March 13, 2020

Dear Valued Suppliers,

**March 13, 2020 – Updated with social distancing and working from home guidance for contingent workers that typically work at an Intel location.**

On Wednesday, March 11, the World Health Organization declared the Coronavirus outbreak an official pandemic. Given the seriousness of the situation, we want to make sure we’re doing everything we can to keep our global workforce safe and healthy.

Social distancing is an important measure encouraged by the Centers for Disease Control and the World Health Organization. Simply put, this is making sure people have space, reducing the risk of disease transmission. We’re taking steps to maximize social distancing while still maintaining our critical operations. We first put these policies in place at our sites in China and they have helped us keep our employees safe and our operations running.

Please take careful note of the policies below. Many of these policies will be implemented immediately, while others will take some time to put in place.

**If you can work from home, you should**

Starting today, working from home is recommended for all workers whose work can be performed remotely. If you normally work at an Intel location please speak your employer and your Intel Sponsor/POC for approval prior to changing work arrangements to ensure sound planning. This will help reduce the number of people at work and protect those who need to come on-site to keep our labs, factories and other critical operations running. For those working on-site, additional measures are being taken to keep you safe including cleaning of our facilities several times daily, visitor screening and the social distancing practices below.

This is a temporary policy change and we will inform everyone when regular in-office work should resume.

**Increasing social distancing at work**

To help protect employees whose roles require them to be on-site, you will see several changes to encourage social distancing in the office. Similar measures will be taken by the business groups for social distancing in gown rooms and other manufacturing spaces as well as in labs throughout the company.

We will reduce the seating capacity of our cafeterias and limit the number of people in the serving area. Where possible, you should bring food back to your desk to eat. At sites where we share cafeterias with other companies, you should bring your own meals to work or visit cafés during off-peak times and each your lunch at your desk.

**In-person meetings or gatherings** of more than ten people will not be permitted, and virtual meetings are encouraged. Do not use more than 50% of a meeting room’s capacity. Leave an empty chair between each person and don’t sit directly across from anyone.

In common areas, such as break rooms, kitchenettes, game rooms and nursing rooms, keep approximately two meters/six feet of space between yourself and others.
No more than four people should be in an elevator (lift) at a time and each person should stand near a corner. Consider using stairs to leave space for those who have to use elevators.

We will temporarily close on-site services such as dental, spas and hairdressing will be allowed on Intel campuses. We will keep our hourly and contract workers’ pay whole while they cannot work for at least the next two months. We will also temporarily close gyms, workout rooms and sport courts. At sites where we share such facilities with other companies, you should not use them during this time.

**Increasing social distancing while traveling**

Use of golf carts should be limited to one person, the driver. A second passenger will be allowed in a rear-facing seat.

Finally, stay home if you are not feeling well and please continue to practice good hygiene by washing your hands frequently for 20 seconds or longer and avoiding touching your face. Please also remember to practice social distancing while out in the community.

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**March 12, 2020 – Updated supplier requirements to ensure effective quarantine and protect the health and safety of workers at Intel and Supplier sites.**

As previously stated, we expect workers and visitors to adhere to Intel’s policies for work being performed at Intel facilities. For these suppliers, we are asking the supplier to adopt and adhere to the Intel policy regarding travel to, from, or through affected countries, and required quarantine period.

- Specifically, for employees undergoing a quarantine period, they are not allowed to work from the supplier’s company facilities during the quarantine period.
- Suppliers should implement an auditable process to ensure that the employees undergoing the quarantine period understand policy requirements and expectations.
- Individuals experiencing symptoms such as fever, cough, and shortness of breath, while at an Intel facility must immediately contact their manager and/or Intel point of contact to receive instruction on the appropriate next steps.
- Additionally, we are asking suppliers to adopt the Intel policy at the supplier office(s) where the workers will work from after the quarantine period. Specifically, all visitors and workers at the supplier office must adhere to the same travel and quarantine policies to further protect the health and safety of workers at both of our companies.

If the supplier policy does not align to Intel’s policy, then the following conditions apply:

- **Any** employees of the company facilities, regardless of their travel history, will NOT be allowed to enter an Intel facility.
- **Intel employees** will not be allowed to visit the supplier office.
- If the supplier policy is currently not compliant with Intel’s policy, a documented attestation of immediate implementation at the local facility within 48 hours, signed by the ranking executive, vice president or above, at the local office, will be sufficient to maintain normal mode of operations.

