

CORONAVIRUS

SAFE WORK PLAYBOOK

Message from Mark Burns

When the coronavirus crisis escalated across the globe, we navigated the challenges of safely working on-site and effectively collaborating from remote locations during a pandemic. Every decision made and action taken aligned with our three coronavirus crisis priorities: employee health and safety, business continuity and cost management.

Balancing these priorities with the unique circumstances of every Gulfstream employee is an ongoing effort that requires us all to be mindful of what it takes to sustain our business and protect our future. I believe using the protocols and resources available in our Coronavirus Safe Work Playbook will help us strike the right balance for everyone.

As you use the playbook to help you stay safe and healthy when working on-site, keep our coronavirus crisis priorities in mind throughout every task, interaction and decision. I truly appreciate everything you do, the tough choices you make and all the ways you are helping us work through this crisis.



President
Gulfstream Aerospace

Priority 1: Employee Safety and Health

Ensuring your safety and health is our No. 1 priority. Collectively, we cannot let our focus drift away from following our processes and procedures for safety and health.

Priority 2: Business Continuity

Ensuring business continuity is important to all of us. We all have an important role to play in helping us continue operations and work toward our goal of operational excellence.

Priority 3: Cost Management

Managing our costs is always a best practice, but in the coronavirus situation it is becoming even more essential.

General purpose

This playbook has been developed to keep our employees safe, healthy and informed. It includes focused measures designed to enhance the health and well-being of employees working in a COVID-19 environment.

The documented protocols represent our current practices during a highly uncertain time. The playbook is designed to be a "living" document, recognizing that applicable public health guidance regarding COVID-19 is evolving on almost a daily basis.

The information in this document is based on guidance provided by the Centers for Disease Control and Prevention, the World Health Organization, and various state and county public health authorities.

[CDC coronavirus website](#)

[WHO coronavirus website](#)

In applying these recommendations, our primary consideration as an organization is always the safety of our employees.

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Workplace operating protocols

Gulfstream has a Corporate Health Crisis Management Plan. As part of this plan, a team of individuals from Environmental Health and Safety, Human Resources, Business Technology, Customer Support and Facilities is working together to ensure we stay informed as new information is released from the CDC and plan for any additional actions we may need to take.

You can review the [plan](#) on the EHS intranet site.

Protective measures

To protect our employees, we will follow these measures as recommended by the CDC and WHO.

1. Personal protective equipment
2. Personal hygiene
3. Social distancing
4. Cleaning and disinfection
5. Screening



Personal protective equipment (PPE)

Review and understand our protocol for PPE



Effective at all Gulfstream sites: face coverings or ear-loop masks will be required to be worn inside the facility, including during all work activities, with the following conditions:

- All work activities and coverings must be risk-assessed by the individual employee, in cooperation with the employee's supervisor, to ensure that the covering does not impact the safety of the employee or others (items to be considered: pneumatic tools, rotating equipment, pouring of solvents/chemicals that could splash, working with hot items, etc.).
- If the employee's work activity requires use of PPE whose effectiveness would be impaired, the covering must be adjusted or removed so that the Gulfstream and OSHA-compliant equipment can be effectively used.
- If you work in a cubicle or enclosed office, you will need to wear a face covering when another employee enters your work area or when you leave your cubicle or office.

As with every type of personal protective equipment, there are limits to its effectiveness. The face coverings or ear-loop masks recommended are not respirators. They are not to be worn while performing tasks, like painting and sanding, that require the use of specific respirators. Face coverings and ear-loop masks cannot replace the need for P95/N95 masks, tightfitting half masks, full-face tightfitting masks, supplied air masks/hoods or PAPR units.

Your manager will supply Gulfstream-approved face coverings, such as ear-loop masks or personal masks are also acceptable. If you prefer to make your own face covering, check out these [step-by-step directions](#) from the Centers for Disease Control and Prevention.

If you're returning from remote work, you can get a supply of ear-loop masks and a paper storage bag on your first day back on-site. These items will be distributed at the temperature screening locations. Your manager can supply additional masks as needed.

