



# COVID-19 SITE HANDBOOK

# SEAGATE IS COMMITTED TO PROTECTING THE HEALTH AND SAFETY OF OUR WORKFORCE AND BUSINESS OPERATIONS THROUGH THE EVOLVING COVID-19 SITUATION

The information contained in the COVID-19 Site Handbook represents Seagate's global policies, practices, and protocols taken to safeguard our facilities, employees, contractors, and visitors. Details may vary by location, governing legal requirements, and site.

Along with providing a copy to all Seagate employees, the handbook will also be available to all contractors and visitors who enter our sites to ensure they too understand the health and safety practices and protocols they must follow upon entering one of our Seagate sites.

The content within aligns with Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) guidelines and recommendations.

# COVID-19 SITE HANDBOOK: CHANGE MANAGEMENT

The COVID-19 Site Handbook was developed by our COVID-19 Site Handbook management team, which worked in collaboration and partnership with our business functions, including Human Resources, Environmental Health & Safety (EHS), Facilities, Corporate Security, Finance, Information Technology, and Legal.

In an ongoing commitment to ensure the health and safety of all Seagate employees, contractors, and visitors, this COVID-19 Site Handbook will be reevaluated and updated to reflect changes in Seagate policies, practices, and protocol, and as new guidance from Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) is provided.

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## Message from Leadership

Seagate Visitors, Contractors and Employees,

As we discover our “new normal” amid a global pandemic, our focus is always putting people first. We have created this COVID-19 Site Handbook as a handy reference guide to ensure understanding by visitors, contractors and employees of our health and safety protocols during this pandemic. The Handbook was a cross-functional team effort developed to outline the current protocols and procedures in place at our facilities.

Government guidelines have been incorporated into this Handbook as well as industry best practices to help ensure our Seagate facilities are safe for everyone who comes to our sites. We have implemented thermal scanning procedures, Health Declarations, thorough cleaning procedures, and increased access to hand sanitizer. Social/safe distancing practices and staggered shift schedules have been adopted to minimize contact, and we are requiring face masks to be worn where social distancing is not possible or practical and in accordance with local regulations.

Just as our physical health is important, our mental well-being is imperative. We encourage our employees to take advantage of our Employee Assistance Programs, where available, and other available resources to help our employees manage through this crisis.

Each of us plays an important role in maintaining a safe work environment and we all need to remain vigilant and committed to mitigating risk. During these uncertain times, we remain committed to our workforce and external partners, and value each and every one of you. We are confident we will be a stronger, more cohesive and resilient team as we move forward together.

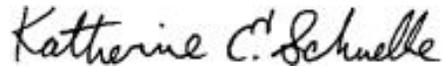
Mission First, People Always!



Joan Motsinger, SVP  
Business Excellence



Patricia Frost, SVP, Human Resources,  
Internal Communications  
Community Engagement



Kate Schuelke, SVP,  
Chief Legal Officer & Corporate Secretary

Seagate Enterprise Crisis Team

## **Mission**

From the beginning of the COVID-19 pandemic, Seagate's mission has been to act with an abundance of caution to safeguard the health and safety of our workforce and protect the continuity of our business operations.

As the global pandemic evolves, Seagate's strong commitment to mitigating risk to our workforce worldwide and commitment to our external partners remain our priority as we continue to operate in a new and sustained set of conditions.

## **Guiding Principles**

### **PUT PEOPLE FIRST**

Maintain Health and Safety of our Employees, Contractors, and Visitors

### **SUSTAINING OPERATIONS**

Maintain Agile Business Operations inclusive of Customers, Manufacturing, Supply Chain and R&D

### **LIVE OUR VALUES**

Maintain Seagate Values and Reputation through our Actions



## **Enterprise Crisis Team Activation and COVID-19 Management**

We activated our Enterprise Crisis Team during the early stages of the pandemic outbreak to put measures in place to ensure the protection of our employees, contractors and visitors, and sites worldwide. This process includes solidifying and living our mission with an ongoing abundance of caution and ensuring operational alignment to ensure that decision-making and actions are effective and manageable. The team is cross functional and led by our Enterprise Crisis Team Leader.

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## USER GUIDE

This handbook is in traditional PDF format, allowing you to view content page-by-page. Links to key company and government resources (CDC and WHO) are embedded throughout and at the end of the handbook for easy accessibility.

An overview of each section and list of key contents is provided, allowing you to scroll to the content you need within that section.

## SEAGATE PREPAREDNESS: OVERVIEW

The Seagate Communicable Disease Event Corporate Standard Operating Procedure (CSOPEHS120) specifies actions to be taken by various functional groups and operations across the company in the event of a local or global infectious disease outbreak. Additionally, business critical sites have site-specific plans and Incident Management Teams (IMTs) in place to prepare for and respond to localized incidents of infections.

Seagate has Pandemic Phase Preparedness levels in place with consideration of the World Health Organization (WHO) pandemic alert phases. Each phase activates multiple responses and preparedness activities to be carried out by Seagate and the individual functions and departments.

SEAGATE PANDEMIC PHASE	1	2	3
Incident Scale	Predominantly animal infections; few human infections; Awareness of communicable disease in local population	Sustained human-to-human transmission	Widespread human infection
Company Impact	Minimal	Limited exposure mainly due to travel	Increasing exposure across sites
Priority Task	Monitoring	Enhance personal hygiene and self-monitoring	Prevent mass exposure at facilities

# COVID-19 PROTOCOL OVERVIEW

## YOUR HEALTH IN MIND

Whether working on-site or at home, your health and safety is our top priority. Following guidance from global health experts, we've developed several resources including a COVID-19 Site Handbook, a video detailing out what to expect when returning to a Seagate site, training, processes and communications.

## STEPS WE'VE TAKEN

To ensure you return to a safe work environment, we've implemented the following:

- **Increased cleaning and disinfecting of all common areas – including break and lunch areas, team rooms, entrances, locker rooms, restrooms and more.**
- **Establishment of hand sanitizer stations in high-traffic areas.**
- **Establishment of safe and proper social distancing guidelines – including directional arrows, maximum capacity in conference rooms, partitions and staggered shifts.**
- **Personal Protective Equipment requirements for all Seagate employees, contractors and visitors (including wearing face coverings).**
- **Restricting travel, trade show participation and customer site visits.**

## DAILY HEALTH DECLARATION

Practice good hygiene, follow social distancing guidelines and stay home if you are showing Covid-19 symptoms.

All employees, contractors and visitors are required to complete the Daily Health Declaration Form to gain entry into Seagate Sites.

## THERMAL SCREENING

Upon entering any of Seagate's Operations and R&D Sites, all employees, contractors and visitors will be required to undergo a non-contact thermal screening. If an elevated temperature (fever) is detected, the individual will be asked to leave the site immediately, contact their manager or Seagate Sponsor and follow all provided instructions before returning to work. All employees are asked to self-monitor their temperature and stay home if it is elevated (fever).

## SOCIAL DISTANCING



Social distancing measures are in place and safe distance is maintained at all times.

**Common areas, workstations and labs continue to be evaluated to ensure adequate social distancing throughout all sites.**

## FACE MASKS FACE COVERINGS



**Face masks/face coverings are required to be used at all sites. Face coverings play an important role in protecting us from the spread of infectious respiratory droplets.**

## BREAKS AND MEALS



**Appliances and vending machines in break stations are available for use.**

Employees are required to wash hands before and after each use.

