



**HONDA**

## COVID-19 Safety & Health Guidelines



**| Honda Standing Strong |**

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## **Your health and safety is our number one priority at Honda.**

Responding to this new potential workplace hazard, Honda has implemented a number of proactive measures to reduce the potential exposure to, and transmission of, COVID-19. The *COVID-19 Safety & Health Guidelines* help explain Honda's additional protocols to maintain a clean and healthy environment for associates and ensure compliance with federal, state and local public health guidelines.

These *COVID-19 Safety & Health Guidelines* are for all U.S. companies. We realize there are differences among companies, which is why the team developing these guidelines obtained input from all Honda companies. These guidelines are designed to address preventative measures to COVID-19 in the workplace.

Each associate, including anyone onsite, is responsible for understanding and complying with the preventative measures at your location. In addition, we ask that every associate reinforce the COVID-19 preventative measures as you would any other safety measure at your location.

# Letter from Our Risk Management Officers

## Dear Honda Associates,

Health and safety is our top priority, because you are our top priority!

We wish we could say that what we're going through as a company and world is behind us, but unfortunately, that is not the case. As a result, we must continue our efforts to overcome the COVID-19 challenge with a focus on the health and safety of all associates, contractors, suppliers and visitors.

To do this, we all need to understand the changes to our workplace and be diligent in taking care of each other and ourselves. One way this can be done, is by wearing your mask to prevent passing the virus to others.

To ensure the Honda team knows and understands our new practices, we have designed this COVID-19 Safety & Health Guidelines. We will continue to assess the situation and make regular updates to these guidelines as needed. In addition, we will continue to work closely with our state and local officials to understand any new required procedures as we work to overcome the COVID-19 pandemic.

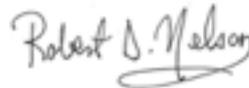
While change is all around us, what hasn't changed at Honda is our pride and our commitment to our associates and customers. We believe in the challenging spirit of Team Honda and we know that it will drive us forward to overcome this current challenge.

Let's work together and continue to produce products our customers will love.

In health and safety,



Rick Schostek  
EVP, NA Risk Management Officer



Bob Nelson  
SVP, HAM Risk Management Officer



Larry Geise  
SVP, HRA Risk Management Officer



Jenny Gilger  
VP, AHM Risk Management Officer

## Best Practices and Recommendations

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### Watch for Symptoms

People with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever
- Newly developed
  - \* Cough; or
  - \* Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Muscle pain
- Headache
- Chills
- Extreme fatigue that is unusual
- Sore throat
- New loss of taste or smell
- Nausea / vomiting / diarrhea
- Congestion / runny nose

This list is not inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting and diarrhea.

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### Guidelines to Protect Yourself Against COVID-19

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, mouth and masks / face coverings\* with unwashed hands;
- Avoid close contact with people who are known to be sick;
- Stay at home when you are sick;
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- If a tissue is not available, cover your cough or sneeze into your elbow/fold of your arm; and
- Clean and disinfect frequently touched objects and surfaces.

For more information from the CDC, [click here](#).

\*Face covering will be referred to as mask through remainder of document

## Health & Wellness

- Social Distancing
- Masks
- Temperature Check
- Gloves

## Associate Resources

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- COVID-19 Onsite Testing
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- Volunteerism
- Walkways, Halls, Stairs, Elevators
- Water Fountains
- Wellness Centers

## Reference Materials

- Waste Disposal and Recycling

### Social Distancing

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- Social distancing means keeping physical space between yourself and other people outside of your home.
- The practice of social distancing includes, but is not limited to, production areas, warehouses, office spaces, cafeterias, common areas, and entrance/exit areas of work locations.
- Associates should stay at least six feet from others whenever possible.
- Associates should not gather in groups.
- Associates should move about only when necessary and minimize stopping or loitering in common spaces.
- Associates should avoid any physical contact with others, such as handshakes.
- Associates should avoid frequently touched surfaces as much as possible.

