



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 current studies from the Centers for Disease Control (CDC) suggested

- COVID-19 can be transmitted through three modes: contact, droplet, and airborne. Most infections are spread through close contact.
- Adults of any age with severe underlying medical conditions as well as adults above age 50 are at increased risk from COVID-19.

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:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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". 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 of 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. Consider personal protective equipment (PPE) use to further mitigate remaining physical distancing challenges (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 limit potential virus exposure in order to complete the task. PPE order of preference for close distance or traditional two person tasks:

1. If the task procedure 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 procedure 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

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

Sanitization and Cleaning

- Increased cleaning frequency of common spaces, e.g. café, restroom, meeting room, etc. the practices are consistent with the CDC guideline.
- Additional cleaning practices after confirmed case contact tracing.
- The [Building Assistance Center](#) site can be used to address cleaning of specific spaces and areas.
- Additional cleaning supplies are being added in work areas for use by employees to clean their individual spaces and shared equipment.

Prevention - Protecting Yourself and Reducing Spread

To help protect yourself and others from COVID-19, Intel encourages the following:

- Do NOT visit the site if you are sick or have symptoms of COVID-19 or awaiting the results of a test taken to diagnose active COVID-19 because of symptoms or close contact with a confirmed case or because you suspect you have been exposed.
- 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.

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 either disposable or able to be laundered and machine dried without damage or change to shape

Face Masks – What is permitted

A proper mask is

- Facemask provided by Intel
- Cloth mask fashioned from household items or made from common materials at home, per [CDC guideline](#)

The followings are not permitted.

- Foam mask. It is only allowed when used with a gown hood.
- Face shields only. The effectiveness is unknown per the CDC guideline.

Face Masks - Where Required

All areas, including:

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

Facemasks can be removed when seated at assigned personal seating (except in trailers), or crossing outdoor areas by yourself, provided that you can ensure social distancing is maintained in both situations. 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 may be used as alternative if they consistently and reliably cover the mouth and nose.

Facemasks must be worn at all times in cafes except when seated for eating.

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 mask
- Limit contact with 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 masks 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:1 gal water or 4 tsp:1 quart 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's safety culture is critical to our successful operation. During the pandemic, we will treat masks as we do other important safety requirements, for which we **do not** make exceptions.

Exceptions to the facemask requirement previously granted for health or religious reasons are no longer valid.

Face Masks – Exception & Accommodations

Contingent Workers who are unable to wear face masks

- Contact their employers to discuss a reasonable accommodation as they too will not be provided an exception going forward.

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, or if you are awaiting the results of a test taken to diagnose active COVID-19 because of symptoms or close contact with a confirmed case or because you suspect you have been exposed.
- 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 OH and local health authority 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 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).

Self-Quarantine and Medical Removal

Whenever the public health authority or medical provider recommends workers, who must perform work onsite, quarantine or isolation due to COVID-19, the affected worker must:

- Work from home until the public health authority or medical provider permits return to work.
- If working from home option is not applicable, contact your employer so that quarantine requirements and special leave options can be assessed.

Access Control for Essential Work On-site

- Facility access is limited to workers performing essential work on-site through the badge scanning process.
- If you want to request the Facility Access Entitlement, please talk with your employer and sponsor to discuss the arrangement, and visit [Entitlement Request](#).

How to Request the Facility Access Entitlement

Please visit securityportal.intel.com/EntitlementRequest, search for and select the appropriate entitlement to request access (you must be logged onto the Intel Network):

Ronler Acres:

Ronler Acres Campus Under Restricted Access-Critical Functions Only (Employee Only)"

Ronler Acres Campus Under Restricted Access-Critical Functions Only (CW and PV Only)"

Aloha:

Aloha Campus Under Restricted Access-Critical Functions Only (Employee Only)"

Aloha Campus Under Restricted Access-Critical Functions Only (CW and PV Only)"

Intel Interns, ICE employees, Contingent Workers or Privileged Visitors from other Intel sites who need access to Ronler Acres or Aloha to perform essential work on-site must also be granted the entitlement "OR RA Ronler General Access" or "OR AL Aloha General Access" on the [Access Provisioning Module](#), in addition to the entitlements listed above. The individual's manager or sponsor may request this for them.

When to 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 Centers for Disease Control](#)
- [The World Health Organization](#)
- [International SOS](#)