## CAPACITY LIMIT CLOSURES

Common areas such as on-site fitness centers, break area seating, cafeteria/canteen dining rooms and conference rooms have been closed or may have limited capacity at some sites. Other areas may be closed or have limited access on a site-by-site basis.

## OFFICE AND LAB CLEANING



We have increased the frequency of cleaning and sanitizing throughout all of our sites. High touch point areas such as doorknobs, elevator buttons, etc., are cleaned and disinfected at regular intervals.

In addition, IPA wipes are being used as a secondary form of sanitizing lab equipment. Please contact your local EHS contact for more information regarding IPA wipes.

# COVID-19 PROTOCOL OVERVIEW

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## SYMPTOMS AT WORK

If you are experiencing symptoms at work:

- **Maintain appropriate social distance from others around you.**
  - **Follow site emergency medical processes; otherwise, notify your manager, Seagate Sponsor and HR.**
  - **Go home and contact your healthcare provider.**
  - **Report suspected (potential) or confirmed cases to your manager and local HR.**
- 

## YOUR ROLE

To ensure the health and safety of all, we need to work together as one Seagate. Make a commitment to:



Regularly wash your hands with soap and water for at least 20 seconds. Use hand sanitizer when soap and water are not available.

- **Read and understand all communications.**
  - **Answer Daily Health Declarations truthfully and stay home if you are showing signs or symptoms.**
  - **Follow set social distancing guidelines.**
  - **Always wear your face covering (unless alone in an approved mask-free location – like your designated cube or office).**
  - **Participate in cleaning and disinfecting your workstation**
  - **Cough or sneeze into a tissue or your elbow and immediately wash your hands.**
  - **Ask questions, share suggestions and prioritize the health and wellbeing of yourself, your family and your co-workers.**
- 

## HELPFUL LINKS

### Return to Work

[COVID-19 Awareness Training \(US + EMEA\)](#)

[COVID-19 Awareness Training \(Asia - English\)](#)

[Coronavirus Employee Resource Center](#)

## **SITE READINESS**

Site Controls at Leased Sites

What We Are Doing to Make Our Facility Safe

What Individuals Can Do to Support and Maintain Our Facility Protocols

Cleaning / Disinfection Measures

Social Distancing Strategies

Navigating, Entering and Exiting the Facility

Site Re-Entry Process

Employee Equipment Checkout and Return

Tech Hubs and COVID-19 Adjustments



## Site Controls at Leased Sites

Seagate has partnered with and communicated our health and safety requirements to landlords/property managers regarding their controls to ensure that employees, contractors and visitors working at leased sites receive the same level of preventative safety measures as employed at the non-leased sites. All leased sites have been surveyed globally in order to assess the specific details regarding their controls and to ensure requirements have been proactively communicated with all landlords and property managers.

In the event a confirmed case occurs on a leased property, Seagate has requested to remain informed when appropriate in order to ensure that proper contact tracing, cleaning and disinfection, and communication has occurred.

The information contained in 'Site Readiness', applies to manufacturing, operations, design centers and R&D sites. Leased sites may have additional controls regarding social distancing and accessing of the site. However, Seagate employees, contractors and visitors will follow Seagate established processes as indicated in this handbook and our protocols such as our Health Declaration process, face mask/covering requirements, etc. Please reach out to EHS or your manager if you have any questions or concerns regarding leased site controls.



## What Are We Doing To Make Our Facility Safe

We want individuals to feel comfortable visiting or working at a Seagate facility. To ensure a healthy and safe work environment, the following are best practice recommendations from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO), that we're implementing to make our facilities safe:

- Increased cleaning and disinfection of all high touch points and common areas – including break and lunch areas, conference rooms, entrances, restrooms, elevators, door handles, etc.
- Implemented entry controls such as thermal screening at larger sites
- Implemented entry controls such as Daily Health Declarations
- Established hand sanitizer stations in high traffic areas
- Implemented social distancing and building control measures to ensure all employees, contractors and visitors can remain at a safe distance at all times
- Designed measures to control the flow of people entering, working inside and exiting facilities
- Established designated work entrances and exits
- Implemented staggered shifts, adjusted work hours, teleworking, and building/department separation plans
- Provided contact tracing tools for use at certain sites for high use areas such as cafeterias/canteens
- Contact tracing for any suspected or confirmed cases of COVID-19
- Required use of face coverings or masks

### Office Space Air System Changes

Seagate's facilities engineering team is reviewing opportunities to improve the air quality in our Seagate managed facilities, which includes the following:

- Installation of an UV germicidal air treatment
- Installation of MERV 13 filters
- Increased circulation of air/fresh outside air
- Cleaning air equipment with germicidal cleaner



## What Individuals Can Do to Support and Maintain Our Facility Protocols

We're all in this together. In order to ensure a clean, healthy and safe work environment, we must work together and make the commitment to:

- Practice social/safe distancing
- Follow designated walkways and traffic flows
- Wash hands thoroughly with soap and water several times during work hours for at least 20 seconds
- Clean and disinfect workspaces, desktops, equipment and materials on a regular basis
- Take personal possessions home and reduce the number of items on and around your workspace
- Avoid touching surfaces that have been touched by others, to the extent feasible
- Avoid the transfer of paper money when paying for food or drink and consider using a credit card or payment app as much as possible



## Cleaning / Disinfection Measures

Seagate has increased cleaning and disinfection scheduled in our buildings to aid in minimizing the spread of illness through high contact areas (touchpoints) such as door handles, elevator buttons, tables, toilets, faucets, light switches etc. Individuals have the responsibility to clean their work area, including tools, computers, keyboards, desks, phones, chairs and other personal items.

Acceptable cleaning and disinfection agents are used as recommended by the Environmental Protection Agency (EPA) and local government guidelines.

### **Did you know there is a difference between cleaning and disinfecting?**

- Cleaning is the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill germs, but by removing them, it decreases the number of germs and therefore any risk of spreading infection.
- Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on the surface after cleaning further reduces any spread of infection.

Seagate cleaning vendors are trained in the hazards of the task, signs and symptoms of COVID-19, the chemicals they are using and how to properly use their personal protective equipment (PPE).

When Seagate learns of an employee/contractor/visitor that has been diagnosed with COVID-19 or is suspected of having COVID-19 and was at a Seagate site, specific cleaning and disinfection actions will commence:

- Affected Areas where the individual may have worked or spent extended time are identified
- The Affected Area is barricaded to prevent entry
- The Affected Area is deep cleaned and disinfected using approved products

An Affected Area is any area where the affected individual was working, meeting or having meals. This may include the restrooms and recreation areas. The affected area is to extend to a 2-meter/6-foot radius from the affected individuals work area. The affected individuals work area should be considered a location where the affected individual spent more than 15 minutes, e.g. a desk, tool, etc.

### **Standard Disinfection and Cleaning Guidance for Communicable Disease Events**



## Social/Safe Distancing Strategies

Social/safe distancing is the practice of individuals keeping space between themselves and other people outside of their home. It is intended to provide a safe environment and reduce the risk of potential person-to-person infection.

