



HONDA

COVID-19 Safety & Health Guidelines

| Honda Standing Strong |



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

Since early 2020, 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 current 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.

In June 2021, Honda updated its original guidelines to be able to adapt to changing conditions. Here is a simple way to understand the COVID-19 Guideline Levels:

Primary strategies		Fundamental practices that can be universally applied. These are good practices that generally do not change; like vaccination, handwashing, cleaning and disinfection, staying home when you are sick and social distancing.
Guidelines based on trigger points	Level 2	The most protective guideline level. Honda has operated at this level during most of the pandemic.
	Level 1	Relaxes some practices so that our actions are appropriate for the current business condition.
	Level 0	Safety practices that are like our pre-pandemic actions but also incorporate lessons learned and better practices

When sites meet and maintain certain criteria, individual sites will be allowed to move from Level 2 to Level 1. Likewise, when conditions worsen and pre-determined criteria are exceeded, then sites will move from Level 1 to Level 2.

Letter from Our Risk Management Officers

Dear Honda Associates,

Health and safety remain our top priorities because you are our top priority!

Honda created three levels of safety protocols and has applied them throughout the pandemic depending on the prevalence of COVID-19 cases in our operations and our communities. We use a data-driven approach to determine if a site needs to change levels to ensure the health and safety of our team.

Our protocols are updated periodically as we learn more about the disease and effective measures to prevent its spread. In addition, we will continue to work closely with federal, state and local officials as we work to overcome the COVID-19 pandemic.

It remains important that all associates follow the protocols applicable at each site to maintain a safe work environment and prevent the spread of COVID-19 at work. Honda also continues to strongly encourage associates to participate in COVID-19 vaccinations.

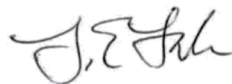
While change is all around us, what hasn't changed is our pride and our commitment to our associates and customers. We believe in the challenging spirit of Team Honda and we know that it will drive us forward to overcome this current challenge.

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

In health and safety,



Rick Schostek
EVP, NA Risk Management Officer



Tom Lake
SVP, HDMA Risk Management Officer



Jenny Gilger
VP, AHM Risk Management Officer

Best Practices and Recommendations

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms most often appear 2-5 days after exposure to the virus, but may appear up to 14 days after exposure. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Congestion or runny nose

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Guidelines to Protect Yourself Against COVID-19

Important Ways to Slow the Spread

- Get up-to-date on a COVID-19 vaccine as soon as you can by obtaining the primary doses of a vaccine and any booster shots per the CDC guidelines.
- Wear a mask that covers your nose and mouth to help protect yourself and others.
- Stay 6 feet apart from others who don't live with you.
- Avoid crowds and poorly ventilated indoor spaces.
- Wash your hands often with soap and water. Use hand sanitizer if soap and water aren't available.

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

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Masks

Use masks to control respiratory droplets that can spread disease from one person to another.

Mask must be at least 2 layers of fabric that fully cover the nose and mouth and secures under the chin. Single layered masks, masks with exhalation valves or vents and bandana-style masks are not permitted.

