

# **Honda Human Resources COVID-19 Reference Manual**

**Issued by HNA HR/Administration**  
*Version 3 (3/19/2020, 08:00 EDT)*

*For Internal HR use only*

# Revisions / Change Points (1 of 3)

*Version 3 (3/19/2020, 08:00 EDT)*

## Travel

**1. UPDATE: Slide 14 - “NA Region Travel Direction”**

- Additional restrictions added for business travel (both essential and non-essential)

## Paid Personal Leave

**2. UPDATE: Slide 27 “Additional Information for HR” regarding impact to Bonus Impact**

- Approved Paid Personal Leaves (up to 10 business days) will not impact bonus calculations or PTO/Vacation Accruals

**3. UPDATE: Slides 29 – 30** Correction to slide to confirm role of local HR that states, “After HR has determined that the associate is not eligible to work from home, HR will instruct the associate to contact Sedgwick at 888-538-2732 (E Companies) / **866-409-2576 (S&D Companies)** and request a 14 day Personal Leave.”

- Associates are advised to speak with HR prior to opening a leave request. The associate is response to then contact Sedgwick to request a Paid Personal Leave.
- **CHANGE:** Please note the S&D Genpos under AHM Leave Program are to call Sedgwick at **866-409-2576**

**4. UPDATE: Addition of specific High Risk Health Conditions that may be qualified for Paid Personal Leave**

**5. NEW: Slide 31 “Suspension of TPPL during Auto. Production Shutdown”**

- Auto production impacted by shutdown will effect current Temporary Paid Personal Leaves – see slide 31 for details.

## Visitors

**6. UPDATE: Appendix B (1, 2 and 3)**

- The visitor log used by local facilities teams has been revised to include instructional language that includes United Kingdom (England, Scotland, Wales, Northern Ireland), and Republic of Ireland (Ireland) within Europe that would result in access denial.

# Revisions / Change Points (2 of 3)

*Version 3 (3/19/2020, 08:00 EDT)*

## Social Distancing

**7. UPDATE: Slides 11, 17, 30 – Definition of Large Meetings (50 People or more)**

- The Center for Disease Control (CDC) revised the definition of the large meeting from 100 or more people to now 50 or more people.

## Action Plan

**8. UPDATE: Slides 35 - 38– “Communication Plan” clarity and revision to show local Plant Medical role in notifying HR**

## Appendices

**9. UPDATE: Appendix C – Contract Vendor Communication**

- Updated to reflect addition of Serious Health Conditions to Honda Temporary Paid Personal Leave

**10. NEW: Appendix E – Communication in the Event of Associate with Confirmed Case of COVID-19. (3 Attachments)**

- Communication upon first impacted Associate
- Communication HR will provide to those who were in contact with infected associate and can work remotely
- Communication HR will provide to those who were in contact with infected associate and cannot work from home
- Communication to CONTINGENT who were in contact with infected associate – Remote Work
- Communication to CONTINGENT who were in contact with infected associate – TPPL

# Revisions / Change Points (3 of 3)

**Version 3 (3/19/2020, 08:00 EDT)**

## **Clarification regarding Paid Personal Leaves related to eligible Child and Dependent care**

The intent of providing a Paid Personal Leave to associates who are guardians of children age 12 and under or dependents with special needs is meant to provide the associate with an opportunity to provide childcare AND secure appropriate arrangements in the event the school closings or child daycares remain closed for an extended period.

If approved for Paid Personal Leave related to Child and Dependent, the Associate will be eligible to take a maximum of 10 Business day during the 14 calendar period that commences upon opening the leave. Paid Personal Leave for childcare or dependent care can be use intermittently in full day<sup>1</sup> (8 hour) increments.

Associates should be advised to speak with HR prior to contacting Sedgwick to discuss alternatives prior to opening a Paid Personal Leave. Associates should not open Paid Personal Leave requests in advance for “just in case” situations because the 14 day calendar period in which the leave can be used is commenced the day the Paid Personal Leave is opened.

### **Additional Information:**

- If the 14 calendar day period for the Leave of Absence falls during a holiday, the period is not extended.
- If a Paid Personal Leave is opened adjacent to a Holiday (i.e. day before or after), there is no impact to Holiday Pay as well as there is no duplication of pay.
- Approved Paid Personal Leaves, up to 10 business days, will not impact bonus calculations or PTO/Vacation Accruals
- If both guardians work for Honda, the Paid Personal Leave can be made available to both associates but the expectation is that both associates are not concurrently taking Paid Personal Leave time (i.e. use of time off to care for children/dependent at the same time)

**Scenario 1:** Associate works in a production role that can only be performed at the Plant. The associate has a 7 year old child and the local school is closed indefinitely.