### Masks

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- Honda requires the use of masks inside all buildings, except when actively eating, drinking or in a designated smoking area.
- Masks must be worn even when maintaining six feet of social distancing.
- Masks may help prevent people who have COVID-19 from spreading the virus to others.
- Snugly fitting masks are intended to block exhaled respiratory droplets that may contain the COVID-19 virus at the source, which is an individuals' nose and mouth.
- Acceptable masks are:
  - \* Surgical style mask (ASTM Level 1 or equivalent); or
  - \* At least 2 layers of fabric that fully cover the nose and mouth and secures under the chin.
- Mask strap extenders or hat pins are available for individual fit and comfort.
- Masks must be stored in a bag between uses to prevent additional contamination.
- Honda-provided daily use, surgical style masks are disposable and should be discarded in waste to energy receptacles to keep our facilities clean.
- Intentionally altering masks (e.g., cutting straps) is not permitted. Damage or excessive wear to masks can compromise fit and/or droplet containment.



## Masks, continued

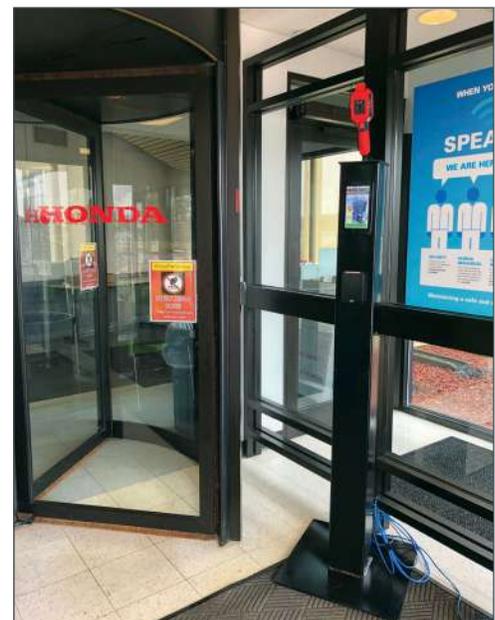
- Associates may continue to bring their own masks, including homemade face masks, but these must comply with CDC guidelines and requirements established by the Associate Handbook and/or specific department policies.
  - \* Single layered masks, masks with exhalation valves or vents and bandana-style masks are not permitted.
  - \* If you choose to wear an approved cloth mask, ensure you have a way to store it and launder it after each use.
- Face shields will be provided to be worn in place of masks based on documented job/department requirements or medical accommodations.
- Homemade face shields/barriers are not permitted.
- Optional use of a face shield/barrier is permitted in addition to a mask upon associate request.
- When wearing your mask, continue to maintain social distancing, and avoid touching your face or mask.



### Temperature Check

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- Associates should take their own temperatures at home. If your temperature is at or above 100 degrees Fahrenheit or 37.8 degrees Celsius, stay at home and follow your normal time-off reporting procedures.
- An elevated body temperature is a sign that you are sick and should stay home. Honda will confirm that badged associates are fever free before reporting to work. Honda requires temperature checks to maintain a healthy and well workforce. Associates will be screened daily upon arrival.
- Associates who register an elevated body temperature at or above 100 degrees Fahrenheit, or 37.8 degrees Celsius, will receive directions on next steps or can retest.
  - \* If an associate wants to retest, they will wait 1-2 minutes in a designated area.
  - \* If an associate fails a second fever scan, they will exit the area and receive directions on next steps.
  - \* If an associate refuses to be rescanned, the associate will be required to exit the area and receive direction on next steps.
- Associates without an elevated body temperature will be granted daily campus entry.
- Temperature screening approach and location will vary slightly by location and building.
- Associates are encouraged to drive separately to their workplace to avoid commuting issues should one associate have an elevated body temperature.
- Temperature screening normally takes very little time. For exceptional delays, such as for retesting, overtime eligible associates can be compensated by requesting a variance form from HR.
- Where applicable, associates remain responsible for reporting to work and clocking in on time, so please plan accordingly.



### Gloves

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- CDC guidance indicates the general use of gloves is not necessary for protection against COVID-19.
- Associates should continue to follow normal policies and procedures for glove PPE (if any) when needed for job tasks.
- Honda will not provide gloves to associates unless they are required to perform a certain job function or process.
- Associates cannot wear gloves brought from home.