Refer to the following EHS health alert notices: [EHS-003H: Face Covering](#) and [EHS-004H: Ear-loop Face Mask/Covering](#). All other PPE requirements for your area must continue to be followed.

If you have any questions or concerns, please contact your EHS representative or your manager.

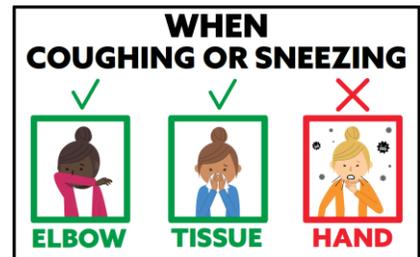


Personal hygiene

Review and understand our hygiene protocol for preventing illness



- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



[Wash your hands](#) often (i.e., every hour minimum) with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.



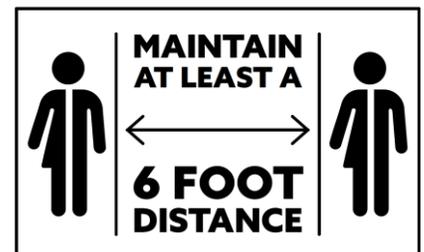
Social distancing

Review and understand our social distancing protocol



We ask that all employees practice social distancing when at work. When you're having a face-to-face conversation, working in a tight space, having lunch or recharging on breaks, completing a FOD walk, or using a company vehicle, please maintain 6 feet between you and your co-workers.

We understand that social distancing is not possible in every work activity, but we ask that you find a way to create some social distance wherever possible. For example, many Gulfstream vehicles, including golf carts,



can't accommodate more than one passenger while maintaining 6 feet of space between passengers. As such, there should be only one person using a company vehicle at a time.

We realize that social distancing may cause a loss of productivity, and that's OK. Your health and safety are our primary concerns.

Below are a few additional examples of social distancing efforts to help us stay safe and healthy:

- Employees reallocated across shifts
- Off-day overtime eliminated where possible
- Manager floor walks increased to support social distancing
- Gatherings at "highboy" stations and other areas prohibited
- Removal of tables and chairs from break rooms
- Breaks staggered to reduce number of employees in break areas
- Limited travel between buildings

If you work in a cubicle or enclosed office, you will need to wear a face covering when another employee enters your work area or when you leave your cubicle or office.

Cafeterias

Cafeterias are being evaluated to ensure social distancing measures can be implemented. We will add a link to the cafeteria availability when the evaluation is completed.

Break rooms

Break rooms are being evaluated to ensure social distancing measures can be implemented.

Conference rooms

Conference rooms will be closed until further notice. We ask that teams utilize Webex or other technology to conduct meetings.

Elevators

There should not be more than two people per elevator at a time. Employees must wear a face covering when on an elevator with other employees. If you aren't alone in the elevator, position yourself in the opposite corner and face forward. Wash your hands after touching elevator buttons.



Do not shake hands or have any unnecessary physical contact with co-workers.





Cleaning and disinfection

Review and understand our cleaning and disinfection protocol



Routine cleaning

All routine cleaning protocols will remain in practice by ABM, our cleaning vendor. In addition to the routine cleaning, they are also wiping down high-touch/high-traffic areas with disinfectant cleaner at a minimum three times per shift. Cleaning products with EPA-approved emerging viral pathogens are being used to clean areas.

In addition to the routine cleaning and increased cleaning in the high-touch/high-traffic areas, we cannot stress enough the importance to wash your hands often (i.e., every hour minimum) with soap and water for at least 20 seconds. There will also be hand sanitizer at building entrances for employee use and convenience, but hand-washing is the No. 1 form of defense.

All personnel should clean frequently-touched objects and surfaces in their work area using a cleaning spray or wipe. Cleaning sprays are in each building at designated supply areas. Your manager will inform you of the designated location for your area. Submit a work order to replenish supplies as needed.

For office areas, we ask that you put this sign up at the end of every shift. This will provide a visual for our cleaning vendor to know who has been at work that day and to empty trash cans. The [sign](#) can be downloaded for printing.



