

Be respectful

Your commitment to
help prevent the spread of COVID-19

January 2021

Planning to keep you safe

Your health and safety are 3M's top priority. As you prepare to work at a 3M location, we want you to know that we're following a plan that allows us to operate safely during the COVID-19 pandemic.

Maintaining a safe and healthy workplace is an important part of 3M's culture. 3M's workplace safety and health policies and standards require employees as well as contingent and contract workers, service providers, and visitors to know and follow 3M's safety practices. These practices pertain to all 3M workplaces.

Each of us must do our part to take the necessary precautions to help protect ourselves and others. As you complete this training, 3M expects you will follow these recommendations to help prevent the spread of COVID-19. Failure to follow these practices may affect your approval to continue to work at a 3M location.

Be respectful



Together, we can help maintain a safer work environment

3M is doing many things to provide a safer working environment. A few examples include:

- Following local and national health directives and requirements
- Working with public health authorities to stay informed of any developments
- Limiting numbers of workers and redesigning work areas, workspaces, walkways and barriers to allow for physical distancing
- Increasing cleaning frequency for high-touch surfaces
- Reconfiguring site services
- Monitoring 3M employees confirmed with COVID-19 illness, completing contact tracing, and notifying the management of non-3M employees determined to have had close contact with the ill individual (within 6 feet/2 meters for at least 10 minutes) within the relevant timeframe while working at 3M



Helping keep our workplace safe

Your role in helping to keep our workplace safe during the pandemic includes:

- **Monitoring your personal health**
 - Do not report to a 3M worksite if you feel sick
- **Practicing good personal hygiene**
 - When possible, wear face coverings made of materials designed to fit your face and filter small particles
- **Distancing yourself from others, maintaining at least 6 feet/2 meters between people**
 - Prevent airborne exposure: seek well ventilated, large, open spaces when meeting others
- **Cleaning and disinfecting workspaces and devices**

These practices have been encouraged by national and local governments, and regulatory and health officials, and are being followed by people around the world.

Some of these practices are unique to COVID-19 and may eventually be relaxed or discontinued. But others will remain in place as part of our health and wellness practices moving forward. Contact your supervisor to learn more.

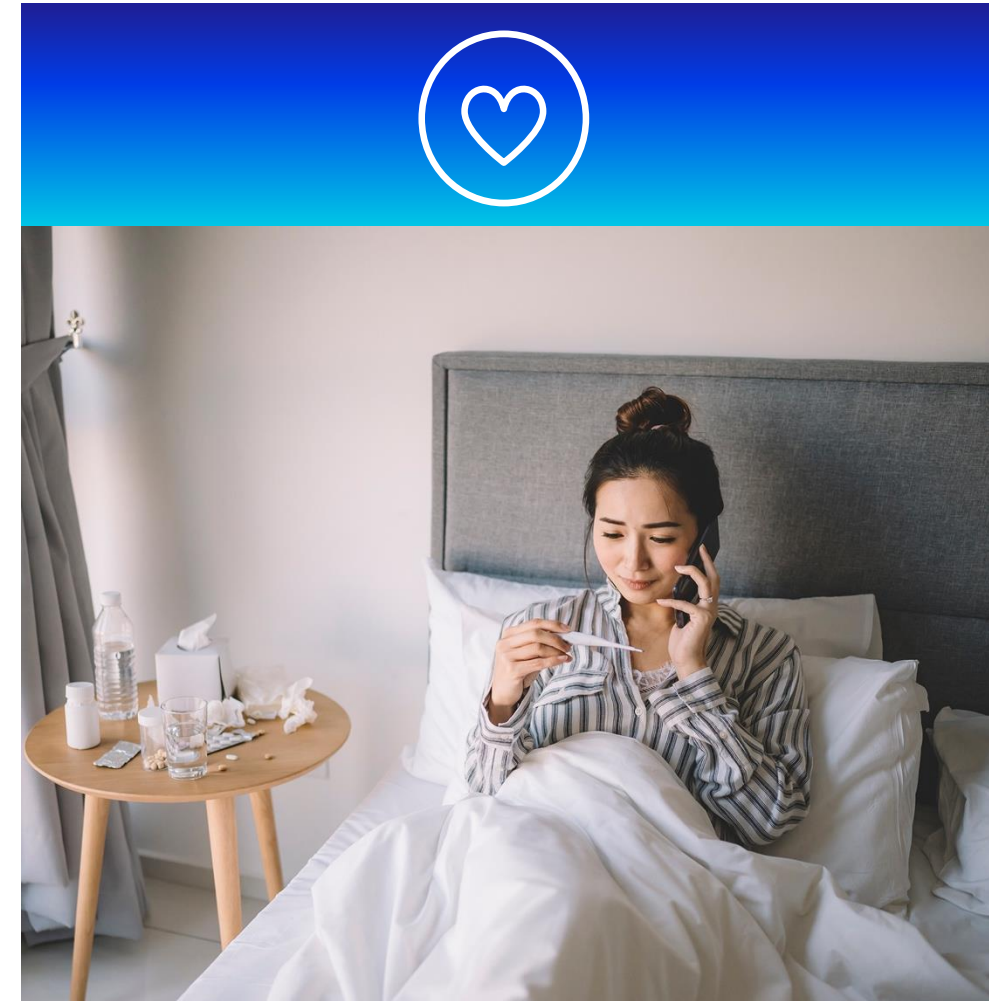
Let's review the four recommended health and safety practices in more detail so you understand what you are expected to do.