## COVID-19 Mental Health Support

According to the CDC, fear and anxiety about COVID-19 can increase an individual's stress. The social distancing required to combat COVID-19 also can contribute to feelings of isolation. Honda cares about the health and wellbeing of our associates and families. Below are available resources that may be particularly helpful during the COVID-19 pandemic.

### ComPsych

- Mental health resources for associates and families
- 1.800.232.6357 / [guidanceresources.com](https://www.guidanceresources.com) / Web ID: Honda / Mobile App: GuidanceResourcesNow
- Six free sessions per person per year



### Quantum Health

- Care Coordinators available Monday-Friday, 8:30 a.m.-10 p.m. EST
- 1.866.778.5885

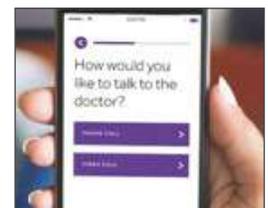


### Teladoc

- Behavioral health, medical and dermatology are free through December 2020
- 1.800.Teladoc / Teladoc.com / Mobile App: Teladoc
- 24/7 remote access to licensed counselors with Teladoc (associates and covered dependents who are 18 years of age or older)

### Sedgwick

- Leave of absence
- 1.888.538.2732 (HAM, HMA, HNA, HMIN, HTM, HPPG & EGA)
- 1.866.409.2576 (AHM and subsidiaries)
- [mysedgwick.com](https://mysedgwick.com)



### Limeade

- Wellbeing
- 1.855.456.0233 / [wellbeing.honda.com](https://wellbeing.honda.com)

### COVID-19 Onsite Testing

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In order to maintain a healthy work environment and support associate wellbeing, Honda is providing onsite testing for associates, contingent associates and contractors who exhibit COVID-19 symptoms and consent to taking a COVID-19 test.

Onsite testing is a further commitment by Honda to protect the health and safety of the entire Honda team and reduce the spread of the virus. Testing enables Honda to identify positive cases and reduce the amount of contact these individuals have with others to help limit the spread of the virus within our companies and communities.

For most U.S. locations, the testing program includes a self-administered saliva test in designated areas within company parking lots, which enables associates, contingent associates and contractors to remain in their vehicles for the test.

An individual experiencing symptoms must notify HR or Medical to determine if you are eligible for testing. The following is the general process for testing. The steps may vary by company and location:

- Bring your smartphone to the testing site for registration purposes. If you don't have a smartphone, a Test Site Administrator (TSA) will assist you in the registration process.
- Do not put anything into your mouth for 30 minutes before the test (e.g., food, drink, gum, toothpaste, cigarettes).
- Keep your vehicle windows up and doors closed until after the TSA delivers the kit and is back in the building or away from your vehicle.
- You will register the kit online using your smartphone.
- You will provide a saliva sample by spitting into a tube with the windows up.
- You will place the test kit in an available receptacle at the outdoor test location.
- You will then leave Honda campus.

### **COVID-19 Onsite Testing, continued**

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A tested individual will receive notice of the test result in approximately 24-72 hours. Honda associates may be eligible for pay until the test results come back. Pay may be denied for any period of time that the associate chooses to delay obtaining Honda testing. HR or Medical will also receive a copy of your test results. For contingent associates and contractors, Honda may share your test results with your employer.

Associates who receive test results should contact their local HR representative to follow up. Failure to contact HR may result in attendance consequences per Honda policy. Contingent associates and contractors must contact their employer. If the test is negative, you may be able to return to work. If the test is positive, you may be placed on an appropriate leave.

All information related to any illness will remain confidential based on law. The results you receive are for informational purposes. Honda will not make healthcare decisions for you and encourages you to contact your healthcare provider to obtain medical treatment and advice.

### COVID-19-Related Illness in the Workplace

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Honda's utmost concern is the safety and health of its associates. We want to assure you that your health and well-being are our top priority. Honda has established the following protocol in cases where an associate may be exhibiting symptoms of COVID-19 or has a suspected and/or confirmed case of COVID-19.

