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 if you tested positive or chose not to take a test. The number of days required to wear a mask depends on your location. Your risk assessor will provide instruction.

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."
- Some local health departments recommend wearing a mask for 10 days from exposure, where exposure date is day 0. This is not a requirement.

    * 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 upon your return. The number of days required to wear a mask depends on your location. Your risk assessor will provide instruction.

- - Asymptomatic employees
    - You must wear a mask upon your return. The number of days required to wear a mask depends on your location. Your risk assessor will provide instruction.

Masks

Masks may be mandated by local authority or at the site leader's discretion. 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.