

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 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.

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 immediately following a suspected or confirmed COVID-19 case of an employee who has visited BGIS managed facility within the past 48 hrs. This also includes suspected and confirmed cases of supplier employee's household members.
2. In accordance with California regulation AB 685, we are also required to provide notifications to our suppliers within 24 hours of any potential exposure to COVID-19. We have created a website to provide us with a designated primary and secondary contact for these notifications to ensure the communications are received by the proper parties within your organization. Please go to the following link: <https://app.smartsheet.com/b/form/2f6b1ad6ffb14d27a0170a292835ed2f> to provide BGIS with this contact information.
3. 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.
4. 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

In addition, we expect that our suppliers are implementing means to confirm and track daily that their employees are "fit for duty" specifically in regard to being free of COVID-19 symptoms.

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

Thanks again for your dedication, cooperation and support.



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