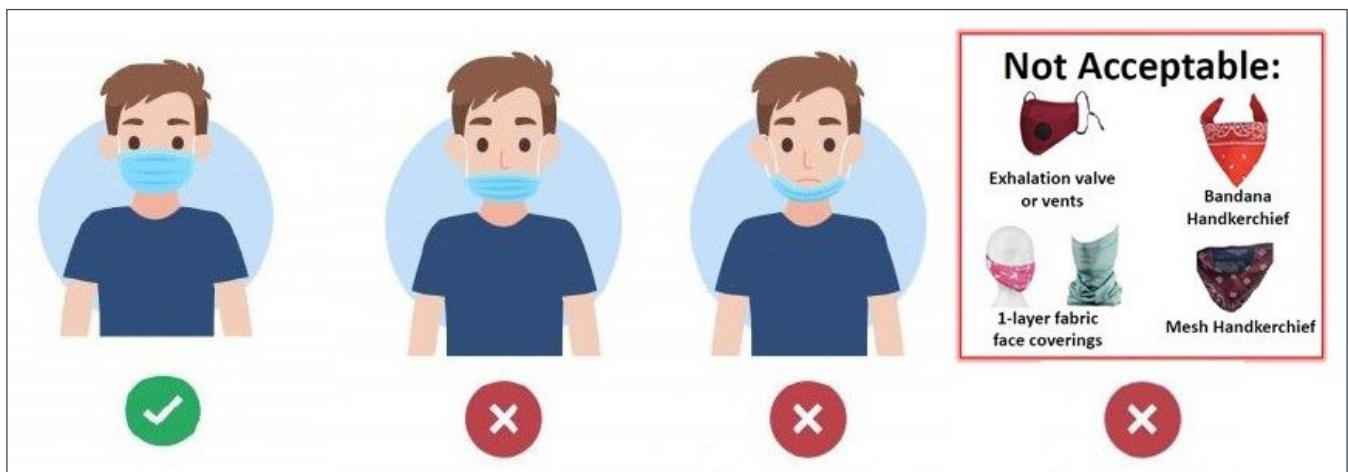
Honda will ensure a supply of daily use or bring their own masks, including homemade face masks or disposable N-95 or KN95 air filtering respirators. Honda will provide disposable, air-filtering N95 upon request after associates complete a brief instructional review.

Associates are expected to store masks in a sanitary manner between uses and dispose of them properly 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.

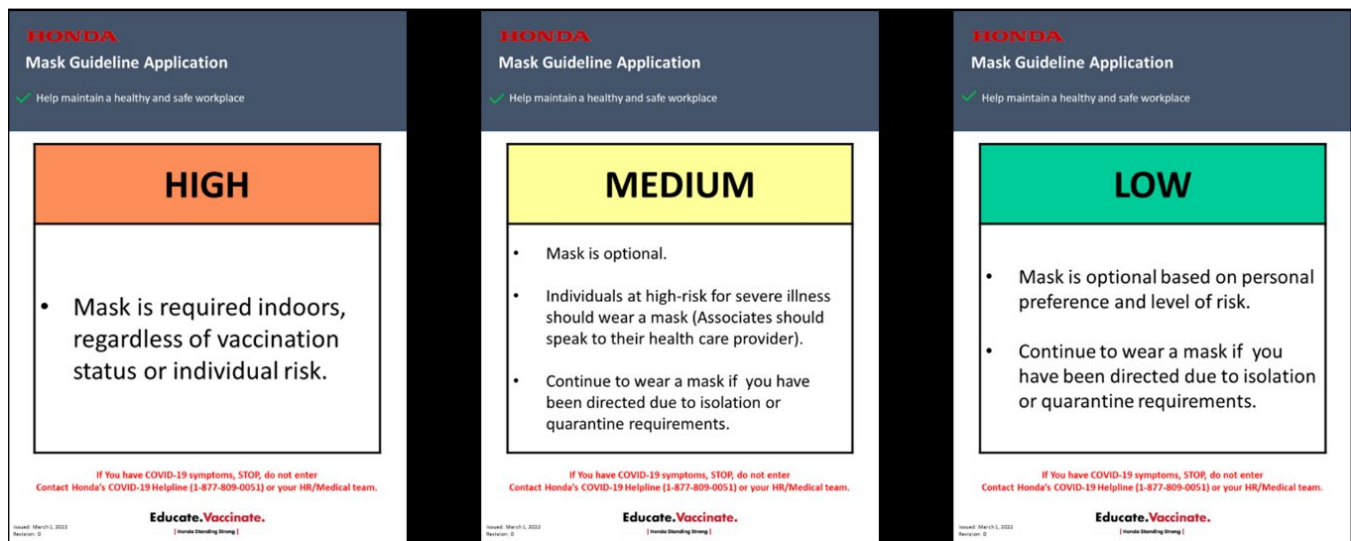
Face shields will be provided to be worn in place of masks based on documented job/department requirements or medical accommodations. Homemade face shields/barriers are not permitted. Optional use of a face shield/barrier is permitted in addition to a mask upon associate request.

