



Oregon Physical Distancing Training & Resources

Corporate Services

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About COVID-19

Coronavirus disease 2019 (COVID-19) is a new virus that had not been previously identified. The virus causing COVID-19 is not the same as the viruses that commonly circulate among humans and cause mild illness, like the common cold.

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes.

COVID-19 is a new disease and there is limited information regarding risk factors for this severe disease. Based on currently available and peer-reviewed information and clinical expertise from the Centers for Disease Control (CDC), people of any age who have serious underlying medical conditions as well as older adults might be at higher risk for severe illness from COVID-19. Children have similar symptoms to adults and generally have mild illness.

About COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Fatigue
- Headache

Oregon Physical Distancing Policy

The "Intel Oregon Physical Distancing Policy" ("Policy") summarizes measures that Intel is taking to mitigate the spread of COVID-19 among employees and visitors at Intel Oregon sites. The Policy is based the following principles:

- **Working from home** – All individuals (employees, contingent workers (CWs), and guests) are required to work remotely to the maximum extent possible. Individuals will receive direction from their management or sponsors about the work that can be performed remotely and work that must be performed on-site.
- **Physical Distancing at Intel Oregon's sites** – All individuals are required to comply with the Oregon Health Authority requirements implemented in the "Intel Oregon Physical Distancing Policy", as well as additional procedures, guidelines, job guides and related documentation.

You are **required** to review and understand the current "Intel Oregon Physical Distancing Policy". Employees can download the Policy from this [link](#). CW's can obtain a copy from their employer or Intel sponsor. Guests will be provided a copy for review at Intel lobbies.

Oregon Physical Distancing Guidelines

Physical distancing is an important measure encouraged by the U.S. [Centers for Disease Control \(CDC\)](#) and the [World Health Organization \(WHO\)](#). Simply put, this is making sure people have space, to help reduce the risk of disease transmission. “Physical” and “social” are equivalent in meaning, relative to distancing guidelines and policy.

It’s important to maintain physical distancing, both at and away from work. We’re taking steps to maximize physical distancing at Intel sites while still maintaining critical operations.

To practice physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Oregon Physical Distancing Guidelines

Use the Pre-Task Planning (PTP) process to plan to work safely and incorporate physical distancing requirements.

If the task requires workers to be less than 6 feet apart from others to safely perform the task, consider:

1. Can the task be delayed until physical distancing is no longer a requirement if it will not impact critical operations or create a safety or compliance issue?
2. Can the task be reconfigured such that 6 feet distance can be achieved between you and your peers?
3. Can a jig/hoist/tool be used to safely perform the task and maintain social distancing?
4. PPE use to address physical distancing challenges is to be considered the last option (consider PPE, next slide, if all options are exhausted)?

Oregon Physical Distancing Guidelines

If all options above have been exhausted, consider use of PPE to maintain physical distancing in order to complete the task. Select in order of preference for close distance or traditional two person tasks:

1. If the task spec requires respiratory protection (air purifying respirators, airline respirators, etc. including PAPR) for workers performing the primary task (i.e. workers are certified to use respirators) have them both don respirators.
2. If the task spec does not require respiratory protection but both workers are certified to use respirators, then have them both don respirators.
3. If the task already requires the use of a face shield, then have both workers don face shields and face masks.
4. If the task does not require the use of a face shield, then have both workers don face shields and face masks.
5. A temporary physical barrier may be created between two workers, who don face masks.
6. If you cannot find a means to proceed, escalate to management.

Oregon Physical Distancing Guidelines

We must ensure everyone understands and applies physical distancing expectations.

If you are in a situation where guidelines are not being followed you should STOP THE JOB. Do not wait for someone else to escalate a situation.

