



# Layers of Safety

Overview of GE Aviation COVID-19 Program

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# Layers of Safety - Overview

GE Aviation's response to protect our teams during the COVID-19 global pandemic began early and diligently when we stood up a dedicated team of health & safety and emergency response professionals to help understand the virus and our role in the response to the outbreak. This team took best practices and guidance from global health authorities, and established protocols, and deployed supplies and resources to protect employees at our sites around the globe. We call these protocols our "Layers of Safety," which we developed in coordination with GE Corporate, local health officials, and U.S. Centers for Disease Control and Prevention (U.S. CDC) guidelines.

## Layers of Safety

- GE Aviation's Layers of Safety protocols have been developed in coordination with an overall GE approach and are well established at most of our sites around the globe.
- In addition to our Layers of Safety, we have a dedicated team reviewing government-issued transition plans to ensure we comply with local requirements.



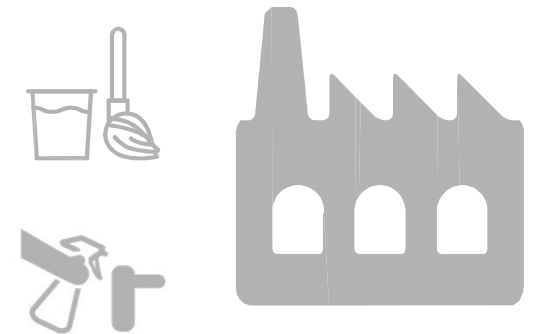
## Site Point of Contact

- Your site has established a Point of Contact (POC) for all COVID-19 related procedures & best practices
- Any questions should be directed to the COVID-19 POC or your local EHS or Human Resources Rep



## Investment in Safety

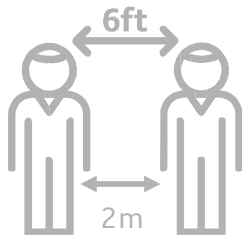
We have increased our supply and use of cleaning supplies, including cleaning solution, hand sanitizer and Isopropyl alcohol for disinfecting at our sites around the globe.



# Layers of Safety

Whether you have been working at a GE facility throughout the COVID-19 crisis, or you are transitioning back to the workplace, GE Aviation is implementing several new COVID-19 related policies and practices to protect our employees.

Social Distancing



Site Entry



Cleaning & Disinfection



COVID19 Confirmed  
Case Protocols



Travel Guidelines



Layers of Safety  
Additional Measures



Layers of Safety: Your Role



# Layers of Safety - Maintain Social Distancing

According to the U.S. CDC, social distancing is one of the most effective ways to reduce the spread of COVID-19.

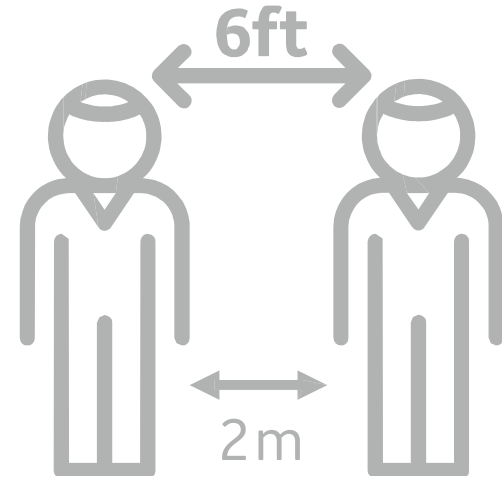
Social distancing refers to:

- Minimizing the frequency of close contact
- Maximizing distances between individuals

Social distancing should be practiced by everyone to the extent possible. For some site operations, it may not be feasible to implement full social distancing from others (6 ft/2m). In these cases employees will be provided appropriate safeguards.

How you can practice social distancing at work:

- Refrain from many traditional greetings with colleagues that involve physical contact, such as hand-shaking
- Use spaced seating when you are at lunch or on break
- Keep adequate space while standing in lines, while waiting for elevators, in entryways, and other common spaces, such as bathrooms
- Use teleconferences/virtual meetings where applicable



Remember: Always follow specific instructions at the site and for your location/operation.



# Layers of Safety – Face Coverings

The use of face coverings may help control the respiratory release of the virus from individuals with COVID-19 disease and reduce the potential of an asymptomatic person unknowingly spreading the virus

Many local, state or country level regulations require the use of face coverings in specific scenarios or in some cases, at all times while outside the home. Review and follow your local requirements.

Face coverings are effective only when worn properly and according to manufacturer instructions. Important elements when wearing a face covering include:

- Maintaining the best possible fit by minimizing gaps around the covering, creating as tight of a fit to the face as possible
- Refrain from touching the covering while wearing
- After removing covering, wash hands for more than 20 seconds to minimize virus transmission

## Types of Face coverings include:

- Disposable: Typically a 3-ply or 1 & 2-ply surgical mask
- Cloth: Single use face covering; Preferred fabric is 100% cotton; Launder after daily use
- N95/FFP2: Used by the medical personnel, emergency responders or other trained employees;



Remember: Always follow specific instructions at the site and for your location/operation.