When wearing your mask, continue to maintain social distancing, and avoid touching your face or mask.



Masks, continued

Mask requirements will be reviewed for each facility on a weekly basis and can vary from site to site depending on county and facility assessments. This means facilities near other sites may be subject to different mask requirements. Associates should pay attention to signage posted at facility entry points to determine if a mask is required.



Masks are required in accordance with Honda's isolation and quarantine protocols. For more details refer to section entitled *Types of COVID-19 Related Cases and Return to Work Procedures*.

Associates always have the option to wear a mask, even if not required at their location. At facilities where masks are required, associates do not have to wear masks when actively eating, drinking, alone in a closed room, or outside and able to socially distance.

Barriers

- When associates work in close proximity with each other and in cases where persons interact with others in brief customer-service type interactions, barriers can be used as a method of improving source control.



Fans

- Personal fans may be used if the airflow is not directed at other associates or across multiple associates.

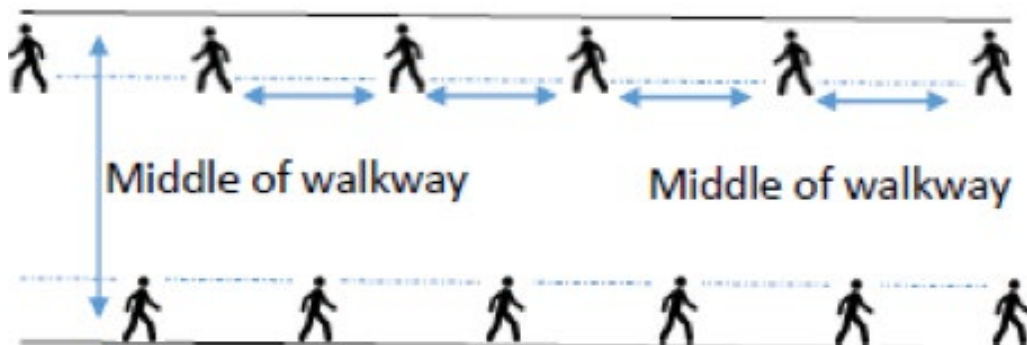


Risk Reduction Through Social Distancing

- Social distancing means keeping adequate 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.

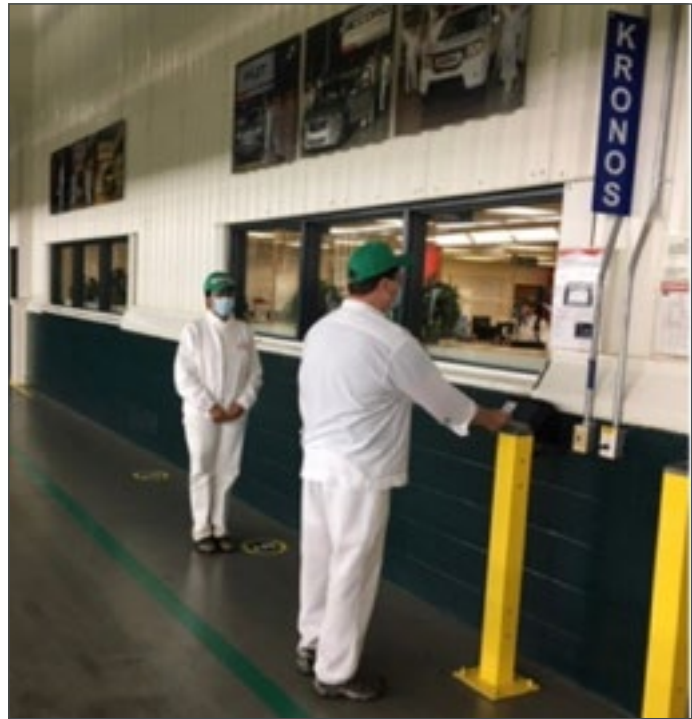
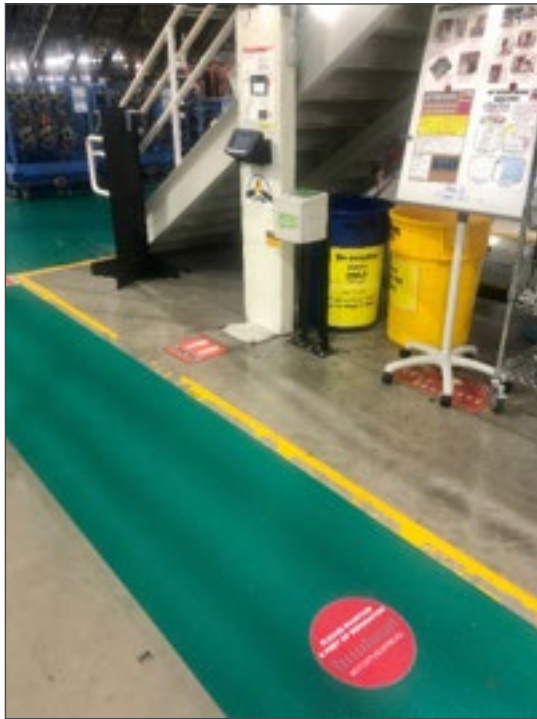
Walkways, Halls, Stairs, Elevators

