

UPDATE: Travel and Meetings

March 10, 2020

What's on this page?

- [Travel & Meetings](#) – updated March 6
- [Q&A](#) – updated March 6
- [Visitor Procedures](#) – updated March 9
- [General Guidance](#) – updated Feb 28
- [Isolation/Return-To-Work Guidance](#) – updated March 9
- [Parts and Packages](#) – updated Feb 28

Updated March 6, 2020...

Work Smart – Meet Virtually, Don't Travel

Each of us can help to protect our own health and safety and slow the spread of the new coronavirus -- COVID-19 -- to our teams, our business partners and our communities. As the COVID-19 outbreak continues to expand, the list of locations of concern has grown as well.

- **As a result, all air travel (international and domestic) will now require approval by a member of the Senior Leadership Team.**

Like many other large corporations, GM is asking all employees to implement the following guidance related to large meetings, **beginning Monday, March 9:**

- **Adjust all in-person meetings of more than 30 people to be hosted virtually instead.**
- We have virtual tools available to facilitate meetings and keep us working efficiently, such as:
 - o Skype
 - o WebEx
 - o Video collaboration/telepresence
 - o Conference calls
 - o OneDrive
 - o Microsoft Teams

- The majority of business-critical work activities can be performed without large face-to-face meetings. Exceptions will be few and far between.
- Additional meeting considerations:
 - o Consider utilizing larger conference rooms that allow for social distancing
 - o Make antibacterial hand soap, wipes and hand sanitizer available
 - o Consider postponing until later in the year

Socrates will provide continual updates and guidance related to the coronavirus. Your local medical team and Dr. Jeffery Hess, Corporate Medical Director, can provide updated medical information as well.

Thank you for your increased flexibility as we maintain business continuity and keep safety top of mind.

Updated on Wednesday, March 4, 2020...

GM Global Medical and Security teams have been carefully and thoughtfully monitoring the new coronavirus situation daily with safety as our top priority. With that in mind, [here are answers to some questions you may be asking](#).

Continue to watch Socrates for the latest company guidelines to help protect you, your coworkers and visitors at work.

GM's Visitor Health Screening Questionnaire has also been updated today.

Updated Visitor Procedures - Updated Monday, March 9, 2020

To protect the health of everyone at our sites, given the COVID-19 outbreak's continued spread, we will now require additional screening of all visitors prior to entry into our GM facilities.

Effective immediately, all visitors entering GM facilities* are required to [complete a questionnaire](#). If any questions are answered "yes," access will be denied. The visitor will be respectfully asked to reschedule their meeting or make other arrangements.

If visitors have traveled to any of the following countries within the last 14 days, or had close contact with someone diagnosed with COVID-19, access will be denied.

- **Germany - NEW (March 9)**

- **France - NEW (March 9)**
- **Spain - NEW (March 9)**
- China
- Italy
- Iran
- Japan
- South Korea

Please direct all visitors to [GM.com/coronavirus](https://gm.com/coronavirus) for the updated visitor procedures and to access the questionnaire.

Thank you for your patience with these safety measures as we continue to address this outbreak together.

If you have any questions or concerns about this policy, please contact the Global Security Intelligence Center directly at 313-667-1308.

GM Visitor Procedure – updated Wednesday, March 4, 2020

1. All visitors must complete or deliver the [GM COVID-19 Visitor Questionnaire](#) at the visitor entrance for approval to enter the facility.
2. GM Global Security onsite staff will implement this process. At a facility without regular onsite GM security staff, the GM host must implement this process.
3. If a visitor is approved to enter and plans to be on GM premises for consecutive days, there is no need to repeat the questionnaire each day, unless any responses change. Changes should be reported to the GM host.
4. GM Security and/or the responsible GM employee host will maintain responses until the end of the site visit.

*Note: * Not applicable in EU countries.*

Updated on Friday, February 28, 2020 ...

The safety of our employees remains GM's overriding priority. As the new coronavirus disease 2019 -- COVID-19 -- outbreak continues to evolve and spreads globally, GM Medical and Security are monitoring the situation closely and will periodically update company guidance regarding travel restrictions and the requirements to follow upon return from certain international destinations.

Within the last few days there has been a significant spike in the number of COVID-19 cases in South Korea, Japan and Italy. Based on the information we have regarding South Korea, COVID-19 cases are not limited to a specific city but are more widespread across the country. This increases the possibility of travelers unknowingly coming in contact with the disease. Based on the change in the situation and current recommendations from the Centers for Disease Control

and Prevention and the World Health Organization we are implementing the following travel changes.

Travel Bans (no travel to these locations unless it is your primary work location):

1. China
2. South Korea
3. Italy
4. Japan

International (non-domestic) travel is restricted to business-critical only and requires approval by your SLT member.

General Guidance

All employees should monitor their health and take simple public health measures to stop the spread of disease during cold and flu season. Measures include:

1. If you become sick with symptoms of fever, cough, difficulty breathing, cold symptoms (sore throat, congestion, runny nose) or diarrhea please stay home and see your doctor. You may return to work if your doctor states your condition is not contagious.
2. Wash your hands frequently or use hand sanitizer when soap and water are not available.
3. Frequently clean work surfaces with a disinfectant.
4. Cover your coughs and sneezes.

Isolation/Return-To-Work Guidance

All employees are **REQUIRED** to observe a 14-day work-remote isolation period prior to entering a GM facility if they meet any of following criteria:

1. You are returning from, or have had a layover in China, South Korea, Iran, Japan, Italy, Germany, France and Spain. The 14-day isolation period starts the day after leaving the listed country.
2. You have had close contact with or cared for someone diagnosed with COVID-19. The 14-day isolation period starts the day after last contact or if you are providing care once the individual recovers.

On completion of the isolation period, if you remain symptom free, you may return to work without further action. However, if you develop symptoms such as fever, cough, difficulty breathing, cold symptoms (sore throat, congestion, runny nose) or diarrhea during the isolation period you must seek medical care. Please let your physician know where you have traveled and/or come in contact with COVID-19. Do not return to work until your personal physician verifies you are no longer contagious.

Visitors, vendors, suppliers and contractors must comply with this guidance as well. Tools to assist with evaluating visitors prior to entering GM facilities will be available Monday, March 2.

Parts and Packages

Based on the most up-to-date information provided by the U.S. Centers for Disease Control and Prevention, there is little to no risk of acquiring COVID-19 by handling parts or packing materials shipped from China or other areas where COVID-19 is present. The virus does not survive for long on surfaces and the length of shipment time (typically one week or longer) and other environmental factors should inactivate the virus. COVID-19 is mainly spread from person-to-person contact through coughing and inhalation of the resulting airborne droplets.

If you receive an expedited package from China or areas where COVID-19 is present and are concerned about possible surface contamination, we recommend you follow standard infection control measures to protect yourself from possible exposure.

1. Wash your hands frequently with soap and water throughout the day, and before eating, drinking, or smoking. Use hand sanitizer when soap and water are not available.
2. Avoid touching your face, eyes, nose or mouth.



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