

Coronavirus (COVID-19) – ESG Company Protocols
May 8, 2020

1. Masks or face coverings are mandatory while onsite at an ESG Americas facility, or while representing ESG offsite
2. Health/thermal screenings are required prior to site entry
3. Essential team members continue to work onsite and teleworking is required where feasible
4. Physical distancing protocols have been put in place, and operational activities have been reconfigured to accommodate this requirement
5. ESG is currently a “no-touch” facility; avoid handshakes, do not share writing utensils, etc.
6. Separation protocols in common areas have been implemented. In some cases, adjusted workflows and staggered start times, breaks and meal periods will apply to limit exposure
7. International business travel has been suspended until further notice
8. Overnight business travel which requires you to stay at a hotel or other lodging accommodation will also continue to be suspended until further notice
9. Domestic business travel is suspended through June 13th. Regional travel by car may resume June 14th to locations that allow it, subject to pre-approval, and completion of the Business Assessment Form
10. Standard business travel may resume July 12th with adherence to PPE requirements, ESG Protocols, CDC guidance, state/local guidelines, and use of the Business Assessment Form
11. Attendance at trade shows, conferences, or other large gatherings is suspended until further notice
12. ESG meetings should be virtual if possible. If in-person meetings are necessary, meetings are limited to a maximum of 10 people and physical distancing guidelines apply
13. Visitor access is restricted to mission critical activities, subject to preapproval completion of the automated Visitor Safety Practices Form (please review with your supervisor if you are unclear whether you should accept a visitor or not)
14. Until further notice, personal travel must be disclosed to HR for return guidance. Where possible, avoid overnight hotel/lodging stays and air travel
15. We will continue to adhere to the Decision Tree posted, which highlights the actions and protocols relevant to several COVID-19 situations that may impact the workplace
16. If you believe you may have COVID-19 symptoms, or if you have been exposed to COVID-19 please refer to the decision tree and immediately notify HR. Do not come to an ESG facility
17. If you are sick, STAY HOME!
18. ESG’s medical plans include a telemedicine platform. If you are currently enrolled in an ESG medical plan, please refer to the flyer which outlines the program and how to get access
19. All facilities have stepped up janitorial services and have begun disinfecting common area surfaces daily
20. Practice good hand hygiene. Wash your hands with soap and water often. Use hand sanitizer gel if soap and water are not available
21. If a team member is sent home due to sickness, or is subject to a 14-Day isolation, this will be considered work from home time if the team member is able to do so. If not, please reach out to a member of HR to discuss application of paid leave options or PTO
22. These protocols may be modified based on local regulations and conditions

If you have any questions, please reach out to a member of the HR team. Thank you for your cooperation.