

## **Safeguarding Your Health and Safety:**

*Working differently, working together during COVID-19*

The COVID-19 pandemic has had a profound impact on the way we work. While the health and safety of x employees has always been an important part of our corporate values, it matters now more than ever.

Whatever your location or role, you can be a Compliance Hero by knowing and following these COVID-related guidelines to help protect yourself and others.

- **Reopening the Workplace** – includes detailed guidance for both remote and in-person work
- **Travel, Meetings and Customer Interaction Guidelines** – contains detailed guidance on work-related travel as well as safe meeting practices
- **Office/onsite screening form** – must be completed in advance if you plan to work at any x facility

### **Reminder about COVID testing**

Testing is available through our medical plans, should you and your doctor choose this as part of your care. [Learn more](#)

### **SpeakUp! If you see something, say something**

We've all done an amazing job of coming together to keep each other as safe as possible in 2020. This requires continued diligence as we move toward year-end.

We're each unique, and during this challenging time different things may cause us to feel uncomfortable or confused about our COVID-related compliance procedures. For example, you may see or learn of employee gatherings where masks aren't being used, you may have questions if a coworker tests positive for COVID, or you may learn of a colleague who travelled without submitting the required form.

If you have concerns that guidelines aren't being followed, or if you feel unsafe in the workplace, don't be afraid to contact the Ethics Hotline (1-877-x or x.com). It's best to ask questions and keep the lines of communication open, so that we all have the peace of mind we need in order to take the best possible care of ourselves, our business, and our customers.

### **For more helpful resources**

Visit the [Ethics & Compliance Center](#) . The Center contains information on the Ethics Hotline (available 24 hours a day, 365 days a year!) FAQs, training materials, and more.