Within the yellow lines in our manufacturing, completions, service centers or other operational areas, the respective business units are responsible for the cleaning and disinfecting of tools and equipment at an appropriate frequency set by business unit. The following items are intended as a guide and are not to be considered an extensive compilation of all required pieces:

- Tools
- Toolboxes
- Equipment controls
- Work benches
- Jigs

Disinfection

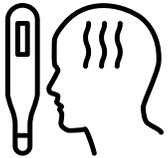
If an employee from your area is symptomatic and sent home, Facilities will work with our cleaning vendor to sanitize the employee's work area. They will also focus additional cleaning in areas the employee was likely to have been such as lobbies, bathrooms and break rooms.

If an employee from your area tests positive, the manager should contact HR immediately. When notified by HR, Facilities will follow the CDC's guidance for workplace disinfection. This includes closing off areas used by the person who is sick, running increased routes of outside air through our HVAC systems to increase air circulation and disinfecting all areas used by the person who tested positive. To protect all employees, the cleaning team is sanitizing all high-touch surfaces whether touched by the diagnosed employee or not. If it has been more than seven days since the person who is sick was in the facility, additional cleaning and disinfection is not necessary, and normal cleaning protocols can be followed per the CDC.



Daily self-screening

Review and understand our daily self-screening protocol



We all have a responsibility to protect each other and our co-workers.

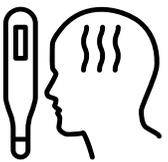
All employees should be self-monitoring health conditions (temperature, shortness of breath, cough); wearing a mask; avoiding touching their eyes, nose, or mouth with unwashed hands; practicing social distancing; washing hands more frequently; and limiting contact with people who are suspected to have or have tested positive for COVID-19.

If your temperature is 100.4 or higher, or you're ill with any type of respiratory illness please stay home and contact your manager. Use appropriate leave to stay home so you can focus on getting well. You will not be penalized for taking time off. Before you return to work, get a doctor's release and contact your HR business partner.



On-site health screening

Review and understand our on-site screening protocol



Be aware that the entry point you are accustomed to using may not be available. Please enter at an active screening location near your work area.

All employees, visitors, contractors and guests must enter through an approved screening entrance to have their temperature taken and confirm they are not experiencing other COVID-19 symptoms. This is the only way we can maintain a healthy workforce and slow the spread of the virus.

Temperature screenings

As a precaution, your temperature will be taken before you can report to your workstation. If your temperature is 100.4 or higher, you'll be asked to exit the workplace, contact your manager, return home and seek medical assistance.

You will not be penalized if you arrive at your workstation late as a result of the screening procedures.

This process is in place and intended to keep us healthy and safe. We need every employee to allow the temperature checkers to do their job without unnecessary questions and harassment.

- The temperature screenings have been implemented and are a proven method for helping us stay healthy and safe.
- Please enter at these staffed [screening locations](#) only.
- Every employee entering one of our facilities, including security, EHS and screening-related personnel, must have their temperature taken.
- Entry will be granted based on the 100.4-degree threshold.

- Do not ask the screener for your temperature reading. HIPAA privacy laws prevent screeners from sharing readings with employees because the readings are being done in a public setting. Screeners can only provide a pass or fail declaration.
- If you screen with a temperature of 100.4 or higher, you must leave and then contact your manager or HR business partner. We recommend you contact your healthcare provider for guidance.
- Harassment of the temperature screeners or other unacceptable behaviors put us all at risk and will not be tolerated.
- If you choose not to act professionally during your temperature screening, enter the facility through a nondesignated screening location or prop open a door for others to avoid screening, you will be denied entry and sent home without pay. You could also face disciplinary action. Anyone sent home will need to contact their manager regarding their return to work.
- We need everyone's cooperation, and we're counting on you to act with professionalism every day as we work through the challenges COVID-19 has brought our way.

By swiping your badge, you are confirming that none of the following are true:

- Your temperature is 100.4 degrees or higher.
- You are experiencing a cough or shortness of breath.
- You've had contact with anyone diagnosed with, or believed to have, COVID-19.