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**March 9, 2020 – Updates to restricted countries to now include the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria.**

*New locations added to the quarantine list*
Starting today, March 9, the locations affected by Intel's coronavirus travel restrictions and quarantine requirements are mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria.

March 5, 2020 – Update shows all restricted countries to date and new FAQ

With the continued issues and concerns associated with Covid19, we are doing everything we can to both protect workers and visitors and minimize the risk of disruption to our business. Our corporate-wide Pandemic Leadership Team (PLT) closely monitors the rapidly evolving situation with particular focus on the many issues presented by the outbreak including international travel, worker health and safety and operational issues. This represents new information since our last update on March 3 (you can see February 14, 25, 27 and March 3 updates identified below).

All Intel personnel must not travel to, from, or through mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain or France until further notice.

Intel Policy

We understand that our workers and visitors will likely have their own precautions related to the coronavirus outbreak; however, we expect workers and visitors to adhere to Intel's policies for work being performed at Intel facilities. Our facilities may also have various site-specific procedures in place depending on local government requirements or recommendations, including temperature screening and the use of surgical masks while working on site. Please work with your Intel point of contact and consult supplier.intel.com for relevant policies or to ask questions. Suppliers are responsible for ensuring that their subcontractors follow Intel policies and procedures regarding the coronavirus outbreak.

As a precaution, we request that workers returning to their home countries from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria should avoid work at Intel facilities for two weeks following their return. For workers within mainland China, check with your Intel point of contact as procedures may vary by location. We also request that any workers that feel ill or have symptoms such as fever, cough, or shortness of breath seek medical care as needed, and not visit or work at Intel facilities until the worker is well and without symptoms.

Please contact your Intel point of contact if you anticipate that this policy will create impacts to previously planned work so that we can discuss alternate arrangements to minimize any impacts.

Updated screening for visitors and new contingent workers arriving at Intel sites

We have revised our entrance requirements to align with Intel's current policies developed to respond to the coronavirus situation. Security personnel will now ask visitors and new contingent workers about recent travel to areas impacted by Intel's travel restrictions, and potential exposure to confirmed cases of the novel coronavirus. This is based upon the same policies that apply to Intel employees, and which state that anyone who recently returned from travel mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria, or known to have been in close contact (within two meters for 30 minutes or more) with a confirmed case of the coronavirus should remain away from work for 14 days.

We will continue to keep you updated with the latest information available and FAQs below will be routinely updated on supplier.intel.com.
March 3, 2020 – Updates to restricted countries to now include Germany, Spain, and France
This represents new information since our last update on February 27.

Starting today, all Intel personnel must not travel to, from, or through mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain or France until further notice.

February 27 update – Iran added to restricted countries, timing of Intel’s travel limitation for all its workers and visitors clarified, FAQs added

With the continued issues and concerns associated with Covid19, we are doing everything we can to both protect workers and visitors and minimize the risk of disruption to our business. Our corporate-wide Pandemic Leadership Team (PLT) closely monitors the rapidly evolving situation with particular focus on the many issues presented by the outbreak including international travel, worker health and safety and operational issues. As a result of recent events, we are expanding our travel policies for all of our workers and visitors.

With the expansion of the countries on the restrictions list now including Iran, we would like to provide further clarification on the policy as it applies to our suppliers in the impacted countries. In short, all Intel suppliers, contingent workers, visitors, and guests travelling to, from, or through mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, and Iran will not be allowed to enter an Intel facility for 14 days. We ask our suppliers to discuss the travel histories of their employees and their current health wellness to ensure ongoing safety for everyone. If you have any doubt and concerns, please engage your Intel contact to discuss.

February 25 update - Intel is adjusting its travel limitation for all its workers and visitors

As a precautionary measure, all Intel workers (including suppliers, contingent workers, visitors, and guests to Intel sites) must not travel for Intel business purposes to, from, or through mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, and Italy (restricted countries) until further notice. In addition to the Intel policy, there may be other travel restrictions in place depending on location (or your own employer or government policies). There is enhanced travel screening in various locations. As a result, there may be some travel delays for health screenings, dependent upon the originating and destination country.

February 14 update - Intel is committed to China production, believes the health of the electronic ecosystem in China is vital to our industry

We have been deeply engaged with our suppliers to understand their status and areas where they need help. Not all suppliers face the same problems as they seek to recover from the impact of the Coronavirus on their employees and their business. We are committed to working with our suppliers and assisting them with targeted solutions to facilitate their recovery during this difficult time.

