

COVID-19 BGIS SUPPLIER REQUIREMENTS REMINDER – DECEMBER 10, 2020

Please ensure this message is shared across your organization's key stakeholders.

Dear Valued Suppliers,

With the recent surge of COVID-19 cases, we remind all suppliers that they must take measures to ensure their employees self-isolate for 14 days, or until test results confirm negative for COVID-19 and symptoms are no longer present. **Under no circumstances are supplier's employees to enter BGIS managed facilities if one or more of the following applies:**

- Supplier's employee has returned from recent international travel;
- A household member of the supplier's employee has recently returned from international travel;
- Supplier's employee or a member of their household has had contact with a person who has tested positive for COVID-19;
- Supplier's employee is showing symptoms of illness consistent with COVID-19.

BGIS suppliers' employees performing work at BGIS Corporate and our Client managed facilities are reminded that entry to sites **will not be permitted unless a pre-screening for COVID-19 risk factors has been performed** using the BGIS COVID-19 Self-Assessment Tool (C19SAT) for all RealSuite Work Order based activity. Work Orders include a hyperlink that direct employees to complete our questionnaire.

This tool enables Supplier employees to proactively:

1. Indicate who they are; who they work for; and which BGIS managed location they will be visiting; and to
2. confirm that:
 - they are fit to work and free of common COVID-19 symptoms;
 - they are following any travel-related isolation requirements;
 - they do not have COVID-19 or have not had any close contact with a presumptive positive or confirmed positive COVID-19 case.

After completing the C19SAT, supplier employees will receive a "cleared for entry" email, summarizing their responses and containing a scannable QR code. It can be provided if a clearance confirmation is requested – either at time of visit or upon later request.

For all other non-Work Order based activity (project or recurring contracted services), suppliers are required to implement their own internal self-assessment tools and practices, aligned with our questions and any other regulatory requirements, and to provide confirmation of its consistent use upon request by BGIS.

Please be advised that it is expected that supplier logs will be kept up to date and available for audit upon request by BGIS.

BGIS reserves the right to **terminate** any supplier's contract that is found not to be in compliance and award work to others.

By submitting this information, suppliers will consent to BGIS collecting this information for the purpose of making recommendations to help protect you, BGIS workplaces, and BGIS Client workplaces.

For questions, feel free to contact us at: coronavirus.info@bgis.com.

We would also like to take this opportunity to **remind you again of the following requirements** for all our suppliers:

1. Suppliers must inform their local BGIS contact and coronavirus.info@bgis.com **immediately** following a suspected or confirmed COVID-19 case of an employee who has visited a BGIS-managed facility within the past 48 hrs. This also includes suspected and confirmed cases of supplier employee's household members.
2. All BGIS suppliers' employees must wear a facial covering when entering and working in an area where there are members of the public, and where social distancing cannot be sustained and if required pursuant to a local ordinance.
3. All BGIS suppliers are to provide the necessary PPE and training on the effective application and use to their employees to ensure they can complete their tasks safely.
4. All BGIS supplier requirements regarding Indemnification, Insurance, Health Safety and Environmental obligations can be found at www.BGIS.com – on our Supplier's page.

Please feel free to contact me or your local BGIS representative if you have any questions.

Thank you for your continued efforts and support to safely deliver services to BGIS and our clients



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