Memo to IBM Federal Subcontractors and Teammates

Re: COVID 19

The health of our employees, our clients, our subcontractors and our communities is IBM's primary concern as we closely monitor the evolving global status of the COVID-19 pandemic via World Health Organization and U.S. Centers for Disease Control and Prevention recommendations.

Because these experts believe social distancing — minimizing close proximity and contact with others — is one of the best ways to slow the spread of the virus, all U.S. employees who are able to work from home have been advised to so, including those in the Washington, D.C./Baltimore metropolitan areas. We ask that you share this information with your employees.

While IBM offices will remain open, support staff will not be on-site, and only "business-critical activities" should take place in-person at an IBM office. Wherever possible, physical meetings should be canceled and conducted via phone or video conference.

Visitors to an IBM facility must complete the IBM Visitor Screen Questionnaire (included below) no longer than 24 hours before entering an IBM office. If there is any answer other than a "Yes" response to all questions, visitors will not be allowed to enter the building.

We will share further updates as needed. In the meantime, please continue reviewing health advisories from reliable sources such as the [World Health Organization](), [Centers for Disease Control and Prevention](), and local health authorities in [D.C.](), [Maryland](), [Virginia]() or [West Virginia]() based on your location.

As a reminder to our teammates, please continue to follow all guidelines with regard to secure communication, privacy, and protection of government data.

3/13/2020

IBM SELF-SCREENING QUESTIONNAIRE

1. Have you traveled to these areas/countries impacted by the novel coronavirus (COVID-19) outbreak in the last 14 days OR have been in close contact with a person confirmed to have a novel coronavirus (COVID-19) infection OR who is under quarantine because of a suspected case of COVID-19? If yes:

    a. Do self-quarantine for 14 days, refrain from going into any IBM location or client site during this period and advise your manager of your status.

    b. Seek medical care right away if you experience any symptoms. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and your symptoms.

    c. Avoid contact with others.

    d. Not travel while sick.

    e. Cover your mouth and nose with a tissue or your bent elbow (not your hands) when coughing or sneezing.

    f. Wash hands often with soap and water for at least 20 seconds to avoid spreading the virus to others. Use an alcohol-based hand sanitizer that contains at least 60% alcohol, if soap and water are not available.

2. Do you have any of the following symptoms?

    a. Cough

    b. Fever

    c. Shortness of breath

    d. Difficulty of breathing or other respiratory symptoms

If you answer yes to any of these, you should not go into any IBM location, client site or participate in onsite business events/meetings. You should seek medical care right away. Before you go to a doctor's office or emergency room, call ahead and tell them about your recent travel and/or symptoms.

Reminder:

If at any point you experience any flu-like symptoms like fever, cough, shortness of breath, difficulty of breathing or tiredness, you should seek immediate medical attention.

3/13/2020