### **Social/Safe What Individuals Can Do to Practice Social/Safe Distancing**

Employees, contractors and visitors while onsite can play a part in keeping everyone safe by following best practices recommended by the Centers for Disease Control (CDC) and the World Health Organization (WHO), which include:

- Maintain a safe social distance of approximately 1-2 meters from others at all times – this includes common areas, waiting in line, using elevators and stairways, etc.
- Avoid contact with others, such as handshakes or hugs with coworkers, visitors and friends
- Do not gather in groups anywhere inside or outside the facility at any time
- Enter and exit through designated entrances and exits only – follow posted signs
- Minimize face-to-face / in person group meetings. Virtual meetings should be conducted whenever feasible through WebEx or Microsoft Teams.
- If taking public transportation, allow appropriate space between other passengers — every other seat, every other row.

### **Social/Safe What Seagate Is Doing to Ensure Social/Safe Distancing**

To ensure a healthy and safe work environment, the following are best practices we're following to ensure social/safe distancing at a facility:

- Installed floor markings to designate direction of walking traffic and where to stand in queues
- Closed some common areas
- Limited the number of individuals in a conference room at one time
- Implemented employee tracking system in common areas, entrances/exits by scanning QR codes
- Established protocols for departments to stagger lunch breaks
- Staggered shift-start times for manufacturing operations
- Designated a limited number of chairs in cafes/canteens and located them at a safe distance from one another



## Navigating, Entering and Exiting the Facility

Several measures have been taken to ensure that individuals are healthy and safe in our facilities. The following are recommended practices for employees, contractors and visitors to follow while navigating, entering and exiting a facility:

- Enter and exit at established designated entrances and exits. Use entrances and exits closest to your workstation to minimize travel through the building
- The daily entry process will require employees, contractors and visitors to verify their Health Declaration, have their temperature scanned and confirm that a face mask/covering is worn
- Follow defined walking routes inside of the facility
- While moving throughout facilities, practice social/safe distancing from others and always wear a face mask/covering



## Site Re-Entry Process

We followed guidance from the Seagate Enterprise Crisis Team (ECT), local laws and regulations, and legal governing bodies to prepare for a safe return to the sites. Site re-entry consideration and implementation is outlined in a detailed process, which you can find below. This process includes:

- Developing a site re-entry strategy by Site Leadership to ensure all the proper control measures have been taken at the site prior to allowing employees, contractors and visitors to return.
- Reviews with our ECT Leads to ensure all control measures are in place, strategy complies with the local laws and regulations of the location, and recommendations from ECT are considered and updated in the site re-entry strategy.
- Upon approval of the final site re-entry strategy from our Enterprise Crisis Team Leader, commence site re-entry.

As our sites reopen, we will continue to act with an abundance of caution, ensuring the preparedness and control measures are implemented to protect the health and safety of our employees, contractors and visitors and continuity of operations at our sites. In the event significant changes occur impacting the site re-entry strategy, the Site Leadership will contact the Site Management Team (SMT) Liaison for consultation and review.



## Employee Equipment Checkout and Return

Seagate employees requesting to checkout and/or return equipment to one of our Seagate sites will be required to comply with the following process:

- Employee to inform management they are returning equipment to site – If applicable, employee should include the equipment type, model, serial number
- Upon return of equipment, management will confirm equipment was returned to the site and update their document – Updates should be made either by updating the property pass or by updating the 365 form
- The manager can also contact their local Desktop Support Team or Site Security for assistance to update and/or close the property pass

For more information, please visit [IT Services](#)



## Tech Hubs and COVID-19 Adjustments

A new walk-up support model, the Tech Hub will provide IT support for employees, and is designed to deliver a better, personalized customer experience.

### What services are available at the Tech Hub?

- Computer/Mobile Device Troubleshooting
- Minor Computer Adjustments & Troubleshooting
- Loaner Laptops
- Telephone & Computer Distribution
- Network Cables & Power Supplies
- Wired Keyboards, Mice & Docking Stations
- New Hire computer setup and tutorials
- Login, Passwords & Wi-Fi Troubleshooting
- Virus Scanning / Cleaning
- Service ticket generation will be available at the Tech Hub

### COVID-19 Tech Hub Adjustments

- Every Tech Hub implemented the use of a plexiglass screen
- Hand sanitizer is available at the Tech Hubs
- All equipment received and/or issued will be sanitized
- Tape markings are added to ensure that people waiting for their appointment maintain 6 foot/2-meter separation
- Appointment scheduling system to maintain social distancing



## Seagate Tech Hub Locations

<b>SITE</b>	<b>LOCATION</b>	<b>HOURS</b>
FRC	Fremont, Green Zone 7 near the El Capitan Conference Room	Monday thru Friday, 8:00am to 5:00pm PT
LCO	Longmont, 1st Floor, North end of Main Street	Monday thru Friday, 8:00am to 5:00pm MT
SHK	Shakopee, 2nd Floor, North side of Main Street across from the Boundary Waters Conference Room	Monday thru Friday, 8:00am to 5:00pm CT
SHG	Shugart Building, Level 2 Link Bridge	Monday thru Friday, 8:00am to 5:00pm SGT
WUX	Wuxi Building 102, Level 2	Monday thru Friday, 8:00am to 5:00pm SGT
KOR	Korat Building 1, 2nd Floor	Monday thru Friday, 8:00am to 5:00pm SGT

## **EMPLOYEE READINESS FOR ON-SITE WORK**

Daily Health Declaration

Thermal Screening Process

Personal Protective Equipment for our Frontline Staff

Face Masks and Face Coverings

# Daily Health Declaration

**ALL ON-SITE  
EMPLOYEES,  
CONTRACTORS  
AND VISITORS  
ARE REQUIRED  
TO COMPLETE  
A HEALTH  
DECLARATION  
PRIOR TO  
REPORTING  
FOR WORK AT A  
SEAGATE FACILITY  
EACH DAY.**

**The Health Declaration is an online or hard-copy paper questionnaire which will assess your COVID-19 exposure risk and symptoms.**

You will be required to present your Health Declaration confirmation when attempting to enter the facility.

This Health Declaration process is designed as a preventative measure to keep you and your colleagues safe. It is important to respond honestly and elect to stay home if you are symptomatic or have risk of exposure to COVID-19. Questions on the Health Declaration will include:

## Symptoms

- Are you experiencing any symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, fever, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea?

## Exposure

- Have you been diagnosed as a laboratory confirmed COVID-19 case or probable/presumed COVID-19 case by a medical authority?
- Have you had close contact with any confirmed or suspected COVID-19 cases?

## Travel

- Have you traveled to, from or through any high-risk areas? (Please refer to the CDC, WHO, or the Coronavirus Employee Resource Center for more information)

## Site/Regional Regulatory Requirements

- Local governments and health authorities may have additional restrictions and requirements which may be screened for on the Health Declaration



## Daily Health Declaration

Your site Occupational Health (OH) team, Environmental, Health and Safety (EHS) team or Human Resources (HR) team may seek additional clarifications regarding your response to the Health Declaration questions. This information along with guidance from the CDC and WHO will be used to determine:

- if you need to self-isolate at home
- if you need to follow up with your health care provider or public health organization
- if you may return to work onsite

For details regarding isolation and pandemic leave, employees can reference the Coronavirus Employee Resource Center. Visitors and contractors may not be granted access to a Seagate facility if any of the high-risk factors listed above are indicated.