HELP KEEP US ALL SAFE

Swiping your badge means none of the following are true to your knowledge.

- Your temperature is 100.4 degrees or higher.
- You are experiencing a cough or shortness of breath.
- You've had contact with anyone diagnosed with, or believed to have, COVID-19.

IF ANY OF THESE STATEMENTS ARE TRUE

- Exit the workplace
- Contact your manager
- Return home
- Seek medical assistance

If you have any questions related to this process, contact your manager or your HR business partner.



Visitor screening

Review and understand our visitor screening protocol

Visitors to any Gulfstream location will be screened through a questionnaire. Questions will be asked regarding travel to specific areas that have been deemed restricted by the U.S. Department of State and other health organizations concerning exposure to the COVID-19 virus.

We are allowing domestic customers to visit our facilities to receive their aircraft unless they are coming from New York or New Jersey. Customers will be required to have their temperature taken and confirm they are not symptomatic before entering a Gulfstream facility. They must follow the same entry procedures and COVID-19 protocols our employees currently follow, including wearing a face covering. We will continue to restrict customers from occupying our facilities in our service centers.

Priority 1: Employee Safety and Health

Ensuring your safety and health is our No. 1 priority. Collectively, we cannot let our focus drift away from following our processes and procedures for safety and health.

Employee health and time off

Our No. 1 responsibility is to protect the health and safety of our employees. We are asking all employees to monitor their symptoms and ensure they are healthy when they come to work. Please read the information below so you are prepared in case you exhibit the symptoms of a respiratory illness. If you have any questions about the steps outlined below, discuss with your manager or HR business partner. They are available to guide you through these situations.



Steps to follow if you become symptomatic at work or at home

Review and understand steps to follow if you become symptomatic at work or at home

If you come to work and become symptomatic, you should notify your manager immediately. If you appear to be ill, your manager will separate you from other employees and you will be sent home immediately. Managers will follow [this guidance](#) for addressing symptomatic employees.

Visit the [CDC website](#) to learn more about COVID-19 symptoms.

If you are at home and become ill, we encourage you to contact your healthcare provider for guidance. The CDC website provides guidance on [what to do if you are sick](#).

We all have a responsibility to protect our co-workers, and you will not be penalized for taking time off due to the coronavirus.

If you become sick, [short-term disability](#) is available through Sedgwick starting the second week of illness as long as you are not on unpaid leave.

If you need to self-quarantine due to your own health condition or due to a household family member who is testing for COVID-19 or has tested positive, please stay home and call your manager or HRBP for further guidance.



Leave the workplace, notify your manager and HR, and seek medical assistance if you develop symptoms or have been in close contact with someone known to have COVID-19.

**Symptoms may appear 2-14 days after exposure.*



Taking time off due to the coronavirus

Review and understand your options for taking time off due to the coronavirus

Although our personal situations differ, we all have been impacted by COVID-19. Throughout this crisis, options have been outlined for those employees who need to take time away from work. Some of us may be in a high-risk category, which requires additional considerations in our decision-making. The options we have outlined are meant to provide flexibility so you can do

what is right for you and your loved ones. If you do not feel comfortable coming to work, you will not be penalized for taking time off during the coronavirus crisis.

Exempt employees who wish to take personal leave time due to the COVID-19 environment can take time off and continue to be paid using accrued vacation hours or take time unpaid.

If you decide to take personal leave time, you must take this time in full workweek increments. You will not be allowed to take personal leave time, paid or unpaid, in daily increments.

Your leave time will begin on the first day of the work week following receipt of your form submission.

Hourly employees who wish to take personal leave due to the COVID-19 environment can use personal business, vacation or unpaid time during this crisis. Employees who have exhausted personal business can go negative by 40 hours. Future accruals will first apply to the negative balance.

If you decide to take personal leave time, you must take this time in full workweek increments. You will not be allowed to take personal leave time, paid or unpaid, in daily increments.

Your leave time will begin on the first day of the work week following receipt of your form submission.

In addition, if you become sick, [short-term disability](#) is available through Sedgwick starting the second week of illness as long as you are not on unpaid leave.

