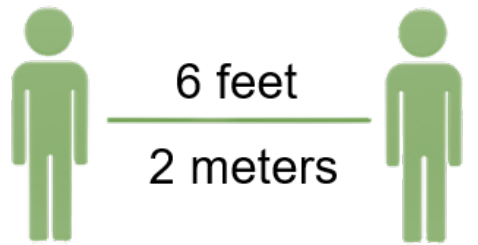


COVID-19 Social Distancing Guidelines



General Guidance

- Maintain 6 feet or 2 meters distance from others.
- Refrain from shaking hands or other direct contact.
- Limit face-to-face meetings and discussions. Use teleconferencing (Zoom, Skype, etc.) or communicate by email wherever possible to minimize direct personal contact.
- If a face-to-face meeting is required, limit it to a small group of six participants or less and maintain adequate distance between meeting participants.
- Large company gatherings and meetings are to be postponed and remote technology employed where possible (Zoom, Skype, etc.).
- Don't gather in groups, especially in the break areas
- Avoid carpooling and public transportation when commuting to work.
- Limit the extent of visitor access to facilities and contact with AGC Biologics employees.
- Avoid eating together if you can (sit at a desk, car, outside or bring your own lunch in). Be especially mindful when getting coffee, water or snacks in common spaces.
- Keep note of which people you have had close contact with and which rooms / spaces you have utilized.
- Please follow all available guidance provided by EHS. Most importantly, report if your status changes (e.g. if someone you have had close contact with is undergoing testing, or if you are ill).
- For hybrid employees (combo work-from-home/on-site), do all possible to work from home. Spend the minimum time onsite required to get your work done. Please continue to follow our staggered onsite schedule.
- When onsite:
 - Separate office areas and use open desks as much as possible to maximize spacing.

COVID-19 Social Distancing Guidelines

- Use the available hand sanitizer and wipes to sanitize yourself and your areas – and continue good handwashing practice.
- Maintain proper social distancing when working together on a task. If not possible, use gowning (masks, gloves, etc.) and handwashing techniques.
- Prop open doors as appropriate to limit exposure.
- Use sanitizing wipes on door handles where propping the door open is not an option
- Conversations should be quick and to the point, and max. 15 min if standing closer than 2 meters.

NOTE: This document is updated regularly. Check the [COVID-19 Advisory Page](#) for the most recent version. Thank you.