### How the Health Declaration Works on Your Smartphone or Computer (for sites with QR codes)

The use of your smartphone to complete your Health Declaration is optional at some sites, if you have a Seagate Global ID (“GID”). If you have a GID, you may use your smartphone to scan the QR code that will be posted at the site’s main point of entry. The QR code is unique to each site and will not give you clearance to enter a different site. Your Health Declaration will be valid to allow entry for 24 hours, and the system resets at midnight.

Individuals who don’t have a GID (such as contractors), or don’t have a smartphone or prefer not to use their smartphone, can use a paper form that is available at all points of entry.

### Instructions for Employees

Employees must complete this Health Declaration daily BEFORE entering the site. Answer all the questions truthfully to conduct the self-check.

- If the screen is showing **GREEN**, you can enter the site as per normal.
- If the screen is showing **RED**, do not enter the office premises, go to the isolation area, and call site OH / HR.

### Application

Each site will have its own unique URL, differentiated by SiteID value.

### Health Declaration Form from different sites

### Supported Browsers/Devices

- Browsers - Google Chrome, Internet Explorer, Firefox, Safari, and etc.
- Clients - Windows, Apple Mac, Android, IOS, and more.



## Daily Health Declaration

### Guide for Using Health Declaration Form using Smartphones

- Launch the Camera app on your smartphone
- Point it at the QR code at Health Declaration QR Code
- Look for the notification banner at the top (iPhone)/bottom (Android) of the screen
- Tap on the notification banner to open the Health Declaration Form.

**Note:** If your phone camera does not support QR Code natives you can download QR reader application (Apps Store/Play Store) OR alternatively use the URL for the **Health Declaration Form from different sites.**

- Login Using **Seagate SSO and Password**
- You will see the Health Declaration Form with Questions - Answer the Questions by selecting the **YES** or **NO** button.
- Click the **SUBMIT** Button for submitting the Health Declaration Form.
- Based on the Answer you may see the **RED screen “Not allowed to work for that day”** or **GREEN screen “Allowed to work for that day”**
- If it is GREEN screen, proceed to work. If it is RED screen, CALL the **Health/HR personnel** - number provided on the screen.

All Seagate hourly employees should complete Health Declarations at the start of their shift and not prior to their shift to ensure they are compensated for time spent filling out Health Declarations. Employees should contact their manager if they need assistance.

### Health Declaration FAQs

**Question:** Scanning the QR code did not redirect me to the SSO login page. What should I do?

*User mobile device must have an internet-accessible wireless network or active data network.*

**Question:** SSO login was unsuccessful. What should I do now?

*Users may forget the password or account expired. Contact GSD to assist with the password issue.*

**Question:** How do I scan QR codes on my phone?

*Refer to How to Scan QR codes on your phone.*

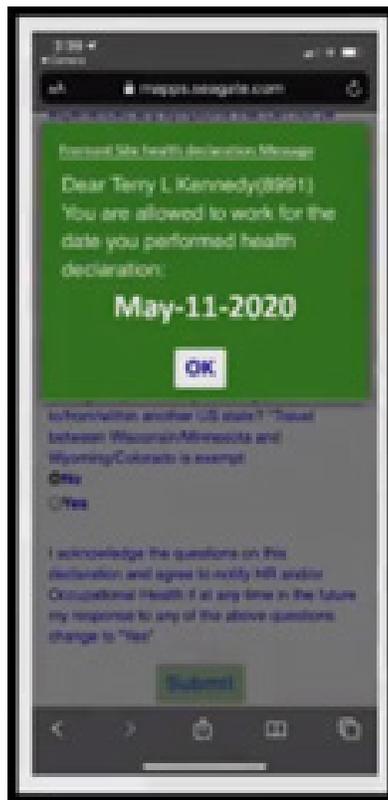
**Once you have completed the declaration, you must show the security guard the results:**

- Completing the Health Declaration that results in a green indicator indicates you are clear to enter.
- Completing the Health Declaration that results in a red indicator indicates that you have not met the health criteria and you may not proceed inside.
- If you fail to meet the criteria, a popup will display the name of your local HR site lead; you should contact that individual, inform them that your declaration has resulted in a declined entry, and go home.

## Upon Completion of Health Declaration: Next Steps

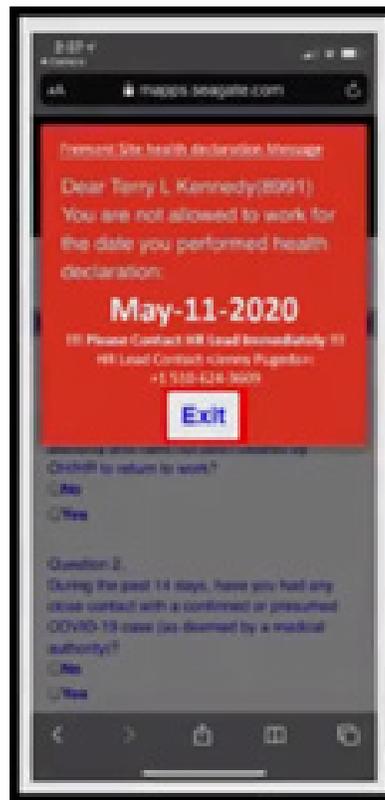
**Green Light:**

Move to Thermal Scanner



**Red Light:**

Follow contact instructions





## Thermal Screening Process

In order to enter any of Seagate's larger Operations and R&D sites, all employees, contractors and visitors will be required to undergo a non-contact thermal screening. Thermal screening may also be required by some of our leased sites. If an elevated body temperature (fever) is indicated, the individual(s) will be asked to leave the site immediately, contact their manager or Seagate Sponsor and follow all provided instructions before returning to work. If the individual is not able to leave the site immediately, then they will be directed to the specified isolation area where they can contact their manager or Project Sponsor and arrange for transportation.

Performing a temperature scan of everyone entering a facility allows for rapid identification of people who have an elevated body temperature. Temperature thresholds for fevers vary by site and are based on local regulatory guidelines:

- USA – 100.4 F
- Springtown - 37.8°C
- Asia region – 37.5°C

Although not everyone with a fever is infected with COVID-19, a fever is frequently one of the symptoms of being infected. The goal of thermal screening at our facilities is to identify people who have an elevated temperature and advise them to return home, monitor their symptoms, contact their personal healthcare provider for further direction / advice, as needed, and meet specific criteria before returning to work on-site. These actions reduce the risk of exposure to our workers from being exposed to COVID-19.

For sites without thermal screening, employees, contractors and visitors should be prepared to self-monitor their temperature and not go on site if they are experiencing an elevated temperature. All employees, contractors and visitors are encouraged to take their temperature reading on a daily basis.

All Seagate hourly employees should begin the thermal scanning process at the start of their shift and not prior to their shift to ensure they are compensated for time spent undergoing thermal scanning. Employees should contact their manager if they need assistance.



## Personal Protective Equipment for our Frontline Staff

Frontline staff are provided with personal protective equipment (PPE) designed to protect them from COVID-19. Frontline staff are people who may come into close contact with the virus by:

- Being within approximately 6 feet or 2 meters of an affected individual for a prolonged period of time, and/or
- Having direct contact with infectious secretions from an affected individual. Infectious secretions may include sputum, serum, blood, and respiratory droplets.