Talk to your manager if you wish to take personal leave as outlined above. Your HR business partner is also available if you need assistance. If you need help understanding whether you have a high-risk condition or whether you should take extra precautions, the Centers for Disease Control and Prevention [offers guidance](#) on which groups are at risk and what you can do.



Steps to follow to return to work after illness or self-quarantine

Review and understand how to return to work after illness or self-quarantine

If you have been ill or in self-quarantine and have been approved by your medical professional to return to work, reach out to your HR business partner for guidance and to understand the steps to take to return to work.

Priority 2: Business Continuity

Ensuring business continuity is important to all of us. We all have an important role to play in helping us continue operations and work toward our goal of operational excellence.

Travel

Employees who need to travel for business or travel from home to work when shelter in place orders are active should follow these measures.



Business travel

Review and understand our protocol for business travel

We recently lifted our self-imposed domestic travel restriction for employees. The Environmental Health and Safety team has released [procedures](#) to ensure any business travel is done safely.

The EHS health alert provides guidelines for preparing for travel, protective measures to take while you're away and procedures to follow if you become ill while on business travel.

All company travel, including travel within your home county, must continue to be approved by a member of Gulfstream's senior leadership team. Travel remains prohibited to New York and New Jersey. If you have traveled within your own home country and are not experiencing COVID-19 symptoms, you will not need to self-quarantine for 14 days before reporting for on-site work, unless you have traveled to New York or New Jersey. If you have a cough, shortness of breath, or a fever of 100.4 or higher, please stay home and seek medical assistance.

If you have any questions or concerns, contact your EHS representative or your manager.

Consult the [Travel Services](#) site for current information on business travel process, travel restrictions and required approvals.



Travel authorization letter

Review and understand the travel authorization letter

We have analyzed all COVID-19 governmental orders applicable to our sites and have confirmed that our operations are authorized to remain open. We are providing a letter for employees to have with them when traveling to and from work that confirms for law enforcement, public safety personnel and others that all persons working for Gulfstream are authorized to travel locally for work.

Employees can confirm their status as working for Gulfstream by presenting their company-issued identification badge to authorities. This letter also applies to, and can be used by, employees of our suppliers who work in our facilities.

- Savannah employees should use [this version](#).
- All other U.S. employees should use [this version](#).
- U.K. employees should use [this version](#).

Copies of these letters can be found in the Resources section on the [COVID-19 microsite](#).

International assignments and immigration

To protect our employees on international assignments and foreign nationals on sponsored nonimmigrant visas, we will follow these protective measures under advisory of Travel Services, Global Security Services and Global Mobility and Immigration.



International assignments

Review and understand actions for preventing illness and ensuring security while on assignment

- All international assignees not already registered in the U.S. Department of State Smart Traveler Enrollment Program ([STEP](#)) or relevant equivalent should do so.
- Intra-regional business travel on commercial or customer aircraft while on assignment must continue to be reviewed and approved by a member of the senior leadership team.
- Home leave for assignees will continue to be reviewed and approved by a member of the senior leadership team.



Nonimmigrant visa holders

Review and understand actions relevant to current visa status

Foreign nationals on company-sponsored, nonimmigrant visas (H-1B, TN, L1/2, etc.) should consult [Global Mobility and Immigration](#) prior to engaging in any personal international travel, given current and pending executive orders and other travel restrictions applicable to visa holders.

Priority 3: Cost Management

Managing our costs is always a best practice, but in the coronavirus situation it is becoming even more essential.

Return from remote work overview

Employees who have been working remotely will return to on-site work in phases to ensure the return is conducted in a safe manner. Your manager will be in contact with you throughout this process to ensure you are informed, prepared and can return safely.

If you have any questions or concerns about your return, please ask your manager or HR business partner.

Resources for returning from remote work

The following resources are available for employees returning from remote work to help in the transition back to the workplace.

[Employee reference guide and checklist](#)

[Manager reference guide and checklist](#)

[FAQ for return from remote work](#)

The latest company information and resources are posted on the [COVID-19 microsite](#).