

COVID-19 BGIS Supplier Requirements Update - March 18, 2020

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

Dear Valued Supplier Partner,

As BGIS continues to closely monitor the outbreak of the novel coronavirus COVID-19 and its spread across multiple countries, we are focused on the safety and health of our Team Members, Clients, Suppliers, and Communities.

BGIS expects our Suppliers to act consistent with protocols recommended by public health authorities and those practiced by BGIS and our clients.

If a Supplier's employee is displaying symptoms of illness, they must remove themselves from any BGIS client location immediately and/or refrain from attending any BGIS client location. We request that Suppliers notify the appropriate BGIS contact of any suspected or known occurrences of COVID-19 affecting any individuals providing services to BGIS.

In addition, effective immediately, BGIS expects that our Suppliers implement the following protocols of self-isolation of employees for 14 days, or until test results confirm negative for COVID-19:

- all Suppliers' employees upon return from any international travel;
- all Suppliers' employees whose household member has returned from any international travel;
- all Suppliers' employees who have had contact with person who has tested positive for COVID-19;
- all Suppliers' employees who are showing symptoms of illness consistent with COVID-19;

During the 14-day self-isolation period, affected individuals are expected not to attend in person at any client site, BGIS meeting, or event. Following the 14-day self-isolation period with no indications of COVID-19, Suppliers' employees will be eligible to return to work on BGIS contracts at their assigned facilities.

BGIS is taking all necessary precautions to uphold and expand cleaning standards and disinfection protocols for all our client and BGIS locations. BGIS is taking precautions to ensure that the locations at which Suppliers provide services to BGIS are safe. Individuals are expected to follow recommended protocols, good hygiene practices, and social distancing.

- **BGIS expects that you are maintaining your contractual obligations through deployment of your Business Continuity Plans to mitigate any impacts due to absenteeism or material supply.**
- **If there are any concerns, or significant updates to your business situation including human resources, supplies or business contacts, please follow the notice provisions in your agreement and contact your local BGIS representative immediately.**

BGIS may be temporarily adjusting service levels. In the event that additional services are required, BGIS will issue separate new orders and if services are being reduced, we will adjust our open orders.

In an effort to reduce the touch points in the payment process, we are requesting that Suppliers submit invoices electronically and complete and submit the EFT form located in the Invoicing & Payment (Supplier Portal) section at <https://www.bgis.com/us/suppliers.htm>.

Please refer to our supplier portal to determine where to email your invoice.

This guidance is effective immediately.

As this is a rapidly changing situation, BGIS will continue to monitor and may provide additional guidance in the future. BGIS will likely require quick response for increased services and we would appreciate that you develop contingency plans to be able to support these exceptional requests on an 'as needed, as required' basis.

If you have questions regarding the coronavirus disease (COVID-19), please see helpful guidance at the [Centers for Disease Control and Prevention](https://www.cdc.gov) website.

Thank you for your dedication, cooperation and support.



John Castelhana
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