Typical job functions that are considered frontline staff are occupational health professionals that provide direct care to affected individuals, janitorial staff, some security personnel, and medical emergency responders.

Seagate maintains an adequate stock of necessary supplies for frontline staff including disinfectant and PPE. Training will be provided to frontline staff on the proper use of PPE including safely donning and doffing the equipment. Frontline staff will be issued eye protection (goggles or a face shield), disposable gloves, and at least an N95 respirator mask.



## Face Masks and Face Coverings

Face masks/coverings are required to be worn by all employees, contractors and visitors at all Seagate sites. This requirement is based on recommendations from local government requirements, the U.S. Center for Disease Control (CDC) as well as the World Health Organization (WHO). Face masks/coverings are beneficial for slowing the spread of COVID-19 by preventing asymptomatic wearers from spreading the virus to others.

### When are face masks/coverings required?

- Common areas - including but not limited to entrances, lobbies, break areas, thermal scanning stations, cafes, hallways, conference rooms, elevators, open office areas, copy/print stations, restrooms, and buses.
- Shared work areas - including but not limited to visitor workstations, hoteling spaces, labs, warehouse and dock areas, mailrooms, core team rooms, open collaboration areas, storage and file rooms
- Office or cube areas when other occupants are present. Using a standing desk in a cubicle or standing would also require a face mask/covering because your head is above the cubicle wall.

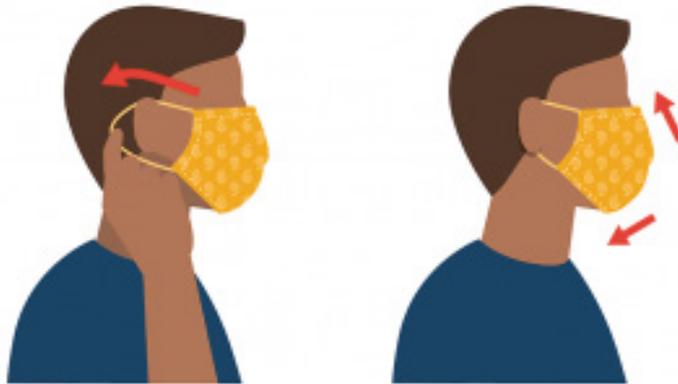
### What are exceptions to face mask/covering requirements?

- While eating or drinking
- While sitting alone in a cubicle where the cubicle walls are above your head
- While in hard-walled offices where you are the only occupant
- Lab Workstations - when seated at dedicated lab workstations. These workstations must not be shared with any other individuals, must have a partition that is above your head when seated, must be marked to meet social distancing requirements and must be reviewed by EHS for risk avoidance

Face masks/coverings must cover your nose and mouth and fit snugly to your face to provide the most protection possible. Once you put on your mask, try not to touch it unless necessary. Any time you touch your mask including putting it on and taking it off, you should wash your hands.

It is important to remember that face mask/covering wearing is not a substitute for following proper social distancing measures.

**Note:** Please pay attention to the face mask requirements for your site, as some local government regulations may not allow all of these exceptions.



Anyone with a medical issue that inhibits their ability to wear a face mask/covering should contact Human Resources Central or a Seagate Human Resources Business Partner. For more information, please visit HR Services, [Global HR Central Contact Information](#).

## **EFFECTIVE MITIGATION OF COVID-19**

What Happens When Someone Gets Sick at Work?

What Happens if Someone Reports Confirmed or Suspected (Potential) COVID-19?

Close Contact Tracing

Self-Monitoring Your Temperature and Health

Visitors



## What Happens if Someone Gets Sick at Work?

If an employee, contractor or visitor becomes ill or symptomatic while in the workplace, it is important to get them the medical attention they need while also ensuring the health and safety of others in the work area. If someone is experiencing symptoms or has known close contact to someone with COVID-19, the individual will be immediately isolated and should leave the facility. If you experience symptoms while in the workplace, you should:

- For severe symptoms, follow the site emergency response plan protocol or call your local emergency number.
- Maintain a 6 foot/2-meter distance from others
- Report to the Occupational Health clinic if available
- Notify your Manager or Seagate Sponsor or Human Resources

### For Locations **WITH** on-site Occupational Health Nurses

Affected individual will be provided with a face mask, and taken to an identified isolation area.

Affected individual will follow instruction given by the Occupational Health Nurse.

The Occupational Health Nurse and/or EHS will gather information from the affected individual to determine close contacts and potentially contaminated areas.

Those who have had close contact with the affected individual are notified to perform self-monitoring of their health.

### For Locations **WITHOUT** on-site Occupational Health Nurses

Affected individual will be provided with a face mask, and will be asked to leave the site immediately. If travel arrangements must be made, the affected individual will proceed to and remain in the isolation area (if available) until transported off-site.

The affected individual will be provided with an information document which provides instructions as to the next steps to take.

EHS will gather information from the affected individual to determine close contacts and potentially contaminated areas.

Those who have had close contact with the affected individual are notified to perform self-monitoring of their health.

**Note:** All parties are expected to maintain the confidentiality of the affected individual



## What Happens if Someone Reports Confirmed or Suspected (Potential) COVID-19?

Any individual who is diagnosed with confirmed COVID-19 should report their condition as soon as possible to their manager or Seagate Sponsor. Seagate is tracking and monitoring any employee, contractor or visitor who reports that they have confirmed or suspected (potential) COVID-19. When a confirmed COVID-19 case is reported, the following actions occur for your health and safety:

- If on-site, the affected individual is immediately isolated and will leave the site as quickly as feasible.
- The individual's work area is barricaded to restrict access and the area is cleaned and disinfected
- The affected area in which the individual was working is barricaded with warning signs in place to prevent unauthorized entry to the affected area until the area is clean and disinfected.
  - » All areas used by the affected individual are cleaned and disinfected, such as bathrooms, common areas, shared electronic equipment, tables, touch screens, keyboards, and remote controls.
  - » If more than 7 days have passed since the affected individual visited or used the facility additional cleaning and disinfection is not necessary.
  - » Cleanroom gowns and bags will be removed and disposed.
- The individual's "close contacts" are identified and isolated through a process referred to as "contact tracing."
- A site-wide or work area specific communication will be distributed informing employee and contractors of the confirmed case occurrence.

It is important for employees and contractors to inform their manager or Seagate Sponsor as soon as test results are received in order to ensure Seagate can take appropriate actions in a timely manner.



## Close Contact Tracing

In the event there is a confirmed COVID-19 case reported, Seagate Environmental Health & Safety (EHS) or Occupational Health (OH) will conduct contact tracing activities to identify any individuals that may have been in close contact with the affected person since these individuals may be at a greater risk of becoming infected. Seagate also completes contact tracing for any suspected (potential) COVID-19 cases as a proactive measure in the event that a suspected case returns a positive test result.

Close contacts are those who have come within 6 feet/2 meters of the affected individual for a minimum of 15 minutes. The affected individual should be tested for COVID-19 through their medical provider. If the results come back negative, the close contacts can return back to work. The affected individual who was tested and had a negative result will remain out of the building for a minimum of 24 hours until they are symptom free without medication. If the results come back positive, the affected individual and their close contacts would continue to self-isolate for at least 10 days and must be symptom-free for a minimum of 24 hours without medication before returning to work.

