

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

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TO: Lockheed Martin Suppliers & Resident Non-Employee Suppliers

SUBJECT: Sustained Focus on a Safe Work Environment

As the U.S. experiences a rise in COVID-19 cases, it serves as a reminder that we all must remain vigilant and play our part to ensure the well-being of our employees and suppliers. The following, as a reminder, are the Lockheed Martin COVID-19 reporting protocol and U.S. facility guidelines that have been previously communicated.

We request that all suppliers leverage the [CDC guidance](#) and the resources on Lockheed Martin's [COVID-19 supplier webpage](#). Please continue to direct any questions to your Lockheed Martin procurement representative.

Thank you for your commitment to ensuring a safe work environment.

#### COVID-19 Reporting Protocol

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

- 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's 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 any Lockheed Martin facility.
- Any individual exhibiting symptoms of COVID-19 should be directed to immediately "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 whether there is a need to conduct 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 facility?

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

- For public health and safety purposes, we ask that you impress upon your employees the importance of responsiveness to any Lockheed Martin request for additional information.

Prior to returning to a Lockheed Martin facility, it is critical that you have cleared the individual to return to work based on CDC 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.

#### Lockheed Martin U.S. Facility Guidelines

All employees and resident non-Lockheed Martin employees must self-monitor for COVID-19 symptoms, take steps to prevent exposure and report any signs or symptoms of illness right away. Specifically, employees, resident non-Lockheed Martin employees, contractors, and visitors must self-attest that:

- I am aware of the CDC recommendation and the company's policy to wear a face covering or mask while on company property.
- I have checked my temperature and do not have a fever (based on state and CDC guidance).
- I feel well and do not have symptoms of a cough, shortness of breath/ difficulty breathing, fever, chills or a new loss of taste or smell.
- In the past 14 days, I have not been in close contact with anyone lab-confirmed with COVID-19 to the best of knowledge.
- I am not currently clinically diagnosed as having COVID-19 or awaiting medically-directed COVID-19 test results.
- I am aware of the CDC recommendation for frequent hand washing and the use of hand sanitizer.
- To supplement the self-attestation process, Lockheed Martin will provide the capability to take temperatures on-site.

This self-attestation is a precautionary measure for the health and safety of all personnel and visitors at Lockheed Martin facilities, and it does not constitute diagnosis of, confirmation of or treatment of COVID-19 or any other medical condition or impairment. Employees, resident non-employees, and contractors will be asked to remain away from the facility until they can self-attest affirmatively to the questions above.

#### Personal Choice COVID-19 Testing

Employees who have elected to take a non-medically directed COVID-19 test in their community, and not tested positive, are considered low risk (i.e., avoided crowds, wore a mask and maintained their social distance) and are not precluded from returning to work. However, if the employee is unsure for any reason, they should remain home.

Please remind your employees who visit, or work at, a Lockheed Martin facility about health and safety practices and keep an open dialogue about their health status and symptoms.

As the employer, ensure the individual(s) complies with all [U.S. Travel Restrictions](#).