Monitor your personal health

- First and foremost, do not report to a 3M worksite if you feel sick.
- And, do not report to work at a 3M worksite if you or one of your close contacts are experiencing COVID-19 symptoms which could include a fever, coughing, difficulty breathing, or new loss of taste or smell, among others.
- If you are feeling unwell inform your supervisor.
- Follow any required safety and/or screening processes before you enter a site (e.g., health certification, temperature scanning).
- If you start to feel ill while at a 3M worksite, go home and inform your supervisor.
- If you are confirmed positive with COVID-19 illness and have been at a 3M location in the last 14 days, contact your supervisor and report your illness to 3mcorporateoccupationalmedicine@mmm.com, or call (651) 733-1911.

Personal, protected information will be kept confidential according to the applicable law and 3M policies.



Practice good personal hygiene

Good personal hygiene is very important to help prevent the spread of COVID-19 and other illnesses.

- Avoid touching your face after touching surfaces such as door handles, elevator buttons, shared equipment or other commonly used surfaces.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Wear a face covering

Everyone on-site at a 3M location in the United States is required to wear a face covering. This includes employees, non-employee workers, suppliers and visitors, to help limit the spread of germs. Contact your employer for information on obtaining a face covering or mask or reimbursement for purchases.

Face coverings or masks must be worn in all common areas such as main walkways, meeting rooms, or cafeteria serving areas. Even if you wear a face covering, physical distancing, personal hygiene and enhanced cleaning are still required.

There are many types of face coverings available and some provide higher performance than others. When possible, wear face coverings made of materials designed to fit your face and filter small particles. If you wear a reusable or cloth covering, they must be cleaned frequently using proper sanitary protocols.

If the face covering you choose to wear has a design or pattern, ensure it is appropriate to wear in a business environment. If you are unsure, ask your supervisor or manager.



Distance yourself from others

Social or physical distancing is very important and is being practiced all over the world. According to the Centers for Disease Control (CDC), limiting face-to-face contact with others is the best way to reduce the spread of COVID-19.

As you move throughout your day, it is critical that you avoid close contact with others. 3M has a goal of zero close contacts in workspaces referred to as **‘Project Zero’**. We need your help to meet our goal.

Always distance yourself from others by maintaining at least 6 feet or 2 meters of space all around you. When wearing a face covering or mask, you are still required to follow physical distancing requirements.

Physical distancing applies everywhere across your workplace, including at workstations, entrances, hallways, meeting rooms, restrooms, break rooms and cafeterias, stairways, elevators and escalators, and parking lots – to name a few examples.

Even if you’re not feeling ill, the virus can be spread by speaking, laughing or eating in close proximity with others. Help prevent airborne exposure by seeking well ventilated, large, open spaces when meeting others, and maintaining distance between people.



Follow all signage and guidance

When you are at a 3M worksite , follow all signage and updated guidance to protect yourself and others:

- Entrances may have floor markings to guide where you stand and walk. You may need to wait your turn as you badge in.
- Walkways may have a directional arrow, indicating a new flow of traffic. Pace yourself as you pass through entrances and hallways.
- Many rooms or areas may be closed or have reduced occupancy limits and new seating arrangements. Seat yourself 6 feet or 2 meters away from others in all directions.

Distancing yourself from others affects many common and routine human behaviors:

- Avoid physical contact such as shaking hands, touching others, or sharing food and beverages.
- Look before you enter any workspaces, common areas, or passages to avoid crowding in stairwells, restrooms and conference rooms.



Clean workspaces and devices

Take care to keep frequently touched surfaces and objects around your workspace at 3M clean and disinfected. This may include a phone, keyboard, laptop/desktop computer monitor, desk top, or door handles that you frequently use at 3M. Supplies may be provided by your site to clean or disinfect surfaces.

And, if you can reasonably avoid doing so, don't share phones, desks, offices, or other work tools with others.

If appropriate, follow instructions provided by a 3M supervisor to clean and disinfect shared workspaces and equipment. This may include a table, printer, vehicle, cart, tools, etc.

Additional cleaning may also be occurring more frequently in the higher use areas of the 3M site in which you are working.



Help prevent the spread of COVID-19



The best defense against COVID-19 is to adhere to all of these preventive measures while working at a 3M location:

- **Monitoring your personal health**
 - Do not report to a 3M worksite if you feel sick
- **Practicing good personal hygiene**
 - When possible, wear face coverings made of materials designed to fit your face and filter small particles
- **Distancing yourself from others, maintaining at least 6 feet/2 meters between people**
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3M will actively monitor the effectiveness of our prevention measures at each of our locations and will adjust protocols as necessary to maintain safe working environments.

Thank you for your commitment to follow 3M's expectations and the practices described in this training to help prevent the spread of COVID-19. Please verify with your supervisor that you have completed this training.

