

March 9, 2020

COVID-19 BGIS Supplier Return to Work Requirements Update

Dear Supplier,

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 global workforce, customers and their families.

Based on the recent spread of this virus to cities outside of China's Province of Hubei, we have updated the list of affected countries to include any country with a "CDC Level 3 Travel Health Notice." Currently China, Iran, Italy and South Korea are all listed as CDC Level 3.

Out of an abundance of caution, Supplier personnel who have traveled (including family or household members) to any affected CDC Level 3 region/country, even for personal trips or have been in contact with any individual with confirmed case of COVID-19, are not authorized to enter any BGIS managed facility or worksite until at least 14 days after exiting the affected region. During this time, they are not to attend BGIS meetings or events in person, even if held offsite.

Following the 14-day period, supplier personnel will be eligible to return to work at their assigned BGIS facility, assuming good health and subject to approval from BGIS.

Additionally, as permitted under applicable laws, we request that you notify the appropriate BGIS Contact of any suspected or known occurrences of the novel coronavirus within the Supplier's population providing services to BGIS.

This guidance is effective immediately and applies retroactively.

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 require you to plan accordingly.

If you have questions regarding the Coronavirus, please see helpful guidance at the [Center for Disease Control](https://www.cdc.gov) website.

Thanks for your cooperation and support.

BGIS Procurement