Affected individuals should inform their manager or Seagate Sponsor of their symptoms, who they were in close contact with and their movements throughout the site so that the manager or Seagate Sponsor can then inform EHS or OH. This allows for EHS/OH to efficiently identify, inform and isolate close contacts in order to minimize the potential spread, as well as identify the affected individual for further discussion and initiate the cleaning and disinfecting process.





## Self-Monitoring Your Temperature and Health

All remote and onsite employees are encouraged to self-monitor their body temperature daily and report if they have an elevated temperature (fever). If an on-site employee has an elevated temperature (fever), they are required to contact their manager, stay home and take the necessary steps to get well.

- Americas & EMEA region – 100.4 F / 37.8°C
- Asia region– 37.5°C

### How to Take Your Temperature Using an Oral Thermometer:

1. Wash your hands with soap and warm water before handling the thermometer.
2. Take the thermometer out of its holder.
3. Use a clean thermometer (washed with cold water, cleaned with rubbing alcohol (if available) and then rinsed with cool water).
4. Do not eat or drink anything for at least five minutes before taking your temperature.
5. Power on the thermometer.
6. Place the thermometer tip under the tongue toward the back of the mouth.
7. Close your lips gently around the thermometer. Not moving, or removing it until it beeps.
8. Once signaled, remove the thermometer from your mouth and read the numbers in the window. A fever is an oral temperature at or above 100.4°F (37.8°C) Americas & EMEA or 37.5°C Asia Region.
9. Clean the thermometer tip (follow step 3) before storing back in the holder.



## Visitors

Seagate is limiting onsite visitors as much as possible. All other options for fulfilling and achieving business objectives should be considered first using our IT collaborative and virtual solutions to communicate, or postponing the visit to one of our facilities. If there is a business-critical need, Seagate will require visitors to do the following:

- Obtain any necessary approvals from the site prior to entry
- Complete a Daily Health Declaration
- Undergo thermal screening upon entry (where applicable)
- Wear a face mask/face covering
- Follow all Seagate COVID-19 protocols

## **WORKING TOGETHER TO STAY HEALTHY**

Stay Safe and Healthy While Working from Home

Working Remotely – IT Tools and Collaboration

Security When Working Remotely

Stopping the Spread of COVID-19: What is Your Role?

EHS Guidance for Employee Travel, Customer/  
Supplier Visits, Events and Gatherings



# Stay Safe and Healthy While Working from Home

## Managing Stress and Anxiety and Adapting to the “New Normal” Working Environment

A good way to reduce stress while working from home is to replicate the routine of working in the office. It's very important to achieve work-life balance. Doing so will help you become more productive and improve your personal life and work quality. For a healthy work-life balance, please follow the following tips:

- Take care of your physical and mental health
  - » Create a routine and separate work from family- define a work space and a schedule.
  - » Turn commuting time into extra sleep time.
  - » Eat a balanced healthy diet, and exercise regularly.
  - » Take enough breaks throughout the day to recharge and step outside for fresh air.
  - » When on holiday, disconnect from work completely.
- Make time for social interaction
  - » Connect with your teammates and schedule time for socializing.
  - » Participate in interactive webinars and video calls.
- Discuss issues and concerns
  - » Communicate with your manager if your workload is too heavy or too light
  - » Reach out for help if stress is becoming overwhelming

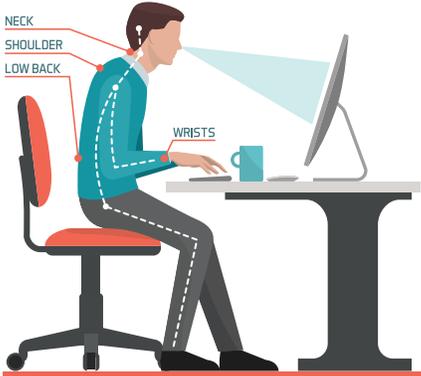
In addition to staying healthy and managing stress, there are many things you can do to make a virtual work arrangement as successful and possible. To make your transition to working from home safe, efficient and productive, please follow these ergonomic tips for your workspace:

### ERGONOMIC TIPS FOR YOUR HOME WORKSPACE

TOPIC	RECOMMENDATION
<b>Designated Space</b>	Create space at a desk or table that can be dedicated for computer use. Avoid sitting on a bed or couch while working for prolonged periods.

## ERGONOMIC TIPS FOR YOUR HOME WORKSPACE

TOPIC	RECOMMENDATION
<b>Peripheral Equipment – Keyboard, Mouse and Monitors</b>	If using a laptop use a separate monitor, keyboard and mouse if possible. Without a separate monitor, place laptop on a stand or on books to raise the display up to a comfortable height near or at eye level. Position the display so you can easily read it, typically 18"-30" away.
<b>Chair</b>	Use a chair with back support. For a kitchen or dining chair, insert a seat cushion and also roll up a soft towel or blanket to place in your low back area for lumbar support.
<b>Lighting</b>	Position your computer at a 90-degree angle from any windows. Use room and task lighting as needed at your workstation.
<b>Phone</b>	If your work includes many calls while computing, use a headset, speakerphone, or microphone/voice activation. Use computer audio for conference calls if possible.
<b>Plan Your Day</b>	Establish a schedule / routine. Create a process to check in with your team.
<b>Take Breaks</b>	Take movement breaks away from your computer to hydrate, eat or do other activities for a few minutes at least hourly.
<b>Self-Assessment</b>	Complete the online remote ergonomics self-assessment to ensure and make the proper adjustments to your workstation.
<b>Equipment</b>	Discuss any equipment needs with your manager



NECK  
SHOULDER  
LOW BACK

WRISTS



**WRONG SITTING POSTURE**

**MONITOR**  
Adjust distance and height top of the monitor at eye-level and slightly tilted.

**ARMS**  
Relax shoulders, forearms parallel to the floor. Minimal bend at the wrist.

**CHAIR**  
Should have a backrest and armrests, adjust height.

**LEGS**  
Thighs parallel to the floor.

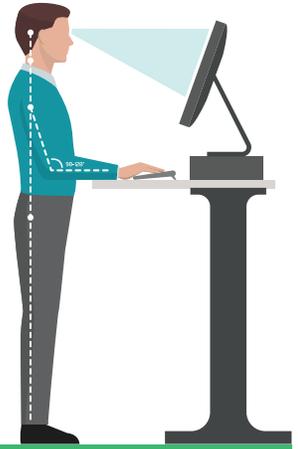
**FEET**  
Parallel to the floor. use a footrest if necessary.