- The Associate may be eligible for a Paid Personal Leave and should be advised to use the time away from work to secure childcare arrangements as the associate should return to work once child or dependent care is secured or the leave is exhausted.

**Scenario 2:** Associate has been approved for Paid Personal Leave but only needs one week (5 business days) to secure childcare.

- The associate should return to work if childcare arrangements have been made. The unused time will not carry over for future use when the leave ends after 14 calendar days.

**Scenario 3:** Associate is concerned their child’s local school will close and believes they should open a leave to be proactive.

- Associate should not request the Paid Personal Leave until their need to be away from work. Early requests will begin the 14 calendar day period of eligible use.

<sup>1</sup> If the associate’s normal shift is schedule in excess of 8 hours then the daily wage will be capped at 8 hours.

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## Purpose for Reference Manual

**The COVID-19 (coronavirus) situation is very fluid and continues to evolve and vary from state-to-state. Honda continues to monitor this situation and is following the advice of public health officials and is taking all appropriate precautionary measures to prioritize everyone's health and safety.**

**The following "Reference Manual and Guidelines" has been developed by Honda North America (HNA) HR/Administration for all North America Local HR to effectively manage the COVID-19 situation and to promote safe, effective and consistent practices across all Gempos in the Region.**

**The materials provide guidance and avenues for additional support and resources.**

## Additional Resources – Where to go with Questions & Concerns

Function	Detail	PIC	E-Mail	Phone
<b>Project Co-Leader</b>	Overall Direction	Yvette Hunsicker	Yvette_Hunsicker@hna.honda.com	937-407-0861
<b>Project Co-Leader</b>	Overall Direction	Rich Richardson	rich_richardson@ahm.honda.com	937-404-8317
<b>HR</b>	Associate well being, policy	Marc Dinopoulos, Dani Evans	marc_Dinopoulos@hna.honda.com, daniela_evans@hna.honda.com	937-309-9295 937-594-9563
<b>Corporate Communication</b>	Internal & External Communication	Don Hensley	Don_E_Hensley@hna.honda.com	937-707-9200
<b>Legal</b>	Labor, Risk	Mahjabeen Qadir, Jasmin Rinna	mahjabeen_qadir@hna.honda.com, jasmin_rinna@hna.honda.com	937-515-5164 310-781-4905
<b>Leave &amp; Disability</b>	FMLA, Sick, Personal Leave	Julie Diley	Julie_Diley@hna.honda.com	937-407-6312
<b>IT</b>	Infrastructure	Tim Wagner	Tim_Wagner@hna.honda.com	937-707-7219
<b>Travel</b>	International & Domestic Traveler	Barbara Ford	barbara_ford@ahm.honda.com	310-872-0777
<b>Assignments</b>	Management of International & Domestic Assignments	Vickie Patterson	Vickie_Patterson@hna.honda.com	614-312-6479
<b>Environmental, Health &amp; Safety</b>	Associate Health & Safety	Estelle Diaz	estelle_diaz@ham.honda.com	937-469-3419
<b>Emergency Services</b>	Liaison for gov't health dept	Dan Wade	Daniel_J_Wade@ham.honda.com	937-609-7937
<b>Security</b>	Company Security	Tom Fromdahl	Tom_Fromdahl@ahm.honda.com	310-961-1917
<b>Medical</b>	Medical health and prevention	Dr. Michael Fay	Mike.Fay@ohiohealth.com	937-606-8206

### Summary:

Honda continues to monitor the COVID-19 coronavirus situation around the globe and its impact on operations in North America. As the communicable disease continues to spread, it is recommended that all Gempos take additional steps prevent potential spread.

The following slides demonstrate recommended best practices for prevention of COVID-19 spread in the workplace.

