



## Aerospace COVID-19 Directive

The following document outlines Aerospace's COVID-19 directive and guidance for all employees, customers, contractors, and visitors working on site.

### If You Are Experiencing Symptoms

- Stay home and inform your manager.
- Take a PCR or antigen COVID test (recommended).
  - If test is positive, follow these guidelines:
    - All employees or those with Aeronet access: Report your positive test through the Service Management Portal by clicking the REPORT A POSITIVE COVID-19 TEST button on the [EHS website](#).
    - External personnel or those without Aeronet access: Report your positive test to the [Security Control Center](#) or have Aerospace personnel submit a report on your behalf.
- Return to work
  - If your symptoms improve and you are fever free for at least 24 hours without the use of fever reducing medication.
  - You must wear a mask\* for 10 days if you tested positive or chose not to take a test. Count 10 days from the start of symptoms.

\* The COVID risk assessor may relax this requirement depending on your location.

### If You Are Exposed\*

- You may continue to work on site if you are asymptomatic, otherwise follow the above guidance for "If You Are Experiencing Symptoms".
- Recommend wearing a mask for 10 days from exposure, where exposure date is day 0.

\* You are considered exposed to COVID-19 if within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

### If You Test Positive

- Report your case.
  - All employees or those with Aeronet access: Report your positive test through the Service Management Portal by clicking the REPORT A POSITIVE COVID-19 TEST button on the [EHS website](#).
  - External personnel or those without Aeronet access: Report your positive test to the [Security Control Center](#) or have Aerospace personnel submit a report on your behalf.
- When to return to work
  - Symptomatic employees
    - If symptoms improve and you are fever free for at least 24 hours without the use of fever reducing medication.
    - You must wear a mask\* for 10 days from onset of symptoms.
  - Asymptomatic employees
    - You must wear a mask\* for 10 days from your first positive test.



\* The COVID risk assessor may relax this requirement depending on your location.

### **Masks**

Masks may be mandated by local authority or at the site leader's discretion. If a mask mandate is in effect, the following applies. KN95s and surgical masks are available at all sites upon request.

### **Cleaning and Disinfection Supplies**

Cleaning supplies and hand sanitizers can be ordered using your department's office supply ordering process, e.g., Staples. Non-Aerospace personnel can contact their Aerospace facilities representative for assistance.

### **Non-Aerospace Work Sites**

If you are at a customer or contractor site, adhere to the respective local authority or facility requirements. Employees should contact their manager and EHS with any concerns. Employees must continue to report positive COVID-19 cases.

### **Contact Information**

*Security Control Center (COVID-19 Reporting for Those Without Aeronet Access and Non-emergency)*

310-336-6520 (west)

571-304-7220 (east)

*Environmental, Health and Safety (EHS)*

310-336-SAFE (west)

571-304-SAFE (east)

Customers, contractors, and visitors can contact their Aerospace representative for any additional information or resources.