

COVID-19



Policy on Employee COVID-19 Safety Measures

Purpose

This policy is intended to reduce the risk to Sodexo employees of contracting COVID-19 while in the workplace by establishing appropriate safety measures.

Scope

All employees in the United States.

Policy

Health and Safety is an integral part of Sodexo's mission to improve Quality of Life. We count on our employees to work with us to integrate Health and Safety into everything we do to minimize risk to our employees, clients and customers. We are committed to providing working conditions and client services that are safe and healthy.

The virus that causes COVID-19 is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. Spread is more likely when people are in close contact with one another (within about 6 feet). People are thought to be most contagious when they are symptomatic. The Centers for Disease Control ("CDC") recommends symptomatic individuals be isolated until they are better and no longer pose a risk of infecting others.

To protect our employees, clients and customers, Sodexo has established the following safety measures. This policy applies absent additional requirements from clients or the law. We need all our employees to commit to these practices for their own health and the health of those around them.

Employee Health Monitoring

All employees are required to follow the process on the attached checklist and monitor their own health prior to starting work each day to verify they have no COVID-19 symptoms. In addition, employees must determine whether they have had close, prolonged contact with someone (such as a household member) in the past 14 days who has these symptoms and/or a COVID-19 diagnosis. COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list does not include all possible symptoms. Other less common symptoms may include gastrointestinal symptoms like nausea, vomiting or diarrhea. The CDC updates possible symptoms as more information about the virus becomes available. The most current information can be found at www.cdc.gov.

Employees who: (1) have symptoms of COVID-19; (2) are asymptomatic but have been diagnosed with COVID-19; or (3) have had close, prolonged contact with someone with COVID-19 symptoms or a COVID-19 diagnosis cannot report to work and must inform management so Sodexo can follow our established protocol to ensure the safety of other employees and our clients and customers. If employees report to work in these situations, they will be sent home and cannot return to work until they meet the Return to Work requirements described below. Employees sent home may be eligible for paid sick time or other benefit time to compensate them if unable to work due to illness.

Employees may be required to participate in additional health screening mandated by clients, law or Collective Bargaining Agreements. Local management will make employees aware of any additional screening requirements for their specific unit/office. If Sodexo is required to monitor the temperature of our employees, managers must comply with all legal requirements and follow the guidance and protocols provided in the COVID-19 Human Temperature Monitoring (HTM) Group /NorAm Guidance, and Manager Guidelines for On-Site Employee Screening.

Visitors/Vendors to Sodexo Facilities

Sodexo will actively screen all visitors and vendors seeking to enter Sodexo facilities by asking if they: (1) have had close, prolonged contact with someone (such as a household member) in the past 14 days with COVID-19 symptoms and/or a COVID-19 diagnosis; and (2) have any of the following symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Visitors or vendors who answer yes to either of the screening questions will not be permitted to enter any Sodexo facilities. Sodexo units at client facilities may implement different screening consistent with client policies.

Return to Work

A Sodexo employee with a confirmed case of COVID-19 or COVID-19 symptoms should remain in isolation, and cannot return to work until the employee: (1) has been fever free (without fever-reducing medication) for at least 72 hours; and (2) other symptoms, such as cough and shortness of breath have improved; and (3) at least 10 days have passed since symptoms first appeared. An employee with a confirmed case of COVID-19 who is asymptomatic can return to work 10 days after the test.

If able to do so or required by the client or law, the employee must provide proof of medical clearance before returning to work. If the employee cannot obtain proof of medical clearance, a manager should speak with the employee to discuss their recovery status. If the employee appears sick when returning to work, the employee will be sent home and must obtain medical clearance.

Cleaning/Physical Distancing/Protective Equipment

Sodexo will take any needed precautions as we continue our efforts to protect our employees, clients and customers. We will regularly evaluate our sanitation and cleaning procedures, implement safe working practices, and provide Personal Protective Equipment when deemed necessary. Sodexo will determine at each unit any additional requirements regarding implementing physical distancing and the use of employee face coverings, including requirements from clients and the law. Sodexo's Health, Safety and Environment team has created several procedures to be followed, which are available through applicable Safety manuals.

Handwashing

Employees are expected to wash their hands frequently, using proper handwashing techniques.

Record Keeping/Confidentiality

Any written medical information obtained from our employees, including any information about COVID-19 symptoms or diagnosis, must be collected and kept on a separate form and in a separate medical file and maintained as a confidential medical record in compliance with the Americans with Disabilities Act ("ADA"). Based on the ADA and general privacy requirements, we will not ask an employee about COVID-19 symptoms in front of other employees.

Employee Responsibility

Employees are responsible for actively monitoring their health daily before reporting to work to promote a safe and healthy workplace and to comply with any additional mandatory screening or safety requirements at the work location. To ensure understanding and compliance with the policy, employees must complete a one-time acknowledgement. Refusal to participate in mandatory requirements may be considered a voluntary resignation. Employees under a Collective Bargaining Agreement are expected to follow the terms and conditions of their Agreement.

Management Responsibility

Sodexo management must become familiar with these safety measures and ensure employee compliance with these programs as they relate to our employees and business operations. Sodexo management is responsible for obtaining the one-time policy acknowledgement from their employees. Any unit seeking to implement additional measures beyond this policy must obtain approval from their HR Vice President, or designee, and the Law Department.

[Employees to Keep at Home for Reference]

Sodexo COVID-19 Employee Health Monitoring Checklist

Sodexo's top priority is the health, safety and well-being of our employees, clients and customers. While working for Sodexo, I will follow Sodexo's COVID-19 related requirements below.

- ✓ **Follow state, local or unit-specific protection requirements, such as the use of face coverings, and any additional screening that may be required at my unit/office.**
- ✓ **Wash my hands frequently throughout the day.**
- ✓ **Perform daily health-monitoring before coming to work and ask myself the following questions:**

Do I feel sick?

- If yes, you must not report to work. You should stay home and not come to work until you are free of fever, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Note: If you call in sick or appear sick during this pandemic time, you will be asked if you are experiencing symptoms associated with COVID-19.

Do I have any symptoms of COVID-19 or a confirmed diagnosis of COVID-19?

- The most common symptoms of COVID-19 are cough, shortness of breath, fever, chills, muscle pain, sore throat and new loss of taste or smell. You should check www.cdc.gov regularly for additional information.
- If yes:
 - You must not report to work and should contact your health care provider for further guidance.
 - You must inform management so Sodexo can take appropriate measures to ensure the safety of other employees and our clients and customers.
 - You must monitor yourself daily for symptoms before reporting to work.
 - You should remain in isolation, and cannot return to work, until you: (1) have been fever free (without fever-reducing medication) for at least 72 hours; and (2) other symptoms, such as cough and shortness of breath have improved; and (3) at least 10 days have passed since symptoms first appeared.

Have I had close, prolonged contact with someone (such as a household member) in the past 14 days with symptoms of COVID-19 or a confirmed diagnosis of COVID-19?

- If yes:
 - You must not report to work and should contact your health care provider for further guidance.
 - You must inform management so Sodexo can take appropriate measures to ensure the safety of other employees and our clients and customers.