**Appendix “A” includes recommended posters from the CDC that can be displayed in the workplace to promote preventative practices.**

# COVID – 19 Preventative Guidelines & Actions

## Expand frequency and scope of current cleaning services

- Increase the cleaning frequency of high touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Implement additional disinfection beyond routine cleaning



## Honda Genpos Prioritize-Clean, Organize, Pick Up (COP)

- Educate leaders and associates on preventive measures
- Increase emphasis on COP in daily responsibilities
- Identify high touch tools and processes that require additional cleaning pre and post shift.
- Ensure proper cleaning supplies are available to leaders and associates within their work areas.

## Associate Education and Activity

- Provide disposable wipes so that commonly used surfaces can be wiped down by associates before and after use.
- Provide Hand Sanitizer in easily accessible places
- Encourage/ Communicate frequent handwashing



## Continue Proactive Activity

- **Communicate Preventative Activity**
- **Encourage personal hygiene**
- **Increase overall workplace cleaning and activities.**

\* **Visitor protocol**

Continue to lead Preventative Guideline communication and education across the region

# Ideas for Continuous Improvement

## Share Current Best Practices

## Explore Ideas for Future Improvement

### Cleaning and Sanitizing

- All meeting rooms stocked with sanitizer, cleaning wipes or Clorox misting machines. Protocol changes to require wipe-down of high touch surfaces after each meeting (signs posted in rooms).
- Increasing common area cleaning (hand rails, break rooms, bathrooms, doors and café tables)
- Increasing hand sanitizer availability plant wide
- Enhancing Café sanitation with:
  - Individually wrapped silverware
  - Salt and Pepper shakers removed from tables
  - Closing self-serve stations (Salad Bar, Soup, Pizza, Condiment/Fruit Bar)
- Adding no-touch garbage receptacles
- Cleaning meeting rooms on 1<sup>st</sup> and 3<sup>rd</sup> shifts
- Dispose of PPE after shift / Prevent the re-use of PPE from collection containers (safety glasses, hearing protection, etc.)

- Security to provide sanitizer and/or cleaning wipes for pool car rental. Protocol changes to require wipe-down of high touch surfaces after use.
- Cleaning of production areas – five minutes down time at beginning or end of each quarter for high-touch area wipe-down
- Temperature screening of all associates after the revolves
- Provide alternative cleaning materials (bleach water)
- Reduce approval process for alternative cleaning products
- Limit cafeteria offerings to pre-packaged / boxed lunches only
- Have TOPS wipe down ATMs regularly

### Social Distancing

- Suspend public tours
- Suspend / Postpone training sessions
- Quarantine / Isolation
  - Mandatory
  - Voluntary
- Travel restrictions
- Limiting touch (handshakes, keeping doors open etc.)
- Less than **50 persons** meeting
- Visitor Procedures
- Flexible work shifts
- Cancelling meetings or use of Skype / Videoconferencing

- Remove every-other-chair in the cafeteria
- Stage serving time and cashiers in cafeterias “wait behind this line” markings
- Permit exempt staff to eat lunch at their desks
- Staggered lunch times for production associates
- Alternative lunch areas (AVI provide box lunches in break areas)
- Encourage AVI app pay or self serve for no-touch checkout at cashiers
- Limit group meeting size
- Cancel non-production critical meetings (example – monthly reports)
- Limit travel to locations that do not require hotel stay/airplane use (“one tank trips”)

Please utilize these ideas at your Gempo

# NA Region Business Travel Direction (as of Mar 18, 2020)

## The latest Restrictions

Company presidents/leaders must severely scrutinize and approve all requests for business travel.

- Due to widespread ongoing transmission in CDC Level 3 countries, all travel is prohibited to China, Iran, South Korea, Malaysia and Europe
  - Due to potential expansion of quarantine requirements, all travel is prohibited to Canada
  - All non-essential travel within North America and international travel beyond N.A. region is prohibited due to:
    - ✓ The COVID-19-related travel and transmission uncertainty; and
    - ✓ The potential expansion of quarantine requirements for arriving passengers at multiple countries globally
- \*All essential travel must be severely scrutinized and minimized by company presidents and leaders**