Associates who show any symptoms of COVID-19 (e.g., symptoms listed on page 4 of this guidance) should not come to work and should seek medical attention.

In the event that an associate becomes sick, Honda has established the following protocol based on CDC guidance. Honda's protocol will be updated as new CDC guidance is issued or as new information is learned.

Associate must immediately notify HR and/or Medical. If it is determined that the associate could be displaying symptoms of COVID-19, the associate will be immediately sent home, and:

1. Asked to seek medical attention, and notified about their eligibility for Honda administered onsite testing.
2. Advised to pursue any available form of leave (e.g., sick leave, Family Medical Leave Act, Honda medical disability leave, unpaid leave).

As a company, we protect and value our associates' individual privacy. To remain compliant with various privacy laws, we will not share any information regarding the identity of any impacted associates or related details when notifying associates as outlined by our protocol. Honda may share identifying information with appropriate health departments as required by law.

## Levels of COVID-19 Illness

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**Symptoms Only Case.** In this case, the associate is demonstrating symptoms of COVID-19 but has had no credible exposure to COVID-19. Associates should contact HR and/or Medical. Also, the associate should seek medical care.

**Credible Exposure Only Case.** In this case, the associate has had a credible exposure as a close contact to a known COVID-19 confirmed case, but has no symptoms.

- **Cleaning Process:** For Symptoms Only Case and Credible Exposure Only Cases, Honda will conduct its routine cleaning plus a targeted cleaning with a disinfectant product.
  - If an associate tests positive or a doctor diagnoses an associate with COVID-19, then the case will become a Confirmed Case.
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**Suspected Case.** In this case, the associate is demonstrating symptoms of COVID-19 and has had credible exposure to COVID-19 as determined by HR and/or Medical. The associate should seek medical care.

- **Cleaning Process:** Honda will conduct its routine cleaning, plus a targeted cleaning with disinfectant product and an extensive surface cleaning. Depending on the circumstances of the workplace exposure, Honda may also engage in a deep cleaning. A deep cleaning is often a disinfectant fogging or misting treatment over a wide area that may require the person applying the treatment to wear extra PPE. Cleaning will occur in locations where the associate worked within the 24 hours prior to when symptoms first appeared.
  - If an associate tests positive or a doctor diagnoses an associate with COVID-19, then the case will become a Confirmed Case.
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### Levels of COVID-19 Illness, continued

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**Confirmed Case.** In this case, the associate has been confirmed to have COVID-19 based on testing or diagnosis by a medical professional.

- **Cleaning Process:** Honda will conduct its routine cleaning, plus a targeted cleaning with a disinfectant, an extensive surface cleaning and a deep cleaning for any location where the infected associate worked within the 24 hours prior to when the case was confirmed.

## Communication with Associates in Close Contact (Suspected or Confirmed Case)

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Honda will notify associates who worked in close contact to an associate with a suspected or confirmed case within the 48 hours prior to when symptoms first appeared of their potential exposure. Associates who were in close contact will be asked to leave the workplace for up to 14 days to watch for symptoms. Associates who experience an onsite exposure as identified by Honda will be eligible to work remotely or take Preventative Paid Personal Leave (PPPL). Associates who do not experience symptoms within 14 days will return to work.

### Return to Work

Associates who have a suspected case of COVID-19 may return to work if at least 10 days have passed since symptoms first appeared, **and either:**

- Medically released, **or**
- Recovered
  - \* At least 24 hours have passed since:
    - \* No fever without the use of fever-reducing medications, and
    - \* Improvements in symptoms

Associates who are close contacts may return to work:

1. Immediately, if the associate with a suspected case tests negative for COVID-19; or
2. After 14 days, if the close contact does not experience symptoms after exposure to an associate with an initially suspected case who did not undergo testing or tested positive for COVID-19.

A close contact who starts to show symptoms within 14 days of exposure with the initial associate will be treated as having a suspected case until tested.

If you have any questions regarding this protocol, please contact your local HR company representative.

