



Intel Supplier Communications - Take Note of the Update to Intel's Response and its Coronavirus Policy

February 25, 2020

Dear Valued Suppliers,

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

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. This represents new information since our last update on February 14.

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.

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, and Italy 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, delivery people 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, delivery people 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 any employee recently returned from travel to mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, and Italy, 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.

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 February 25, 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.

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.

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, and Italy, transiting through restricted countries, or traveling between cities in China 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, and Italy, transiting through restricted countries, or traveling between cities in China will not be allowed to enter an Intel facility for 14 days, this will impact PVs 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?

In line with current guidance from the US Centers for Disease Control, Intel workers, including CWs, must not travel to or from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, and Italy on any Intel related business until further notice. In addition, individuals should not transit through airports in restricted countries on any Intel related business. Intel personnel also must not engage in business travel between cities in China until further notice. 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.

What is the guidance for visitors travelling to Intel sites for FSE work?

Per above, as a precaution, any worker or visitor returning to their home countries from mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, and Italy or traveling between cities in China 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, and Italy or traveling between cities in China 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.

Where else can I get information about Covid19?

- [World Health Organization](#)
- [Centers for Disease Control](#)

Intel and the Intel logo are trademarks of Intel Corporation in the U.S. and/or other countries. Other names and brands may be claimed as the property of others. © 2020 Intel Corporation