Travel Advisory	China	Iran	South Korea	Malaysia	Europe	The Rest (Global)
<b>US CDC</b>	<b>Level 3</b> Health Direction; Travelers returning from China, South Korea, Iran or Europe should be recommended to stay at home and not go to work or school for a 14-day period.					<b>Level 2</b>
<b>US State Dept</b>	<b>Level 4</b>		<b>Level 3</b>			
<b>CDC Travel Advisory</b> Level 1 Practice Usual Precautions Level 2 Practice Enhanced Precautions Level 3 Avoid Nonessential Travel	<b>State Dept Travel Advisory</b> Level 1 Exercise normal precautions Level 2 Exercise increased caution Level 3 Reconsider travel Level 4 Do not travel		<b>The US Administration</b> Foreign nationals who have traveled in China, Iran or Europe within the past 14 days will be denied to enter		<b>The Canada Administration</b> All travelers* from outside of Canada will be denied to enter *All Canada citizen and Permanent residents without symptoms can re-enter, but required self-isolate for 14 days	

# Guideline: Visitors to Honda Sites

## Summary:

All visitors and guests at Honda Gempos must participate in a simple verbal screening process at the Reception Desk/Visitor Entrance.

The purpose of such screening is to assess potential exposure to COVID-19 virus, even though no symptoms are apparent.

**Appendix “B” includes the details of the protocol that all Honda Gempos must follow. Also included are the posters and forms that are to be utilized for all Visitors at Honda Facilities.**

HR is to work closely with Security Personnel and/or receptionists to ensure proper implementation of this protocol, including information gathering and retention.

# COVID – 19 Preventative Guidelines & Actions – Visitor Access

## Situation:

Honda took additional precautionary steps by implementing a new **visitor screening protocols** effective March 12<sup>th</sup>, 2020, in order to prevent the spread of COVID-19 (Coronavirus)

## Action:

- Gempo's should continue to encourage all associates to identify alternate meeting methods Skype, or Video Conference
- Visitor Screening **Posters** are currently displayed in all Honda Visitor Entrance Areas and Lobbies
- Upon entry, the receptionist will **ask specific questions related to COVID-19** before access is granted
- There are **specific guidelines** to be followed if a Visitor is denied access due to COVID-19 concerns
- Next Step: consider **restricting all non essential visitor access** from all Honda facilities.

**HONDA**  
The Power of Dreams

**Attention Visitors**  
**COVID-19 (Coronavirus) Visitor Protocol**  
Version – 03/14/2020

In accordance with U. S. Government guidelines, Honda is taking additional precautionary steps in order to prevent the spread of COVID-19 (Coronavirus). All guests will be asked to participate in a simple verbal screening at the Reception Desk.

The following questions will be asked of all visitors:

1. Have you traveled to China, Iran, South Korea, or Europe\* in the past 14 days (for business or personal travel)?
2. Have you been in close physical contact with anyone that has traveled in the past 14 days to China, Iran, South Korea or Europe\*?
3. Have you been in close physical contact with anyone who is in quarantine, isolation or is suspected of being exposed to or contracting the COVID-19 virus in the last 14 days?

If a visitor responds with "Yes" to any of the above questions, access to the facility will be denied and visitors will be asked to cancel, reschedule or consider virtual meetings/telecommunication options.

Thank you for your cooperation.

\*Europe includes: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City, United Kingdom and Ireland. |

## Summary:

The following slides reflect key practices Honda will utilize to reduce potential spread of COVID-19 through the workplace.

Each Gempo is to determine optimal practices that will both promote personal health and safety and meet local business needs in the spirit of these guidelines.

- Large meetings & Gatherings
- Associate Common Areas – Best practices
- Remote Work / Work from Home

