COVID-19 Return to Work Overview & Guidelines
Developing and Implementing Appropriate Policies

Key Items to THINK about when making Your Businesses Game Plan

- Criteria & Factors – what will guide your decisions
  - Government Regulations
  - Community COVID-19 Status
  - School Status / Childcare Availability

- Mitigations – What Actions to take
  - Flexible Work Schedules
  - Personal Protective Equipment (PPE)
  - Employee Screening – Monitoring workforce for symptoms
### Applied Materials COVID-19 Phased Escalation Plan

#### All Sites Subject to Government Health Authority Requirements

<table>
<thead>
<tr>
<th></th>
<th>PHASE 1</th>
<th>PHASE 2</th>
<th>PHASE 3</th>
<th>PHASE 4</th>
</tr>
</thead>
</table>
| **TRAVEL RESTRICTIONS** | • International travel restrictions  
• No US travel restrictions | • International travel restrictions  
• No US travel restrictions | • International travel restrictions  
• Only business-critical US travel | • No travel allowed |
| **QUARANTINE**       | • 14 days from affected areas                | • 14 days from affected areas                | • 14 days from affected areas                | • 14 days from affected areas                |
| **IN-PERSON MEETINGS** | • >100, business-critical only  
• Limit meetings with visitors | • >30, business-critical only  
• Meetings with visitors require executive approval | • >10, not allowed  
• No visitors/guests on site | • Business-critical only |
| **WORKFORCE ON SITE** | • Standard work from home                   | • Encourage work from home                   | • Recommend work from home  
• “Passing period” between shifts | • Critical workers only onsite  
• Work from home required  
• Close non-critical buildings |
| **HEALTH SCREENING** | • Passive screening  
• Screening for visitors | • Passive screening  
• Screening for visitors | • Passive screening  
• Track absenteeism / cases | • Onsite health screening  
• Masks for on-site workers |
| **FACILITIES & SERVICES** | • Routine cleaning  
• Routine cleaning + additional disinfection  
• Adjust cafeteria protocols | • Routine cleaning + additional disinfection  
• Adjust cafeteria protocols | • Increased cleaning frequency  
• Adjust cafeteria protocols  
• Close gyms  
• Limit shuttles | • Increased cleaning frequency  
• Adjust cafeteria protocols  
• Close gyms  
• Suspend shuttles |

*Today*
# COVID-19 MT Site Recovery – Governing Criteria & Triggers

<table>
<thead>
<tr>
<th>Current State</th>
<th>Q3</th>
<th>Q4</th>
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<tbody>
<tr>
<td><strong>Estimated Timeline</strong></td>
<td>May 4th</td>
<td>May 18th</td>
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<tr>
<td><strong>Phase 4</strong></td>
<td>Widespread and Sustained Community Transmission</td>
<td><strong>Phase 3</strong></td>
</tr>
<tr>
<td><strong>Government Regulations</strong></td>
<td>• Statewide shelter in place</td>
<td>• Montana Phase 1 Guidelines</td>
</tr>
<tr>
<td><strong>County Stats / Medical Factors</strong></td>
<td>• Community spread / Increasing cases</td>
<td>• No new cases or downward trajectory of documented cases within a 14 day period</td>
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<tr>
<td><strong>Quarantine</strong></td>
<td>• Self-quarantine required for traveling into / out of the state</td>
<td>• Self-quarantine required for traveling into / out of the state</td>
</tr>
<tr>
<td><strong>Schools</strong></td>
<td>• School – Active Distance Learning</td>
<td>• School – Active Distance Learning</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td>• Limited Access</td>
<td>• Limited/Partial with occupancy limits</td>
</tr>
</tbody>
</table>

**Site Recovery phases may contain guiding principles from multiple phases listed above & subject to change.**

Last Updated 4/27/2020
# COVID-19 MT Site Recovery – Mitigation Actions

**Estimated timeline:**
- **May 4th:** Q3
- **May 18th:** Phase 3
- **Jun 1st:** Phase 2
- **Q4:** Phase 1

## Phase 4
### Widespread and Sustained Community Transmission
- **Employee Quarantine (Incoming/Returning):**
  - 14 day Self-quarantine required for traveling into / out of the state
  - 14 day quarantine for individuals with confirmed or suspected case of COVID-19
- **Visitor Policy:**
  - Not allowed
- **PPE & Facility Cleaning:**
  - PPE – Face masks are Employee preference
  - High Frequency cleaning of bathrooms, lunchrooms, & common areas
  - Self-Cleaning of all Workstations
- **Employee Screening:**
  - Active Screen Required
- **F2F Meeting & Social Distancing:**
  - Business-critical only
  - Stricter social distancing guidelines (6’) – PPE suggested when 6’ cannot be maintained
  - All conference rooms closed
  - Break rooms at 50% occupancy

