

*Please ensure communications are shared with the applicable members of your organization.*

Lockheed Martin Corporation  
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TO: Lockheed Martin Suppliers & Resident Non-Employee Suppliers  
SUBJECT: Ensuring a Safe Working Environment

As we continue our efforts to protect the well-being of our employees and suppliers, an established communication protocol is important during these rapidly changing times. We request that all suppliers leverage the [CDC guidance](#) and the resources on Lockheed Martin's [COVID-19 supplier webpage](#). We appreciate your continued diligence to ensure a safe working environment for your employees who work on-site with our Lockheed Martin workforce.

Below is the reporting protocol that we expect you to follow for individual(s) exhibiting symptoms, who had possible exposure, or are diagnosed with COVID-19. This applies to individuals who are employed by your company that have visited a Lockheed Martin facility in the last two weeks or are anticipated to visit in the coming weeks.

- We ask that suppliers follow the CDC guidance on understanding the symptoms of COVID-19, follow self-quarantining guidance for individuals who have been exposed, and follow state and local jurisdiction orders such as protective measures (e.g. utilization of masks, temperature monitoring, stay home when ill).
- All suppliers and resident non-employees working at a Lockheed Martin facility should abide by CDC guidance pertaining to international travel by self-quarantining for 14 days after they return from such travel, and before entering a Lockheed Martin facility.
- Any individual exhibiting symptoms should be directed to "Go Home" or "Stay Home" and seek medical guidance.
- As the employer of individuals directed to self-quarantine, presumed positive or tested positive, the individuals should be instructed to contact you; you should then immediately ensure that the Lockheed Martin Sponsor is notified.
- The Lockheed Martin Sponsor will engage with our Lockheed Martin Medical team who will determine the need to conduct any contact tracing.

To initiate the appropriate contact tracing, the following information will be needed:

- What Lockheed Martin facility was visited?
- When did they visit these locations (and for how long)?
- Where was the work performed within the Lockheed Martin location?

Other questions may be necessary regarding passage through the facility and contact with individuals.

- For Public Health & Safety purposes, we ask that you impress to your employees the importance of responsiveness to any Lockheed Martin request for additional information.

It is critical you ensure that your employees meet the following criteria prior to returning to a Lockheed Martin facility:

- You have cleared the individual to return to work based on CDC guidelines.
- You ensure the individual complies with Lockheed Martin [visitor guidelines](#).

You are required to send an email confirmation to the Lockheed Martin Sponsor, that your employee has met the above criteria, prior to that employee returning to a Lockheed Martin facility.

If you have any questions, or anticipate a performance impact, please contact your Lockheed Martin procurement representative. Thank you for your commitment to ensuring a safe work environment.