18/24 in (45-70 cm)



**CORRECT SITTING POSITION**



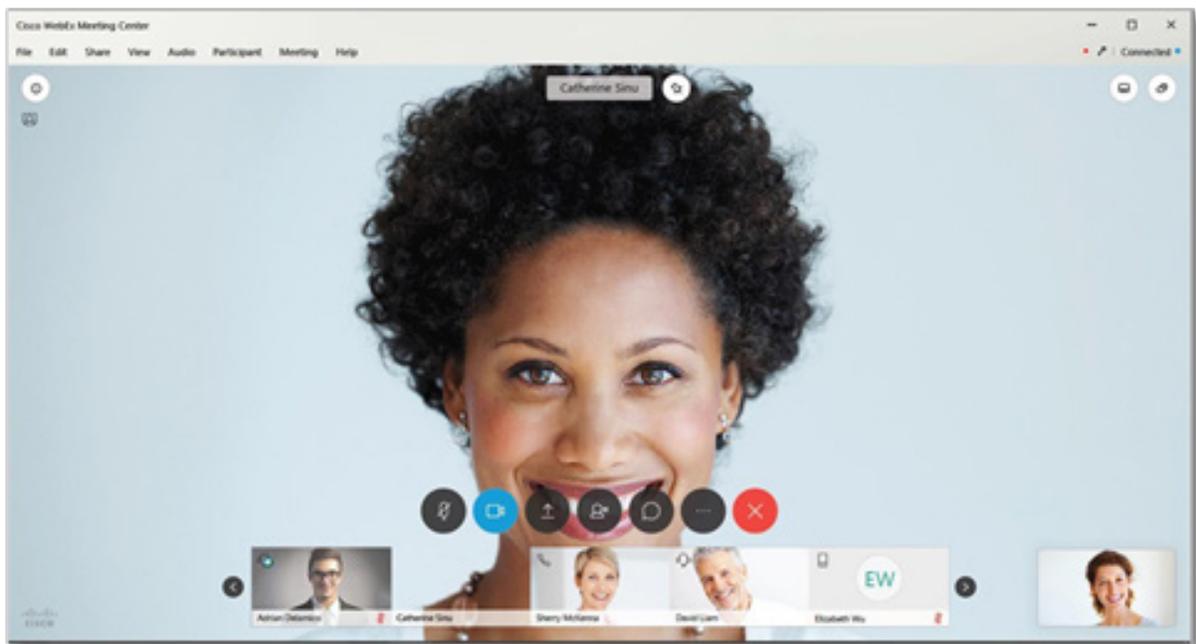
**CORRECT STANDING POSITION**

## Working Remotely – IT Tools and Collaboration

Just as security is critical to ensuring business continuity, collaboration is just as important in driving innovation at Seagate. While many of us can no longer meet face-to-face, we’re doing the next best thing with tools like WebEx, Microsoft Teams, and Microsoft Whiteboard for video conferencing, file sharing and online collaboration.

### WebEx Services

WebEx Services has provided our employees with the tools to maintain productivity in our “new normal” with virtual meeting settings and enabling features including desktop, presentation, and application sharing.

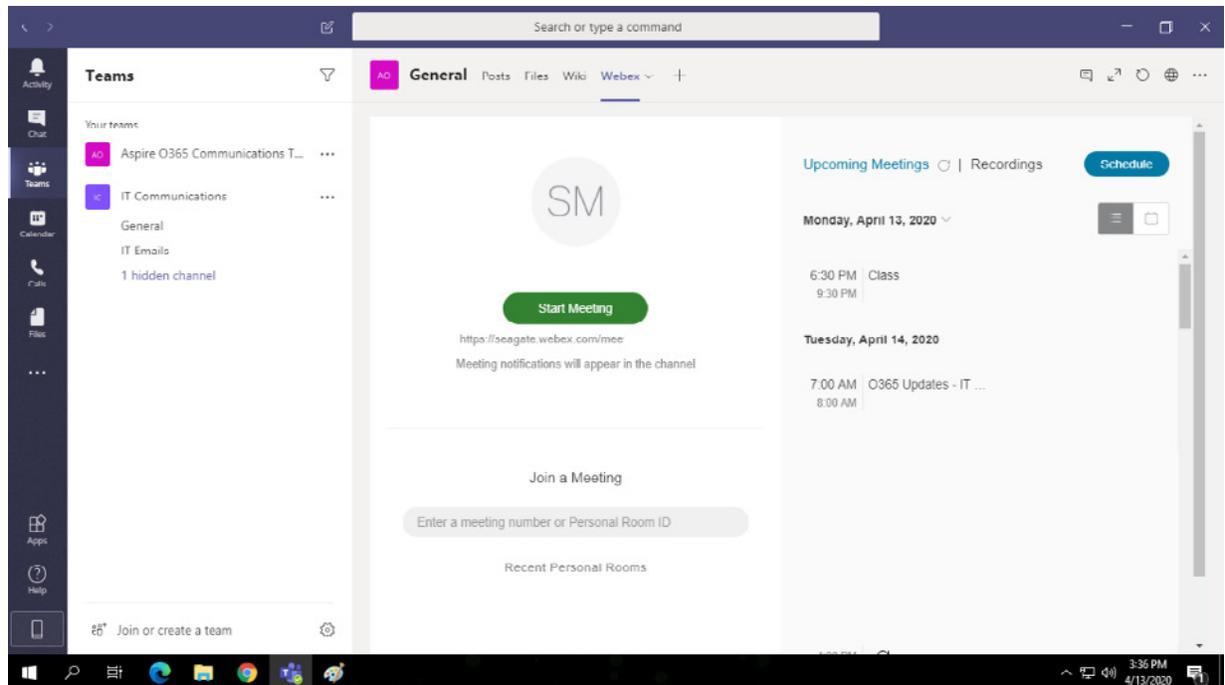


### WebEx best practices can be found below:

- Recommended options to select when setting up your WebEx event can be found [here](#)
- WebEx training webinars and guideline information sheets can be found [here](#)
- Make sure you have the latest version of Global Protect Installed ([Instructions](#))
- Make sure you have the latest WebEx client installed on your computer ([Instructions](#))

## Microsoft Teams and Microsoft Whiteboard

Microsoft Teams and Microsoft Whiteboard are online collaboration solutions that are secure and designed to empower every team across Seagate through one central hub for meetings, chat, and content. Offering features including internal and audio conferences with your colleagues, integrated with Cisco WebEx, scheduling assistance, meeting note taking, screen sharing, and instant messaging.



Microsoft Teams and Microsoft Whiteboard best practices can be found below:

- Microsoft O365 Resource Center can be found [here](#)
- How to collaborate in Microsoft O365 (Whiteboard, Teams) can be found [here](#)
- Best practices on using Teams Rooms, Groups, and Channels can be found [here](#)

A banner with a green border and a black background. On the left is the Seagate logo. To its right, the text reads: 'Need IT Help? Contact the Global Service Desk 24x7x365'. Below this, contact information is listed in two columns: 'SeaTel 8-844-3333' and 'Toll Free 1-877-844-3333' in the first row; 'International Toll Free (IDD Code) + 800-0485-3456' and 'International (IDD Code) + 405-844-3333' in the second row. At the bottom center, an email icon is followed by 'servicedesk@seagate.com'.

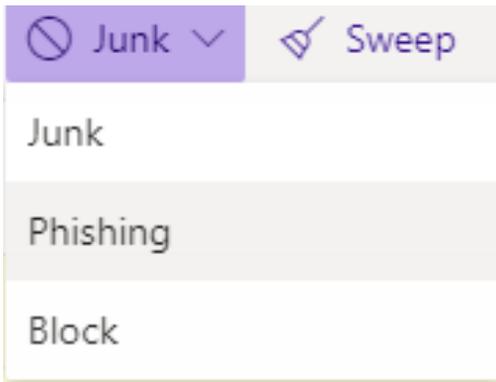


# Security When Working Remotely

## COVID-19 Scams

The COVID-19 crisis is unfortunately being exploited by those with nefarious intent using malicious websites and phishing campaigns. Take extra caution when following COVID-19-related news on the web and be suspicious of emails claiming to be from authoritative sources such as the Centers for Disease Control and Prevention (CDC) or the World Health Organization (WHO). Please continue to be vigilant as our first and most important line of defense for Seagate.