- Respectfully coach. Correct the situation, if possible
- Escalate to Supplier or Intel Management
- CWs can report concerns to Global.contingent.workforce@intel.com
- Employees can report concerns to coronavirus-faq@intel.com

Prevention – What Intel is Doing to Protect the Workforce

- Increasing cleaning and disinfection schedules
- Decreasing max occupancies of spaces such as cafeterias, elevators, and meeting rooms
- Rearranging tables and chairs
- Removing self-serve food products from cafeterias
- Closing gyms and recreational areas
- Marking public areas to prompt physical distance and one-way flow
- Limiting use of shared items or equipment or disinfecting between uses
- Assigning physical distancing monitors wearing red vests to provide coaching
- Directing the workforce to work from home when possible
- Providing face coverings and thermometers

Prevention - Protecting Yourself and Reducing Spread

To help protect yourself and others from COVID-19, we encourage the following:

- Do NOT visit the site if you are sick or have symptoms of COVID-19
- Wash your hands frequently
- Avoid touching your face. Cover your coughs and sneezes with a tissue and discard the tissue
- Avoid close contact with people who are sick, even inside your home
- Do not travel if you are sick
- Do not shake hands or engage in any unnecessary physical contact
- Ensure food, including eggs, is thoroughly cooked
- Avoid direct contact with wild animals (live or dead) and their environment. Do not touch surfaces that may be contaminated with droppings

Prevention – Washing your Hands

Washing your hands is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer or acceptable alternative. Follow these five steps every time:

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Learn more about when and how you should wash your hands to stay healthy at [cdc.gov](https://www.cdc.gov).

Face Masks

All individuals must wear a face mask at all Intel sites in reopening Phases 0,1, and 2. Disposable face masks are available to all Intel employees and contingent workers. Contact your manager for distribution locations and times.

For ease of reference, face masks and other types of face coverings are generally referred to as 'face masks' in this training.

Face masks should:

- Cover both the nose and mouth
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Include multiple layers of paper or cloth, or be made of comparable materials
- Be (i) disposable or (ii) able to be laundered and machine dried without damage or change to shape

Face Masks - Where Required

All areas, including:

- Conference rooms
- Restrooms
- Hallways
- Manufacturing & Support
- Remote operations centers
- Cafeterias
- Elevators
- Stairwells
- Labs

Face masks are optional when you are in an area by yourself, such as your cube, provided physical distancing guidelines are maintained. Face masks are not a substitute for physical distancing guidelines and frequent handwashing.

Follow specific protocols for manufacturing spaces, e.g., hoods in the cleanrooms are acceptable if they consistently and reliably cover the mouth and nose.

Face masks are not required while eating/drinking.

Face Masks – How to wear and remove

Please follow linked [guideline on how to wear and remove a disposable mask.](#)

Please follow linked [guidelines on how to wear and remove a cloth mask.](#)

Remember:

- Wash your hands before and after handling your masks
- Limit contact to the inside of the mask
- Properly store the mask for reuse. Utilize multiple resealable containers to distinguish between used and unused masks

Face Masks - Cleaning

Cloth face coverings should be washed after each use. Follow the [CDC guidelines](#) on how to properly wash and dry your cloth face coverings.

Washing Machine

- Use regular laundry detergent and the warmest appropriate water setting for the mask material

Washing by Hand

- Prepare a disinfecting bleach solution (5 tbsp:1gal water or 4 tsp:1quart water)
- Soak the face mask in the bleach solution for 5 minutes
- Rinse thoroughly with cool or room temperature water

Drying

- Use the highest heat setting and leave in the dryer until completely dry; or,
- Lay flat and allow to completely dry. Place in direct sunlight if possible

Face Masks – Exception & Accommodations

Intel is a discrimination-free workplace. Some individuals may not be able to wear face coverings due to medical or religious reasons. Intel prohibits discrimination based on any protected category. Please respect and be considerate to others.