## Unpaid Personal Leave and Preventive Paid Personal Leave

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### Unpaid Personal Leave

A Honda unpaid personal leave is available to associates who cannot secure childcare, who have a high-risk medical condition or were denied FMLA or Honda Medical Leave for a COVID-19 circumstance. This leave is for associates who qualify under the following criteria:

- Associates who are not eligible for remote work;
- Associates who are experiencing childcare issues due to COVID-19 school or day-care closings for children 12 years old and younger, and dependents with special needs;
- Associates with a high-risk medical condition defined by the CDC and are not disabled from working due to their high-risk condition; and/or
- Associates who are denied for FMLA or Honda Medical Leave for a COVID-19 circumstance.

HR will determine eligibility and duration of this leave.

### Preventative Paid Personal Leave

A Honda preventative paid personal leave (PPPL) may be given to associates who are identified by HR or Medical as having a credible exposure at the workplace to a COVID-19 positive associate. The leave duration is up to 14 calendar days (10 business days) and will be for associates who qualify under the following criteria:

- Associates who are not eligible for remote work;
- Associates who receive communication from HR or Medical that they are qualified for PPPL; and
- HR initiates preventative paid personal leave with Honda's third-party administrator, Sedgwick.

## ARC Flash

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- Limit or stop the sharing of arc-rated flash suits, hoods, balaclavas, and face shields/hard hats.
- All arc-rated PPE and tools/items should be cleaned with appropriate non-flammable cleaners/solutions after each use.
  - \* Label shared PPE items with a “last cleaned” date.
  - \* PPE items can be cleaned with soap and water or non-bleach disinfecting wipes or sprays, as directed by the manufacturer.

## Barriers

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- Best efforts will be made to limit the number of associates in an area and to keep six feet of social distancing between associates.
- In areas where six feet of social distancing is not possible, barriers may be used.



## Cafeteria Seating & Food Service/Break Area Seating

- Cafeterias and break areas have been modified to provide for social distancing.
- Chairs and tables should not be moved.
- Seating capacity will be posted in areas (e.g., auditoriums) where applicable.
- Associates must wear their masks at all times while inside a Honda facility except when actively eating or drinking.
- Associates are encouraged to eat inside their vehicle, or at their desks, but must return to work stations on time following breaks and lunches. Please dispose of food wastes that can spoil and/or attract pests in appropriate locations.
- Food service will differ at most locations.
  - \* Most locations will offer only a boxed breakfast and lunch option.
  - \* When offered, boxed meals will be one price for breakfast or lunch and sold in multiple locations to reduce congestion in cafeterias.
  - \* Credit/debit card purchase is recommended most places and required in others.
  - \* At locations where they are currently available, Market C, vending machines, microwaves and shelving/coolers will continue to be available.
- Wash your hands before handling food.
- Sanitize the area, with provided supplies, before and after eating.
- Maintain a 6-foot distance while eating.



## Entry Doors & Turnstiles

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- Continue use of scanning and turnstiles for entry.
- Signage for social distancing is posted.
- Where possible, exterior doors will be propped open. However, some doors must remain closed for reasons of confidentiality, fire codes, colder weather, and other requirements.
- Wash or sanitize your hands after touching door handles or knobs.

## Fans

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- Suspend the use of individual desk fans.
- The use of process fans will be limited to reduce high-speed airflow between workers.
  - \* High-speed airflow from fans potentially causes droplets to blow from one associate to another.
  - \* Adjust fan speed and/or redirect airflow.
  - \* Adjust fan location to a position where air is not directed across multiple associates.
  - \* Ask your supervisor about the use of existing column or ceiling fans.
- Companies may adjust local temperature settings if necessary.



## Locker Rooms / Uniforms

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- Where applicable, associates are encouraged to change in/out of their uniform at home.
  - \* There will be no modification to uniform laundering services.
- Locker rooms continue to be open for use with a limited number of associates allowed at one time, so please manage your time accordingly.
- New locker room capacity will be posted on all doors.
- No eating is permitted in locker rooms.



## Meetings

- Use teleconference, Microsoft Teams or Skype when possible instead of in-person meetings.
- In-person meeting attendance should be limited to the greatest extent possible.
- Maximum meeting attendance is limited to 25 in-person attendees.
- Attendees should maintain social distancing during meetings.
- Signage clearly indicates room capacity on doors.
- Seating locations are visually indicated.
- Attendees should sanitize commonly touched surfaces before and after use, with provided supplies.



