



Take care to keep frequently touched surfaces and objects around your workspace at 3M clean. 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 you are working at.

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:

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.

Your commitment to help prevent the spread of COVID-19

Your health and safety are 3M's top priority. As you prepare to work at a 3M worksite as a service worker or a visitor, 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 worksites.

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

- **Monitoring your personal health**
- **Practicing good personal hygiene**
- **Distancing yourself from others**
- **Cleaning workspaces**

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 do so may affect your ability to continue to work at a 3M location.

- First and foremost, do not report to a 3M worksite if you feel sick. And, do not report to a 3M worksite if you or one of your close contacts are experiencing COVID-19 symptoms which could include a fever, coughing or difficulty breathing 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 worked 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.

- 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.

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 mask or reimbursement for purchasing a mask.

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.

Always distance yourself from others by maintaining at least 6 feet or 2 meters of space all around you.

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. When wearing a face covering or mask, you are still required to follow physical distancing requirements.

Even if you're not feeling ill, the virus can be spread by speaking or laughing in close proximity with others.



When you work at 3M, 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.
- Look before you enter any workspaces, common areas, or passages to avoid crowding in stairwells, restrooms and conference rooms.
- Many rooms may have reduced occupancy limits and new seating arrangements. Seat yourself 6 feet or 2 meters away from others in all directions.
- Avoid physical contact such as shaking hands, touching others, or sharing food and beverages.