Coronavirus FAQs for Suppliers, Workers & Visitors (updated March 9, 2020)

What is Intel's overall stance on protecting workers and visitors?
Intel is focused on protecting the health and safety of all Intel workers and visitors. Our policies are meant to protect the health and wellbeing of everyone at our facilities, including employees, contingent workers and visitors. NEW (Mar. 3 clarification): All Intel workers are expected to comply with Intel Code of Conduct.

How do suppliers and visitors and sponsors get updates on guidance around Intel's response to the Coronavirus?
The best source for Intel-specific information regarding the coronavirus is on supplier.Intel.com where we will regularly post updates and other important information and for Sponsors you can also check the updates in Circuit. If you have a regular Intel point of contact, you may also reach out to that person.

Is the policy retroactive for all countries with travel restrictions?
Yes, travel from all the restricted countries is retroactive. If you have returned from travel to the affected locations in the last 14 days, you should remain away from work for 14 days. The 14-day period begins the day the traveler returns home. The March 5 update applies to any individual who has traveled through a restricted country in the past 14 days, regardless of whether that individual was previously allowed into an Intel facility.

I am a guest at an Intel site, employed by an Intel supplier. Should I come in to work at Intel's facility?
You should report to work as per normal, subject to the guidelines in our travel policy. Any worker or visitor returning to their home countries from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria, or transiting through restricted countries will not be allowed to enter an Intel facility for 14 days. For specific questions, including questions about working remotely during this period, please contact your management or Intel point of contact.

I am a sponsor for a worker at an Intel site. Should the worker come to work at an Intel facility?
They should report to work as per normal, subject to the guidelines in our policy. As sponsor, please consider that any worker or visitor returning to their home countries from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria, or transiting through restricted countries will not be allowed to enter an Intel facility for 14 days, this will impact Privileged Visitors moving from one site to another or traveling to different Intel sites.

What is Intel's travel policy guidance for suppliers, Contingent Workers or Privileged Visitors traveling on behalf of Intel?
Intel workers, including CWs, must not travel to or from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria on any Intel related business until further notice. In addition, individuals should not transit through airports in restricted countries on any Intel related business. There will be exceptions for essential travel including return of workers currently on business travel in restricted countries and specific cases authorized at an executive leadership team level. Please work with your Intel point of contact for any exception requests. We expect our suppliers to adhere to Intel's travel policy detailed above for work being performed at Intel facilities.

NEW (Mar10): What is the guidance for visitors travelling to Intel sites for Field Service Engineer (FSE) work?
Per above, as a precaution, any worker or visitor traveling internationally from/through affected countries: mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria will not be allowed to enter an Intel facility for 14 days. If the worker or visitor has no symptoms after this 14-day period, work at an Intel facility can resume. For specific questions, please contact your management or Intel point of contact.

What is the direction for supplier, workers or visitors travelling from a restricted country for conferences and hosted events?
Any worker or visitor returning to their home countries from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the Great Britain, the United States, Switzerland, the Netherlands, Sweden, Belgium, Norway and Austria will not be allowed to enter an Intel facility or an event hosted by Intel for 14 days following their return. If the worker or visitor has no symptoms after this 14-day period, work at an Intel facility or event attendance can resume.

Do we want suppliers to track their employee's status as they come back to work and report back to champions?
Pursuant to local privacy laws, we expect suppliers to ensure that these very important policies to keep all workers safe are followed.

We have a number of contract (Green Badged) and PVs (Purple Badges) workers who work alongside our full time Intel employees. Is a separate communication made for them? Or are we to communicate this to the GBs?
We are using all available sources to communicate to workers. The primary source for CWs/suppliers is Supplier.Intel.com.

**Do workers or visitors need to wear masks?**
Unless otherwise directed by local government requirements or Intel site-specific procedures, the use of masks is optional for all workers.

**How long does the virus survive on surfaces? Is it safe to receive packages from any area where coronavirus has been reported?**
It is not certain how long the virus that causes COVID-19 survives on surfaces, but, absent that information, it seems reasonable to consider that it would behave like other coronaviruses. Studies suggest that other coronaviruses may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Nonetheless, the risk of catching the virus from touching or coming in contact with a contaminated surface is thought to be low.

If you think a surface may be contaminated, clean it with simple disinfectant (1:100 dilution of household bleach - 5.25% sodium hypochlorite) to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the coronavirus from a package that has been moved, shipped, and exposed to different environmental conditions is very low, if not zero.

**Where else can I get information about Covid19?**
- [World Health Organization](https://www.who.int)
- [Centers for Disease Control](https://www.cdc.gov)

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