# How To Address Social Distancing - Large Meetings & Events

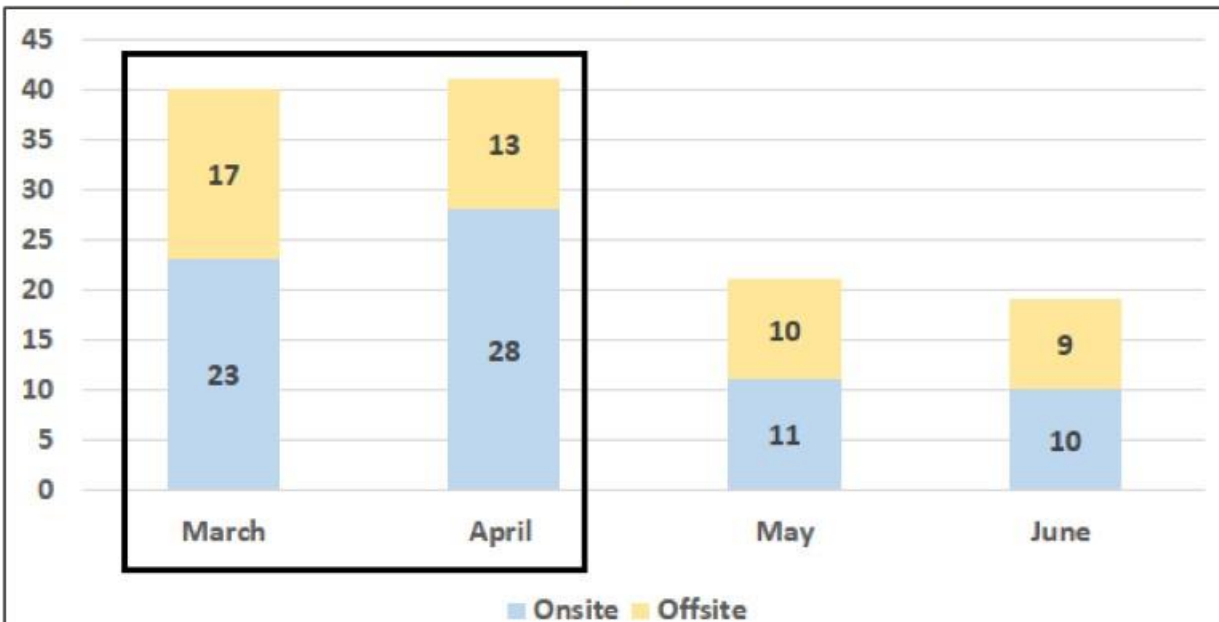
## Situation:

As the COVID-19 virus continues to spread, each Gempo will need to **prohibit large meetings, events, and associate gatherings** to reduce the chances of increased exposure

## Action:

- Gempo's are prohibited to host meetings that include **50+** participants
- Gempo's should continue to encourage all associates to identify alternate meeting methods Skype, or Video Conference
- Gempo's should immediately evaluate associate work areas and common to evaluate reasonable count measures to encourage Social Distancing
- **Gempo Presidents with their local HR leaders are responsible to make decisions to continue, delay, or cancel large meetings and events.**

## Honda Events & Large Meetings



### Events and Large Mtgs:

- 121 total events and meetings scheduled thru June 2020
  - 60% (72) onsite
  - 40% (49) offsite
  - Continuing to collect and confirm additional events across region

### Priority Focus / Decisions

- March and April Events and Meetings
  - External Dealer Events, Conferences, Career Fairs
  - Internal – Town Meetings, Career, HCASC

# How To Address Social Distancing – Associate Common Areas

## Situation:

As the COVID-19 virus continues to spread, each Gempo will need to **continue to evaluate associate common areas** to reduce the chances of increased exposure

## Action:

- Gempo's should immediately implement countermeasure to reduce associate congestion in assigned common areas (break areas, cafeteria's, etc)
- Gempo's should continue to work with local janitorial services to ensure the appropriate level of COP in associate common areas
- Gempo's should ensure an adequate supply of cleaning products are readily available with approved cleaning agents
- Gempo's should continue to evaluate ways to allow distance between associates

## 1. Staggered Break / Lunch schedule:

- In order to reduce the total amount of people in any room at the same time, we will establish a staggered break / lunch schedule effective Monday, March 16<sup>th</sup>.

### L2: Staggered Lunch

	Line 1			Line 2	
	Mon ~ Thur	Friday		Mon ~ Thur	Friday
Q1	6:30 ~ 8:30	6:00 ~ 8:00	Q1	6:30 ~ 8:40	6:00 ~ 8:10
Break	8:30 ~ 8:40	8:00 ~ 8:10	Break	8:40 ~ 8:50	8:10 ~ 8:20
Q2	8:40 ~ 10:30	8:00 ~ 10:00	Q2	8:50 ~ 11:05	8:20 ~ 10:35
Lunch	10:30 ~ 11:00	10:00 ~ 10:30	Lunch	11:05 ~ 11:35	10:35 ~ 11:05
Q3	11:00 ~ 1:00	10:30 ~ 12:30	Q3	11:35 ~ 1:10	11:05 ~ 12:40
Break	1:00 ~ 1:10	12:30 ~ 12:40	Break	1:10 ~ 1:20	12:40 ~ 12:50
Q4	1:10 ~ 3:00	12:40 ~ 2:30	Q4	1:20 ~ 3:00	12:50 ~ 2:30

### Notes:

- We have intentionally allowed 5 minutes between each lunch period to allow for additional table cleaning.
  - We encourage all associates to take advantage of the additional space in the cafeterias to spread out during your lunch break [social distancing].
- ## 2. Additional cleaning of common areas:
- TOPS (our cleaning service provider) will increase the frequency of cleaning in all common areas including: Bathrooms, locker rooms, hallways, door handles, and cafeterias.