## Office Areas / Remote Work

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- As part of our effort to balance business needs while maximizing social distancing, Honda will permit remote work until further notice.
  - \* [Click here](#) for important information to associates, contingents and contractors working remotely.
- When associates are in the office, workspaces will be socially distanced in all directions.
- Office associates must clean and sanitize their workspaces before and after use, with provided supplies.
- Associates are encouraged to eat at their desks or in their vehicles in order to reduce cafeteria congestion.



### Pool/Shared Vehicles and Powered Industrial Vehicles (PIVs)

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- All Honda pool vehicles must be disinfected after each use.
- When dropping off cars at a service center, associates must wipe down high-touch areas.
- Masks must be worn while driving, riding, and disinfecting pool vehicles.
- Use fresh air -- do not use recirculated air while driving shared vehicles.
- Only one person per vehicle at a time, except when necessary.
- Follow additional location-specific vehicle information as provided.

## Public Tours

- Tour programs remain suspended.

## Restrooms

- Associates should not loiter in restrooms.
- Due to the size of restrooms, it is important to be vigilant with social distancing.
- Signs will be posted on doors identifying capacity and appropriate distancing.
- Restrooms will continue to be cleaned and sanitized regularly.

**Stop Germs! Wash Your Hands.**

**When?**

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

**How?**

**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

**Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.

**Rinse** hands well under clean, running water.

**Dry** hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH **CLEAN HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

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## Sanitation / Cleaning

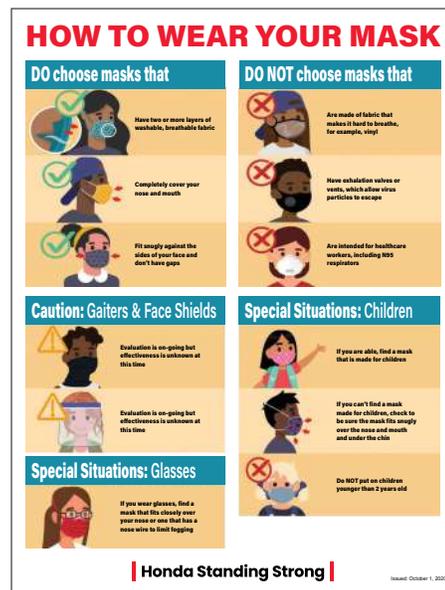
- There are increased cleaning, disinfecting and sanitizing activities throughout all Honda locations.
- More access to cleaning supplies will be available.
- Associates must frequently clean and sanitize workspace and other common areas.
- Associates must clean tools before shift, between users and post shift.
- To help with hygiene, hand sanitizer will be available. However, hand sanitizer should not be used as a replacement for frequent hand washing.



## Signage

- Signage is consistent across facilities to promote social distancing and educate the team on new behaviors based on CDC recommendations.
- Signs will be posted to indicate room capacities and to provide visual guidance on where to sit or stand to promote social distancing.
- Associates should follow the guidance of all signs.

## Examples:



### Smoke Areas

- Outside smoke areas remain open, with temporary additional space provided as needed.
- Signage indicates the temporary permitted area.
- Markings indicate appropriate spacing.
- Associates should not stay longer than necessary in the smoke areas.
- Continue to throw away any cigarette butts in the provided receptacles.

**PRACTICE  
SOCIAL  
DISTANCING  
WHILE  
SMOKING**



**PLEASE PLACE CIGARETTE  
BUTTS IN RECEPTACLES**

## Staggered Shifts

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- Where applicable, facilities are staggering shifts, breaks, and lunches to help alleviate lines and density in common areas.
- [Click here](#) to find additional details related to your shift.

