

## **Guidance for Non-Boeing Personnel on Boeing Sites**

As we work together during the COVID-19 pandemic to deliver on the critical work supporting the global transportation infrastructure and the defense of the nation and its allies, the health and safety of Boeing employees, customers, suppliers, contractors and other visitors remains our priority.

Boeing is closely monitoring the daily evolution of COVID-19 and health agency guidelines to implement new safeguards and new processes to fight COVID-19 to protect the health and safety of all our employees and their families, as well as visitors whose work brings them to Boeing sites worldwide.

We are monitoring official government guidance and travel advisories for various regions. We are also limiting company travel to business-critical activities, re-scheduling large events, reducing face-to-face meetings in favor of virtual meetings, and encouraging all people on Boeing sites to exercise caution and take appropriate health and safety measures. We are encouraging our suppliers, customers and others to take similar actions and exercise appropriate caution when visiting Boeing sites.

Boeing is taking extra precautions across all locations to ensure workplace cleanliness and safety. This includes more frequent cleaning of both “high-touch” and common spaces, such as light switches, door handles, ADA buttons and rails, enhanced recycling bin lids, water fountains and elevators.

Boeing has also implemented physical distancing and cleanliness procedures in alignment with federal and state guidance. Employees and visitors can also help prevent the spread of the virus by being vigilant about their hygiene practices – thoroughly washing their hands often with soap and water; avoiding touching eyes, nose and mouth; and staying home if sick.

These measures are aimed toward preventing the spread of the COVID-19 virus and protecting the health and safety of our employees and visitors, as well as the general public. We will continue to adapt our approach as needed as the situation evolves and additional government guidance is issued.

### **Visitors on a Boeing site who start to feel ill**

If you need emergency support in any situation, contact onsite emergency services by calling 911.

Visitors who start to feel ill while on-site but do not require emergency assistance must remove themselves from the site immediately, and should contact their health care provider. Their Boeing host should call the Boeing Coronavirus Emergency Hotline at 1-800-899-6431 to let them know about the situation. We ask that visitors notify Boeing right away if their health care provider requires testing for COVID-19, and inform us by calling Boeing Health Services at 1-800-899-6431 if they receive a positive test result so that we may take additional safety measures at the relevant Boeing locations.

## **Masks/Face Coverings:**

As of June 15, employees, contractors, suppliers, and visitors are required to wear face coverings at all U.S. Boeing locations, unless alone in a closed door space or when eating and drinking, provided physical distancing is maintained.

Customers and visitors will be offered a face covering at no cost if they don't have one. Contractors and suppliers will not be allowed onto U.S. Boeing sites without a face covering. In the event contractors or suppliers arrive without face coverings at U.S. Boeing sites, Boeing may elect to provide the contractors or suppliers with face coverings and charge the contractor/supplier, but is not obligated to do so.

## **Additional Resources**

We encourage non-Boeing personnel on Boeing sites to visit the company's coronavirus website that is regularly updated with the company's response to this global pandemic. It is available at <https://www.boeing.com/covid19/index.page>

## **Q&A**

### **Q. What are you doing to ensure the safety of visitors who enter Boeing facilities?**

A. Boeing is taking extra precautions to ensure workplace cleanliness and safety. This includes more frequent cleaning of both "high-touch" and common spaces, such as light switches, door handles, ADA buttons and rails, enhanced recycling bin lids, water fountains and elevators. We are minimizing the number and frequency of face-to-face meetings, and encouraging the use of virtual meeting tools whenever possible. We are following guidance from the CDC and public health agencies that recommend everyone thoroughly wash their hands with soap and water, and avoid touching their eyes, nose or mouth. If soap and water are not available, people should use an alcohol-based hand sanitizer.

In addition, as a requirement to enter a Boeing facility in Washington state, all employees, contractors, suppliers, customers, and other visitors must confirm and agree to the following:

- I do not have a pending or positive COVID-19 test in the past 14 days
- I feel well and do not have symptoms of a cough, shortness of breath, or difficulties breathing, fever, chills, flu-like muscle aches, sore throat or new loss of taste or smell
- I am aware of the company's requirement to wear a face covering while on company property and requirement to wear a procedural mask when in close proximity to others for extended durations
- I will maintain physical distance from others where possible
- I will wash my hands with soap and water for at least 20 seconds or use hand sanitizer as frequently as possible

### **Q: Will suppliers, contractors, customers and other visitors be asked to bring face coverings when they enter Boeing premises?**

**A:** Yes. Suppliers, contractors, customers and other visitors will be required to wear a face covering when visiting U.S. Boeing sites. Customers and visitors will be offered a face covering at no cost if they don't have one. Contractors and suppliers will not be allowed onto U.S. Boeing

sites without a face covering. In the event contractors or suppliers arrive without face coverings at U.S. Boeing sites, Boeing may elect to provide the contractors or suppliers with face coverings and charge the contractor/supplier, but is not obligated to do so.

**Q: What happens if a non-Boeing person refuses to wear a face covering while at a U.S. Boeing site?**

A: The individual should be reminded that face coverings are required by Boeing for all persons onsite. If the individual still refuses to wear a face covering or mask, they should be instructed to leave the site. Face coverings should meet [Boeing's safety and security face covering guidance](#) and be workplace appropriate.

**Q: What requirements should onsite service providers / suppliers be aware of?**

A. Onsite service providers and suppliers should refer to the [Onsite Service Provider Requirements bulletin](#) for immediate implementation and application of requirements for the duration of the COVID-19 outbreak. It is also available on the supplier portal.

**Q. What should happen if a non-Boeing visitor becomes ill while on a Boeing site?**

A. If emergency support is needed, in any situation, onsite emergency services should be contacted or 911 called. Visitors who start to feel ill while on-site but do not require emergency assistance must remove themselves from the site immediately, and should contact their health care provider. Their Boeing host should call the Boeing Emergency Hotline at 1-800-899-6431 to report the situation. We ask that visitors notify Boeing right away if their health care provider requires testing for COVID-19, and inform us by calling Boeing Health Services at 1-800-899-6431 if they receive a positive test result so that we may take additional safety measures at the relevant Boeing locations.

**Q. What happens if a non-Boeing visitor informs Boeing that one of their employees who has been working on Boeing's premises tested positive for Coronavirus?**

A. We would ensure that anyone who may have been in close contact with the visitor get the necessary guidance provided by public health authorities. We would also ensure any impacted areas are fully sanitized.

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