# How To Address Social Distancing – Remote Work Option

## Situation:

- State and local health authorities recommend the use of social distancing strategies to reduce the transmission of the COVID-19 virus in the workplace
- To address this evolving situation, Honda needs to implement a regional approach to expand and establish procedures for remote work to adhere to the state and local health authorities

## Action :

- Gempo leaders with their leaders the week of March 16<sup>th</sup> to determine capability for Associates, Contractors/Temporaries to work remotely / from home for an extended period of time during the COVID-19 situation. Specific instructions for E- companies will be issued by HR- Hank Real
- Business-side leadership must determine whether Associates and Contractors/Contingents have the ability to effectively complete their work remotely / from home.
- We recognize not all associates and contractors/contingents are able to work remotely, specifically those who work with specialized equipment or in specialized facilities (or supervisors who oversee this type of work). However, for many of our office/support associates, this step allows us to increase social distancing and decrease risk.
- In conjunction with remote work, leaders must consider that if there must be someone on-site to support normal business operations, to rotate their team's schedule (i.e., alternate days or weeks that associates can work remotely to ensure on-site coverage).
- This option is temporary and will continue to be evaluated based on the COVID-19 situation.

# New Honda NA Remote Work Guidelines to Share with Leaders

## Remote Work Guidelines

To accommodate the COVID-19 situation, the following guidelines should be used by leaders to determine if their teams are able to work from home to assist in the CDC guidelines of social distancing. We recognize not all associates and contractors/contingents are able to work remotely, specifically those who work with specialized equipment or in specialized facilities (or supervisors who oversee this type of work). However, for many of our office/support associates, this step allows us to increase social distancing and decrease risk.

In conjunction with remote work, leaders must consider that if there must be someone on-site to support normal business operations, to rotate their team's schedule (i.e., alternate days or weeks that associates can work remotely to ensure on-site coverage).

### Eligibility Requirements and Job Considerations:

Associates and contractors/contingents may be eligible to participate in remote work if they meet the following requirements:

- They have an assigned company laptop to perform their duties.
- Their work can be performed off-site without a decrease in productivity, quality or concerns for confidentiality.
- They must be able to complete their essential job function remotely.

### Guidance for Associates:

- They must record all hours worked per normal process.
- They must be available via telephone, instant message and email during their regular core hours.
- They must continue to abide by the confidentiality policy.
- Reduce in-person meetings and leverage Skype meetings as much as possible.
- Disconnect from VPN if you do not need to access the Honda network.

## New Temporary Paid Personal Leave

- Remote work is the first option for associates who are not ill with COVID-19 or displaying symptoms.
- A new paid personal leave of absence program will be available for certain associates who are impacted by COVID-19 circumstances and not eligible for remote work. This leave will be for up to 14-calendar days (10 business days) and will be for associates who qualify under the following criteria:
  - **Associates who have COVID-19 or are being evaluated for COVID-19;**
  - **Associates who cannot come to work due to being quarantined or a household member is quarantined;**
  - **Associates who are experiencing childcare issues due to COVID-19 school or daycare closings for children 12 years old or younger, and dependents with special needs;**
  - **Associates who have high risk due to a documented health condition including age 65 or older**
- Associates who seek to use this program or have any questions should contact their local HR representative.

# New Honda Leave of Absence- Paid Personal Leave

Honda is continuing to monitor the COVID-19 coronavirus situation around the globe and its impact on operations in North America. As the communicable disease continues to spread, Honda associates are advised to follow their normal process for requesting *Leave of Absence* due to COVID-19 related illness when personally ill or caring for a qualified family member.

