

MEMO TO IBM FEDERAL SUBCONTRACTORS AND TEAM-MEMBERS

RE: COVID 19 Preparedness

IBM is monitoring the situation regarding COVID-19. The safety, protection and well-being of our employees, our team members and our clients remains a priority to IBM.

IBM remains committed to transparency, and as a valued team-member, we want to pass along to you the guidelines that IBM has set for its employees. We ask that you share this information and guidance with your employees working on IBM projects. These guidelines build upon published recommendations by the U.S. Centers for Disease Control and World Health Organization and we encourage your company to implement similar guidelines and best practices.

- We are directing our employees that if they are feeling ill they should stay home (and, as always, consult their healthcare provider).
- IBM will follow a 'no handshake' policy until further notice.
- Regarding travel, here is the **general Travel and Event guidance** we are giving to all IBMers
 - **Suspended Travel:** Travel to or from or changing planes/stopping over in mainland China, Hong Kong, Taiwan, Japan, Italy and South Korea is not permitted. Domestic travel within these locations is permitted (subject to local directives).
 - **Other International Travel:** For all other markets, non-essential business travel should be postponed. Business-critical international travel, where virtual methods would not be effective, is permitted with the approval of the unit general manager and the receiving country general manager.
 - **Domestic Client Travel:** Permitted
 - **Domestic Travel for Internal Meetings:** Suspended
 - **Domestic Travel or Participation in Events with 1000+ Attendees:** No travel to or attending industry events/conferences with 1000 or more attendees, per World Health Organization guidelines.
 - **Domestic Travel for Events with 100+ Attendees:** If internal events, either postpone or conduct virtually. For external events (below 1000 attendees), use judgement – for example, this might apply to attending an IBM-sponsored client marketing event.
 - **Personal Travel to Suspended Countries** – IBMers must inform their manager and must self-quarantine for 14 days after personal travel to Italy, South Korea and mainland China. If returning from other areas, employees are asked to self-monitor their health.
 - **Public Transportation:** Refer to the recommendations of local public health authorities.

Please follow all guidelines with regard to secure communication, privacy, and protection of Government data.

IBM will continue to communicate with our teammates as this situation develops.

If you have questions, please contact your IBM Procurement representative.