GE requires the use of face coverings by employees and contractors when they are unable to maintain appropriate physical distance from others (6 ft/2M) or where otherwise required by applicable local regulations



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# Layers of Safety – Site Entry Protocol

We are implementing several new protocols for screening all individuals before they enter our sites, where allowed by applicable law.



## Site-Specific Entry Procedures

- At most of our sites, we are conducting daily temperature screening of everyone entering our facilities
- In addition, you may be asked to arrive at work at non-peak hours to avoid queuing at designated entrances
- Visitor and contractor access may have changed at your site

Note: this information is not recorded to protect employee's data and medical privacy



## Visitor/Contractor Entry

- In most locations, we are minimizing the presence of non-business essential visitors and contractors
- Visitors to our sites must complete a screening questionnaire before gaining access
- Review the protocols for business-essential visitors and contractors with your Leader prior to scheduling



## Symptom Screening

- We are conducting daily symptom screening of employees and visitors at most of our sites
- Symptoms of COVID-19 ..Any of the following: Fever ( $>37.5^{\circ}\text{C}/99.5^{\circ}\text{F}$ ), cough, shortness of breath/difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.
- Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea



# Layers of Safety – Cleaning & Disinfecting

Across our sites, we have strengthened and increased the frequency of our cleaning & disinfecting protocols.

- We have ramped up janitorial cleaning and sanitizing to at least daily.
- High-touch areas are cleaned routinely with disinfectant, and employees are asked to disinfect their workstations and hand tools between shifts.
- Hand sanitizer has been deployed in high traffic areas. We have secured reserves of critical cleaning supplies to assure availability.
- We are supplying office employees with cleaning supplies to help disinfect their workspaces and reduce the risk of contaminated surfaces.

Important: Follow established site instructions and use GE-provided cleaning & disinfecting materials.



# Layers of Safety – Additional Measures

We are implementing additional protocols to enable social distancing (6 feet or 2 meters) and to enhance our Layers of Safety. Here are a few examples being implemented at many of our sites.



## Work Areas

- We are using zoning to minimize cross-over between teams
- For individuals whose work does not allow for social distancing, we are providing face coverings or using barriers
- We are implementing alternative work arrangements and staggered start times
- We are measuring the distance between desks. In areas where the desks are less than 6 feet or 2 meters apart, we are alternating every other seat or using barriers.



## Common Areas

- We have established new protocols for our cafeterias including spacing reminders, enhanced cleaning and grab-n-go items rather than buffets
- We are providing supplies so employees can self clean between scheduled cleanings in our kitchens, break areas and conference rooms.
- We are posting new occupancy levels for conference rooms and removing chairs



## Signage

- We have created posters as visual reminders of our Layers of Safety, and to connect employees with resources such as our Compliance Ombuds team and Employee Assistance Program (EAP).
- We are marking floors to indicate 6 feet or 2 meter intervals





# Layers of Safety – Confirmed Case Protocol

With thousands of global employees, COVID-19 diagnoses have directly impacted some of the GE Aviation family. We have a robust process in place when there is a suspected or confirmed case at one of our sites. The protocol may vary locally and will comply with local requirements.

## Confirmed COVID-19 Case Protocol

- When there is a confirmed case of COVID-19, we are supporting the individual and their family, conducting industrial cleaning and disinfecting in the affected area, and working with local health authorities on the process of “contact tracing.”
- When there is a case, we work with the employee in the same way we work with any medically related absence. Employees are contacted by phone to monitor their health status, ensure an appropriate plan of care is in place, and provide guidance for a safe return to work.
- We are following the U.S. CDC guidelines for return to work. The individual is cleared for return to work when they are fever free for 72 hours (without fever reducing medications), their symptoms have improved, and they have been out at least 10 days since their symptoms first appeared.
- While contact tracing varies by local public health authorities, in general a “contact” is defined as an individual who was within 6 feet or 2 meters of the person with a confirmed diagnosis for more than 15 minutes, while the person is symptomatic and during the 48 hours prior to the onset of symptoms and until the patient was isolated.
- Individuals identified through the contact tracing process must self-quarantine for 14 days from their last interaction with the individual.
- Employees not on the contact tracing list, but in the building or area, are communicated to by local leadership.
- As always, if you are not feeling well, you should stay home, notify your supervisor and contact your health care provider.



# Layers of Safety - Travel Guidance

Travel should be limited to business-essential only. If you do need to travel, follow the process listed below.



## Work-related Travel

- Because governmental restrictions regarding travel vary by state, country and region, travelers should contact the Aviation Response Center (ARC) for guidance on whether there are mandates or decrees that might affect their travel, or business approvals that may be required.
- This applies whether you are planning to travel by car, air or train and should be done well in advance of the planned travel. The ARC can be reached by email ([aviation.responsecenter@ge.com](mailto:aviation.responsecenter@ge.com)) or by phone (+1-513-243-2100).



## Travel to/from Work

- Regardless of how you get to work and home, follow all local requirements and guidelines for physical distancing and the use of face coverings and gloves.