## Phase 3
### Sustained Community Transmission
- **Employee Quarantine (Incoming/Returning):**
  - Self-quarantine required for traveling into / out of the state
  - 14 days from affected areas & individuals with confirmed or suspected case of COVID-19
- **Visitor Policy:**
  - Not allowed
- **PPE & Facility Cleaning:**
  - PPE – Face masks are Employee preference
  - High Frequency cleaning of bathrooms, lunchrooms, & common areas.
  - Self-Cleaning of all Workstations
- **Employee Screening:**
  - Active Screen Required
- **F2F Meeting & Social Distancing:**
  - >10, not allowed
  - Encourage e-meetings
  - Stricter social distancing guidelines (6’) – PPE suggested when 6’ cannot be maintained
  - All conference rooms closed

## Phase 2
### Limited Community Transmission
- **Employee Quarantine (Incoming/Returning):**
  - Travel quarantine as required by state/corporate directive
  - 14 days from affected areas & individuals with confirmed or suspected case of COVID-19
- **Visitor Policy:**
  - Require executive approval
  - Business Critical Demos Only
  - 1 Visitor per Customer
  - Must follow Employee Site Screening procedures
- **PPE & Facility Cleaning:**
  - PPE – Face masks are Employee preference
  - High Frequency cleaning of bathrooms, lunchrooms, & common areas.
  - Self-Cleaning of all Workstations
- **Employee Screening:**
  - Passive Screen w/ Temperature screening
- **F2F Meeting & Social Distancing:**
  - >30, business-critical only
  - Social distancing guidelines (6’) wherever practical – PPE optional when 6’ cannot be maintained
  - Conference rooms open (50% capacity)

## Phase 1
### No or Few Cases in Community
- **Employee Quarantine (Incoming/Returning):**
  - Travel quarantine as required by state/corporate directed
  - 14 days from affected areas & confirmed or suspected case of COVID-19
- **Visitor Policy:**
  - Business Critical Demos and Vendors
  - 1 Visitor per Customer or Vendor
  - Must follow All Employee Site Screening procedures
- **PPE & Facility Cleaning:**
  - PPE – Face masks are Employee preference
  - High Frequency cleaning of bathrooms, lunchrooms, & common areas.
  - Self-Cleaning of all Workstations
- **Employee Screening:**
  - Passive Screening
- **F2F Meeting & Social Distancing:**
  - >100, business-critical only
  - Limit meetings with visitors
  - Conference rooms open
  - Social distancing whenever possible
  - Breakrooms open with no occupancy restrictions

*Last Updated 4/27/2020*
Consider Telework & Flexible Schedules

▪ Work from Home
  ► Business Critical on-site work only
  ► Can you employee do their job remotely
    – Essential employee
    – Business critical

▪ Structured phased approach Includes:
  – Reduced Occupancy
  – Periodic onsite management
  – Conference calls while inside your worksite

▪ Workforce separation of employees when social distancing is not practical
  ► Dividers to separate workers
  ► Split into two shifts (days and nights)
  ► On/Off schedule 4-on 4-off & work every other weekend
  ► Office staff – Monday/Wed/Fri

“Make special accommodations for members of a vulnerable population or those with vulnerable household members.”

Identify High risk Employees
**Social distancing and protective equipment**

“Close common areas or enforce strict social distancing.”

- **Social distancing**
  - Conference rooms and break rooms
  - Strict social distancing guidelines (6’) – PPE when 6’ cannot be maintained
  - “Avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.”

- **Personal Protective Equipment (PPE)**
  - Mask, face-shields, safety glasses, gloves
  - Cleaning may require additional PPE
  - Screeners
    - N95s, gloves, disposable lab coat, tight fitting safety glasses or face-shield
Collaborating with Public Health

Definitions:
- Confirmed → Covid19 confirmed case thru testing
- Suspected → Test administered or quarantined by health care professional
- Close contact → 6ft contact with confirmed or suspected including household members

Tracking of sick calls and Covid19 related absents
- Plan for sick employees in the workplace and potential confirmed case
  - If you feel sick, do not come to work.
  - Collaborate with public heath when implementing policies and procedures for workforce contact tracing following an employee COVID+ test
Temperature checks and/or symptom screening

“Monitor workforce for indicative symptoms”

Passive screening = Indirect Monitoring
- Lobby signage, email communications, internal company website

Active screening = Direct Monitoring to Control Access
- Same screening questions, verbal response and sign/symptom monitoring
  - Drive thru model and remote indoor model
  - Screeners in full PPE
  - Method for denying entry
  - Times of operation, off-hour screening, deliveries, members of the public
  - Temperature screening
Sanitation, disinfection of common and high-traffic areas

- Increased cleaning schedule
  - Published
  - Closing areas not in use
- Self-cleaning
  - Cleaning stations
  - Isopropyl Alcohol (IPA) for manufacturing
  - Wipe down work area upon arrival/departure.
- Hand-sanitizer and handwashing
- High traffic areas and touch points
  - Printers, vending, restrooms, breakrooms, doors, shared equipment, vehicles, drinking fountains