To: P&G Business Partners

This provides an update on the actions we are taking in response to the emerging concerns around **coronavirus**. The situation is evolving quickly, and P&G is implementing steps to both protect our employees and support business continuity. The following provides an overview of the steps we are taking internally and those which will also apply to the employees of our business partners who will be working or visiting P&G sites, operations and/or engaging with P&G employees.

**Background**

It has been widely reported that this new coronavirus originated in the Hubei province in China. Coronaviruses are actually common, with a wide range of potential health impact—ranging from the common cold to more severe illness and in some cases fatalities. And like other Coronaviruses, it primarily spreads through respiratory droplets when a person coughs or sneezes. Given the difficulty of differentiating from more common illnesses, the fatalities reported have largely been related to older people with multiple existing medical conditions, such as seasonal flu. While evidence exists of person-to-person spread, this has been predominantly been seen between patients and their caregivers.

Given the difficulty predicting these types of outbreaks, we anticipate learning more each day, as professionals and governments work to contain the spread.

 **Short-Term Restrictions**

A number of countries have adopted specific protocols for people traveling from certain locations that involve screening—in some cases including quarantine.

**Until further notice, any P&G employees or the employees of our business partners who have visited an impacted area are expected to not work on any P&G site or engage with P&G employees for 14 days from the last known day leaving the impacted area**. This 14-day waiting period is consistent with the guidance given by government and medical officials across the globe.

We believe this is an important step to protect employees and to safeguard against business disruptions as much as possible. Many other multi-national companies are implementing similar steps as well.

We are asking that you communicate this guidance to your respective organizations immediately. Further updates will be communicated as the situation develops.

Thank you for your cooperation in this important matter.

Stew Atkinson

Chief Purchasing Officer

Procter & Gamble