If you see emails that you suspect are phishing:



- Select “Junk” from the Outlook toolbar, and “Phishing”.
- Click on “Report”. This will delete the email.

*If you opened up a suspected phishing email and clicked on a link, contact the Global Service Desk immediately!*

## Web Conferencing Security Considerations

Web conferencing tools have been the new normal for business, school and personal lives throughout the COVID-19 situation. While these tools allow the workforce to be effective in the telework environment, there have been recent security exploits where uninvited attendees have broken in to meetings (Zoom bombing). Using Seagate’s enterprise collaboration tools, WebEx and Teams as well as following some guidelines can help ensure appropriate security:

- Monitor participants in the meeting for any unwanted guests
- Set a password for meetings
- Use the WebEx “Scheduler” over personal room

## Tips for Remote Working

WebEx Services:

- Meeting hosts should **Mute on entry**
- **Share only the content** you intend to. By sharing an application and not your whole screen, you can be sure you're keeping attention on the task at hand, and not on notifications that may pop up.

Microsoft Teams:

- Mute participants (meeting hosts only)
  - In the meeting roster, select 'Mute all'.
- Use Teams to schedule, start or join a Teams meeting or a WebEx Meeting (add WebEx tab to your Teams Room or Channel)
- Make it easy to access 'need to know' content: Use **OneNote** or the **Wiki feature** in Microsoft Teams to spotlight important content—meeting follow-ups, best practices, goals.

To read more about how to stay vigilant on laptop and device security, please visit the following link, [\*\*Keeping Laptops and Devices Secure\*\*](#)



## Stopping the Spread of COVID-19. What is your Role?

**If you are experiencing symptoms of COVID-19 – do not come to work.  
Stay home and seek medical care if required.**

Symptoms of COVID-19 can be mild to severe and may appear 2-14 days after exposure to the virus. Symptoms may include fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

Additionally, if you have had a known or potential exposure to the virus, be proactive and do not come to the workplace! Notify your manager as soon as possible.

To stop the spread of COVID-19, please follow these guidelines:

- Always practice social distancing and avoid close contact with others–
  - » Keep at least a 1-2 meter distance as much as possible.
  - » Avoid shaking hands with others.
- Wear face masks/coverings -
  - » Ensure you are wearing a clean mask.
  - » Masks should cover your mouth, nose, and chin.
  - » Avoid touching your mask when it's on.
  - » Take off your mask by pulling the ear loops only.
- Prevent the spread of germs -
  - » Frequently wash your hands for at least 20 seconds and use hand sanitizer.
  - » Avoid touching your eyes, nose and mouth with unwashed hands.
  - » Always cover your nose and mouth with tissue when you sneeze or cough, or use the inside of your elbow instead, then immediately wash your hands.
  - » Throw used tissues in the trash.
  - » Clean and disinfect your work area often.



## **EHS Guidance for Employee Travel, Customer/Supplier Visits, Events and Gatherings**

As we begin thinking about how to reconnect with customers, partners and colleagues on site and in other locations we must remember to continue to follow our protocol and practices in order to stay safe and healthy. Business travel is discouraged and should remain business-critical only with approval from your management. Virtual meetings should be conducted whenever possible.

In the event you must travel, attend an in-person meeting, visit a non-Seagate location or attend a group event or gathering you should always:

- Consider if the meeting can be done virtually
- Be respectful of and aware of any health and visitor requirements at the non-Seagate site.
- Practice social/safe distancing.
- Wear a face mask/covering
- Notify your manager immediately if you receive a notice that you may have been exposed to COVID-19
- Wash your hands and follow proper hygiene practices
- Limit food service to pre-packaged options – no buffets/family-style meals.

Remember that you are required to complete a Daily Health Declaration and may be isolated prior to returning to your Seagate site.

### **EHS Guidelines for Group Events During a Pandemic**

## KEY LINKS AND RESOURCES

[IT End User Equipment Policy](#)

[Coronavirus Travel Guidelines](#)

[COVID-19 Awareness](#)

[Coronavirus Employee Resource Center and Key Links  
\(CDC and WHO\)](#)

[Questions or Concerns](#)

[Company Coronavirus FAQ](#)



## IT End User Equipment Policy

The rise in telework due to COVID-19 has increased the need for IT support from our Global Service Desk “GSD”, local Site Services teams, and corporate IT (collectively “Seagate IT”) for Seagate end users. Seagate IT is prepared to respond to all Seagate end users’ concerns including issues related to hardware malfunction, new hardware requests, and security.

- » To view the full policy, please visit [07-110 IT End Users Equipment Policy](#)
- » For End User Services, please visit [End User Services – Support](#)



## Coronavirus Travel Guidelines

Business travel remains highly discouraged and no new business travel bookings are permitted without management approval. Please assess all travel to ensure it is business critical and conduct virtual meetings as much as possible.

You can view information regarding the Coronavirus Travel Guidelines, by visiting the link below:

» [Coronavirus Travel Guidelines](#)



## COVID-19 Awareness

Seagate continues to prioritize the health and well-being of all employees. As part of our commitment to the safety of all employees, Seagate launched a training module that provides an overview of the helpful protocols in place to stay safe and productive during the pandemic.

This training provides guidance on:

- The measures Seagate is taking to ensure the health and well-being of our global community—for those working on-site or teleworking.
- Details of social distancing, contact tracing, increased cleaning and other measures we are taking at each Seagate facility.
- The importance of employees taking care of their health and the people around them.

Please see below for our narrated trainings and translated PDF versions:

- » [Covid-19 Awareness training - \(US & EMEA\) - Narrated Training](#)
- » [Covid-19 Awareness training - Asia – English - Narrated Training](#)
- » [Covid-19 Awareness training – Simplified Chinese Translated PDF](#)
- » [Covid-19 Awareness training – Thai Translated PDF](#)
- » [Covid-19 Awareness training – Malay Bahasa Translated PDF](#)



## Coronavirus Employee Resource Center and Key Links

For information regarding telework tips, travel guidelines, site announcements and resources, and more, please visit the:

- » [Coronavirus Employee Resource Center](#)

### Key Company Links

- » [Privacy Statement](#)
- » [Global HR Central Contacts](#)
- » [Regional and Site Contacts](#)
- » [Coronavirus Travel Guidelines](#)
- » [Telework Tips](#)
- » [Seagate4Good](#)

### Information Technology (IT) Links

- » [IT Services](#)
- » [07-110 IT End Users Equipment Policy](#)

### Government Links

- » [Centers for Disease Control and Prevention \(CDC\)](#)
- » [World Health Organization \(WHO\)](#)



## Questions or Concerns

Seagate's first priority is the health and safety of all employees, contractors, and visitors and we welcome all questions or comments so we can best address your concerns.

You can access COVID-19 related information by visiting the [Coronavirus Employee Resource Center](#). You may also speak with your regional or site contacts or our Global HR Contact listed in "Helpful Contacts" on our Coronavirus Employee Resource Center.

### Company Coronavirus FAQ

A list of frequently asked questions regarding COVID-19 and available responses can be found by visiting the link below, located on our Coronavirus Employee Resource Center.

- » [Company Coronavirus FAQ](#)