In the event that a Honda associate (1) becomes ill, (2) is required by a Physician or Government Agency to be quarantined, (3) has been credibly exposed to the virus, (4) is impacted by the closure of a school or child care facility, or (5) has a High Risk Health Condition (CDC) or other chronic/serious health condition that compromises immune system or age 65 or older, Human Resources will consider alternative solutions as a method to prevent the potential spread of COVID-19 which may include:

- Temporary Paid Personal Leave (14 calendar day period or 10 working days). This timeframe aligns to the current U.S. quarantine guidelines

## Temporary Paid Personal Leave Guidelines:

If approved by HR, associates will be permitted to observe a paid Personal Leave of Absence to quarantine or care for a household member for a period of 14 calendar days.

If COVID-19 symptoms develop or persist after the 14 calendar day period, associates should follow the normal process for requesting a medical Leave of Absence. If COVID-19 symptoms do not develop after completion of the quarantine period then the associate will return to work. Associates who have existing health conditions that place them into a high risk category, including age 65 or older, due to COVID-19 may also be eligible to work remotely or received approval for Paid Personal Leave and should contact HR to discuss individual circumstances.

## **Paid Personal Leave specific to Childcare:**

Associates who are guardians of dependents under the age of 12 or with special needs, regardless of age, may be approved for a Paid Personal Leave for a maximum of 14 calendar days to allow the associate to secure appropriate childcare. Associates should return to work in the event that childcare becomes available (i.e. daycare service begins, school reopens, etc..)

Human Resources will continually monitor the Business condition and reserves the right to discontinue Paid Personal Leave at any time, with or without advanced notice.

Honda is implementing activities across all its facilities focusing on prevention, visitor protocols, travel, social distancing, remote work, and associate time off to support efforts to reduce the spread of COVID-19.

**Each Honda Company should contact their contractor / contingent providers** to review the activities and measures that will be going into effect related to the COVID-19 situation.

**The week of March 16<sup>th</sup>, 2020 Honda will be implementing two new programs in response to the COVID-19 situation**

- **Remote Work Program**
- **Paid Personal Leave Program**

We want to insure consistent treatment of our team across the region, and would request that our contractor / contingent providers align with the new Honda programs to address the COVID-19 situation.

An overview of all the activities and programs is provided in the attached appendix C that can be shared as communication points with your current Contractor / Contingent Vendors.

## **Prevention:**

Honda is taking measures to implement various initiatives to prevent the spread of COVID-19, including:

- Increasing the cleaning frequency of high touched surfaces in the workplace;
- Implementing additional disinfection beyond routine cleaning;
- Issuing communication focused on personal hygiene; and
- Ensuring proper cleaning supplies are available in work areas.

## **Visitor Protocols:**

Honda is implementing new visitor screening protocols.

- All visitors and guests at Honda facilities must participate in a simple verbal screening process at the reception desk/visitor entrance.
- The purpose of such screening is to assess the visitor's potential exposure to COVID-19 virus.
- As the situation develops, Honda will consider implementing additional visitor protocols, including restricting all non-essential visitor access from all facilities.

## **Travel Restrictions in Honda NA Region:**

Honda continues to follow U.S. government guidelines for travel restrictions.

- Honda is prohibiting all non-essential domestic travel
- Company leaders are being asked to scrutinize all business travel

## **Social Distancing:**

Honda is implementing activities and programs to reduce congestion and potential for the spread of COVID-19, including:

- Prohibiting meetings that include **50+ participants**;
- Requiring associates to use alternate meeting methods such as Skype, or video conference; and
- Implementing countermeasures to reduce associate congestion in common areas (break areas, cafeterias, etc.).

**Honda will be implementing specific programs to address the COVID-19 Situation**

### **New Remote Work Program:**

Honda will be implementing a new temporary remote work / work from home program this week (Week of 3/16).

- Honda leadership will be evaluating and communicating additional information to associates.
- The program will allow associates to temporarily work remotely for an extended period.
- Associates and contractors/contingents may be eligible to participate in the remote work program.

### **New Paid Personal Leave Program:**

Honda is offering a new temporary paid personal leave of absence program for certain associates who are impacted by COVID-19 circumstances and not eligible for remote work (begins 3/16).

- This leave will be for up to 14-consecutive calendar days (10 business days) and will be for associates who qualify under the following criteria:
  - Associates who have COVID-19 or are being evaluated for COVID-19;
  - Associates with certain family members that have COVID-19;
  - Associates who cannot come to work due to being quarantined or a household member is quarantined; and/or
  - Associates who are experiencing childcare issues due to COVID-19 school or daycare closings for children 12 years old or younger and dependents with special needs (this leave may be taken on a continuous or intermittent basis.)