid testing capability and availability, signage, sanitizer, disinfection stations, etc.—so as to ensure a safe workplace for our employees, partners, and guests.

We appreciate your long-standing support of protocols at P&G sites, which have all been focused on our first priority—the health, safety, and well-being of our employees and partners.

We would ask that you share this information with all your employees working at P&G facilities so that they can follow the new protocols at our sites. Thanks in advance for your continuous help making our workplace as safe as possible.

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