## Time Clocks

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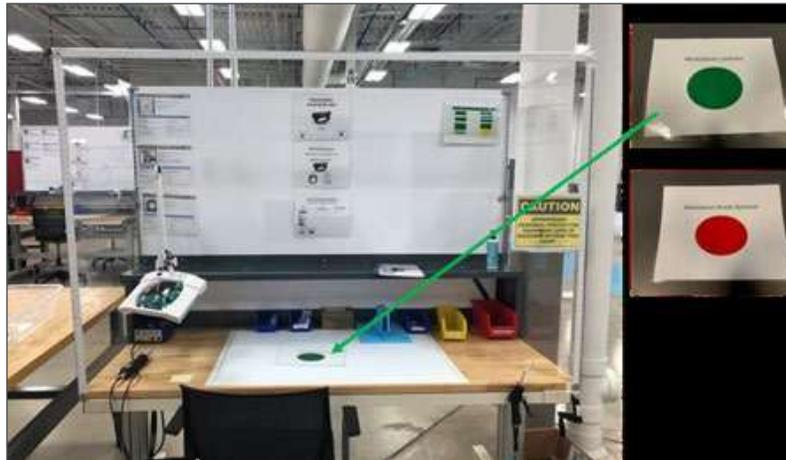
- All associates who are currently required to scan in/out, will continue to do so.
  - \* Signage is located at time clocks to ensure social distancing.
  - \* Time clocks will be cleaned regularly.



## Tool Cleaning

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- Work areas and tools must be cleaned pre and post shift, and between users.
- There will be visual indications for areas/tools that have been cleaned.
- Cleaning supplies are available.



## Tornado / Emergency Drills

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- Honda will temporarily suspend the execution of “full practice” drills.
- Honda will utilize in-place work area drills/education.
- Immediately move to a shelter location or evacuation point in the event of an actual emergency or emergency signal, and then listen for additional instruction.



## Travel

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- Throughout this pandemic, Honda has paid close attention to domestic and international travel restrictions.
- [Click here](#) for current business travel guidelines and information.
- When traveling to/from other companies (suppliers, OEMs, etc.), apply the more stringent guideline, whether it is the guidelines for the facility or the Honda guideline.
  - \* Perform a fever scan (at home or other) before travelling to the facility. Rescan as required at the facility.
  - \* Maintain social distance in all appropriate locations.
  - \* Wear masks when inside any facility.
  - \* Greet without handshakes.
  - \* Disinfect tools, equipment, and any area used with available supplies.
  - \* Travel to/from facility individually.



## Truck Drivers, Shipping and Receiving Trucks

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- Truck drivers are an essential link to Honda's supply chain and our ability to maintain production.
  - \* All unscreened drivers must be considered potentially contagious and separation from on-site associates must be strictly maintained.
  - \* Instructions for truck drivers are posted.
  - \* Truck drivers will remain in their vehicles with windows and doors closed.
  - \* Unattended drop boxes will be utilized for paperwork drop off.
  - \* If drivers must exit their vehicles, they are required to:
    - \* Complete their required tasks outside their vehicles in 15 minutes or less per location.
    - \* Wear a mask.
    - \* Use driver-only restrooms/rest areas with appropriate sanitation and handwashing resources.

## Visitors

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- We continue to limit visitors to our facilities; business critical visitors are permitted in facilities for essential business only – this requires department manager approval for most locations and senior manager approval for HRA. Social distancing guidelines will be maintained.
- All visitors must wear a mask or shield. Visitors are expected to provide their own PPE if they are visiting a Honda facility.
- All visitors, entering the facility will be asked to submit to a fever scan or thermal imaging and participate in a simple verbal screening at the reception desk.
- An escort is required for visitors.
- Sign-in areas will be disinfected continually throughout the day; enhanced cleaning measures are in place and cleaning wipes are available.



## Volunteerism

Serving the communities where we live and work continues to be an important value for Honda associates. However, during the pandemic, volunteering looks a little different.

The North American Corporate Social Responsibility (CSR) team has developed guidance to the region related to volunteer events, both supported and organized by Honda.

It is important to remember the potential impact these activities have on the health and safety of fellow Honda associates and contingent associates in the workplace. Please carefully consider the current circumstances in your community when deciding how best to proceed with volunteer activities.

