

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, to provide flexibility for COVID-19 testing to include an observed rapid antigen test in addition to the PCR test for all of its sites and operations. These changes recognize and reflect 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 All P&G and External Business Partners are expected to follow these revised protocols, unless prohibited or superseded by local laws or regulations.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 10 days (without testing), and 7 days with a negative Rapid Antigen Test or PCR test. The rapid antigen test must be an observed test by a qualified observer (e.g., through a clinic, lab, pharmacy, medical professional, tele-health session).

If testing is available, suspected individuals may return to work with a negative, observed Rapid Antigen Test or PCR test taken at Day 6 after potential exposure.

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)

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 and seek medical attention and advice from a physician.)*

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** (e.g., if an individual answers 'yes' to having symptoms, 'yes' to having close contact with a person infected with COVID-19 or has an elevated temperature). All entrants will be advised to consult with a medical provider regarding their symptoms, close contact or elevated temperature. EBP Employee will be instructed to call their employer for further direction.
 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 as determined by a medical provider** AND was onsite within 3 days from the onset of symptoms.
 3. **Individual reports being 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 due to medical recommendation or due to any other COVID related symptoms.** 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 traceability, if needed. Access to this information will be strictly limited to protect the Employee EBP's 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)

- 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 employee has no symptoms	
<p>Infected person lives outside the employee’s household:</p> <ul style="list-style-type: none"> ➤ Completed 10-day quarantine period (starting from the last day of contact with infected person) <p style="text-align: center; margin: 10px 0;">OR</p> <ul style="list-style-type: none"> ➤ Single Negative PCR test OR a Negative, observed Rapid Antigen Test (collected at least 6 days from date of last contact) <p style="text-align: center; margin: 10px 0;">OR</p> <p>EBP Employee may RTW if they have obtained a Negative PCR test OR Negative, observed Rapid Antigen Test prior to coming onsite. <u>Note: EBP employee must be tested at 0, 3, and 6 days after the close contact with Negative test results and remain asymptomatic in order to continue to work on-site</u></p>	<p>Infected person lives in the employee’s household:</p> <ul style="list-style-type: none"> ➤ Completed 10-day quarantine period (starting from the 1st day of the person developed symptoms or tested positive, if no symptoms) <p style="text-align: center; margin: 10px 0;">OR</p> <ul style="list-style-type: none"> ➤ Single Negative PCR test OR a Negative, observed Rapid Antigen Test (collected at least 6 days from date of last contact) <p style="text-align: center; margin: 10px 0;">OR</p> <p>EBP Employee may RTW if they have obtained a Negative PCR test OR Negative, observed Rapid Antigen Test prior to coming onsite. <u>Note: EBP Employee must be tested at 0, 3, and 6 days after the close contact with Negative test results and remain asymptomatic in order to continue to work on-site</u></p>

For COVID-19 related symptoms under isolation (with or without testing) – EBP employee must consult with healthcare provider or local health authority to determine criteria met to return to work.
➤ Received Return-To-Work clearance verbally or in writing from a medical professional (consistent with local health authority guidelines for return to work from COVID-19 illness)
➤ COVID-19 Symptoms <ul style="list-style-type: none">• Must meet country or local health authority guidelines for return to work (if more stringent) OR• At least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications AND improvement in symptoms AND at least 10 days have passed since symptoms first appeared
Tested Positive (Rapid Test or PCR Test) and No symptoms
➤ At least 10 days have passed since the date of their first positive Rapid Test or PCR test AND have had no subsequent illness. <i>Note: Asymptomatic employee with a positive Rapid Test must have a confirmatory PCR Test OR quarantine.</i>
Travel
International travel – Follow country government specific entry requirements for vaccination, testing and/or quarantine. AND P&G requirement is a negative Rapid Antigen Test or PCR test on days 0, 3 & 6 from date of return from travel (day 0 is day of U.S. return). EBP employee may return to site if remains asymptomatic AND test results remain negative. For PCR test on Day 0, EBP employee must quarantine until test result received. OR Single negative Rapid Antigen test or PCR test collected 6 days from date of travel (unless aligned as business critical exception by P&G regional HR & regional Medical).
Domestic travel – Follow local requirements

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]