Employees who are unable to wear face masks should follow these exceptions processes:

- Employees should notify their manager that they have a medical reason not to wear a mask. Employees do not need to disclose specific medical information or provide a supporting doctor's note.
- Requests not to wear a mask for religious reasons should be raised to the employee's manager and your group's Human Resources representative to determine if an accommodation can be granted.
- Employees with medical conditions may require an accommodation other than not wearing a face mask. To request an accommodation other than the exception of not wearing a face mask, please contact your group's Human Resources representative or in the US, an ADA Case Manager at ADA.accommodation@intel.com. See [FAQ 15.8](#) for a list of accommodation resources.

Face Masks – Exception & Accommodations

Contingent Workers who are unable to wear face masks

- Work with your employer to obtain an exception

All individuals who are unable to wear face masks

- If asked why you do not wear a mask, it is sufficient to politely respond: “***I am subject to an approved exception regarding mandatory mask usage.***” You are not required to provide further details.

Individuals who do not need a medical or religious accommodation, and who refuse to wear a mask, are subject to the normal discipline process associated with health and safety violations.

Refer to [FAQ 17](#) for further questions.

Self-Screening for COVID-19 Symptoms

Intel recommends individuals check for signs of symptoms of COVID-19 regularly and check their temperatures daily before going into work.

- Do not come to the office if you have a fever or feel sick.
- If you register a temperature higher than 100.4°F (38°C), notify your manager by telephone and, if necessary, call your healthcare provider.
- Seek medical attention if you or any member of your household experiences any other symptoms of COVID-19, including coughing or shortness of breath.
- If you have been in contact with someone who has been tested or confirmed to have COVID-19, check in with your manager before coming to work.

Self-Screening for COVID-19 Symptoms

If you have any of the symptoms of COVID-19, go home, contact a medical professional, if necessary, and call your manager to report your absence.

- Signage at Intel site entrances prompts individuals to stop and self-screen for common COVID-19 symptoms.
- For Intel employees, go to [Get HR Help](#) to assess quarantine requirements. If you have tested positive for COVID-19, please contact [Occupational Health \(OH\)](#) and refer to FAQ 1.8 in the Intel [Circuit Coronavirus FAQ](#) for additional information on returning to work.
- For contingent workers, follow employers' instructions for reporting a suspected or confirmed case of COVID-19.

Symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Fatigue
- Headache

When to Seek Medical Attention

If you think you may have been exposed to COVID-19, contact your healthcare provider immediately.

- Do not come to the worksite.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get medical attention right away.
- Seek further information from the CDC at [cdc.gov](https://www.cdc.gov).

When to Return to Work

Employees:

If you have tested positive for COVID-19:

Contact [Occupational Health \(OH\)](#) and refer to FAQ 1.8 in the Intel [Circuit Coronavirus FAQ](#) for additional information on returning to work.

If you have tested negative for COVID-19, refer to the FAQ before you return to work.

Contingent Workers:

Confirm with your employer when you should return to Intel sites.

Bringing People Back On-site

Intel's Pandemic Leadership team have created a multi-phased approach to gradually return Intel employees and others to Intel sites in the wake of the coronavirus pandemic.

The phased approach hinges on local or national governments lifting “shelter-in-place” or “stay home” orders, and requires that:

- Community COVID-19 cases must show sustained decline over a multi-week period; and
- Intel’s PLT will recommend each site’s transition to each phase, which must be approved by our Executive Leadership Team (ELT).



*Essential on-site services – IT support, occupational health, mother’s room, prayer room, etc. – remain open with social distancing.

Safety is Always a Priority

Safety has and always will be a priority for Intel. It is important to exercise good judgement and remain as safe as possible during these times.

Intel's Pandemic Leadership (PLT) Team and Corporate Emergency Operations Center (CEOC) are continuously meeting to address the challenges posed to Intel and its business by the global coronavirus pandemic. Your safety and well-being are Intel's top priority.

If you have any questions or concerns, we would like to hear from you. Please reach out to coronavirus-faq@intel.com.

Resources

For more on the coronavirus, please see these resources:

- [Intel Coronavirus resources on Circuit](#)
- [The Center for Disease Control](#)
- [The World Health Organization](#)
- [International SOS](#)