- Associates wishing to pursue volunteer activities on their own time can do so virtually or in-person, but should follow CDC guidelines and federal, state and local policies regarding public activity.
- Local CSR or Human Resource (HR) teams will post Honda-approved activities that meet our health and safety policies. Associates can sign up for these activities directly with the nonprofit organization. Volunteers must follow the nonprofit organization's safety guidelines.
- Leadership will continue to thoroughly vet all Honda volunteer events organized or hosted by CSR or HR. Associates will need to sign up with the local CSR or HR group and a waiver will be required prior to the volunteer event. All Honda health and safety guidelines will need to be followed, including masks and social distancing.
- Paid volunteer time off remains closed across North America for those companies that participate. More information will be available by location.

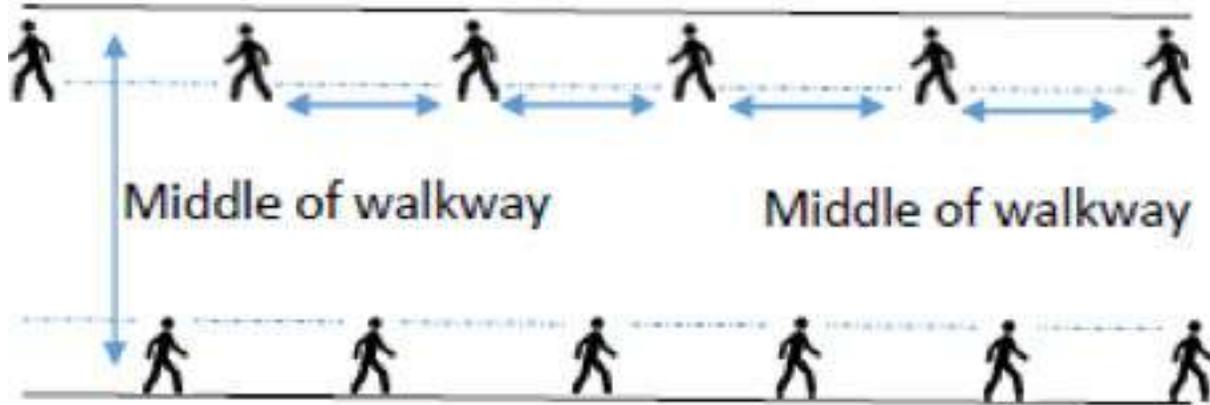
If you have a question on volunteering, please reach out to your local CSR team or HR representative.



## Walkways, Halls, Stairs, Elevators

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- Associates should not loiter in these areas and should only travel through when necessary.
- Floor signage is applied in high traffic areas to promote social distancing.
- Associates should keep to the right to maximize available space.
- Due to occupancy restrictions required for social distancing in elevators, users may experience a delay.



## Water Fountains

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- Water fountains will remain open.
- The cleaning and disinfecting of water fountains has increased.

## Wellness Centers

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- Honda Wellness Centers that have opened continue to take proper safety precautions.
- More information on hours of operation is available by location.



## Waste Disposal and Recycling

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- Personal protective equipment (PPE) and cleaning supplies related to COVID-19 concerns must be disposed of in the proper containers.
  - \* PPE such as gloves, masks and mask storage bags are not recyclable and should always be placed into a trash/waste-to-energy container.
  - \* Cleaning supplies, such as disposable wipes and paper towels, are not recyclable and should always be placed in a trash/waste-to-energy container.



Each company should comply with the North American guidance. To the extent, state or local law conflicts with this guidance, the companies will comply with all applicable legal requirements. This guide does not confer any contractual right, expressed or implied, onto any associate, contingent associate, contractor, vendor, supplier or visitor. The guide also does not alter, modify, or change the at-will relationship between Honda and its associates.

## Revisions

Version	Date
Version 1	May 12, 2020
Version 2	May 22, 2020
Version 3	Oct. 5, 2020

Thank you for viewing Honda's COVID-19 Safety & Health Guidelines. Honda will continue to monitor updates from the Centers for Disease Control and Prevention (CDC) and other health agencies to adjust guidelines and preventative measures as the situation develops. Your participation in these measures to help keep all of us safe is greatly appreciated. We are all in this together!



**Honda  
Standing  
Strong**