- 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.
- Do not loiter in travel areas.



Time Clocks

- 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.



Locker Rooms / Uniforms

- 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.
- Locker room capacity will be posted on all doors.
- No eating is permitted in locker rooms.



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.
- Maintain a 6-foot distance while eating.
- Seating capacity will be posted in areas (e.g., auditoriums) where applicable.
- Associates are encouraged to eat inside their vehicle, or at their desks, but must return to workstations on time following breaks and lunches. Please dispose of food wastes that can spoil and/or attract pests in appropriate locations.
- Wash your hands before handling food.
- Sanitize the area, with provided supplies, before and after eating.

Level 2	Level 1
<ul style="list-style-type: none">• Limited-service menus are available<ul style="list-style-type: none">• Individually packaged breakfast / lunch only• Promote portable fare (Grab-n-Go)• Individually packaged hot item (sandwiches, pizza)• Pre-packaged utensils• Bottled drinks• Individually packaged condiments	<ul style="list-style-type: none">• Full-service menus available for a la Carte ordering, including deli• Self-serve bars continue to be closed• Pre-packaged utensils continue to be used• Self-service drink stations will be stocked with disposable cups

*Menus and options may vary by location. Food service is also dependent on other factors such as the number of associates working on-site and staffing issues.

Office Areas / Remote Work

- When associates are in the office, workspaces will be socially distanced.
- Supervisors may use flexible work schedules to reduce occupancy as needed.
- Associates are encouraged to eat at their desks, in their vehicles, or outside in order to reduce cafeteria congestion and maximize social distance.

Level 2	Level 1
<ul style="list-style-type: none">• Each supervisor will determine the associate's need to be onsite and ability to work remotely based on job requirements	<ul style="list-style-type: none">• Supervisors can allow associates to return to designated workstyles (as designated by the Regional Remote Work Policy) unless otherwise determined based on local business conditions

Meetings

- Use teleconference, Microsoft Teams or Skype when possible instead of in-person meetings.
- In-person meeting attendance should be limited to posted room capacities.
- Seating locations are visually indicated.
- Attendees should sanitize commonly touched surfaces before and after use, with provided supplies.



Restrooms

- Associates should not loiter in restrooms.
- 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



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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Smoke Areas

- Outside smoke areas remain open.
- Additional spaces may be marked with signs to designate temporary smoking areas.
- 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

- Where applicable, facilities are staggering shifts, breaks, and lunches to help alleviate lines and density in common areas.

Tornado / Emergency Drills

- 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. Continue to wear your mask and manage social distancing in the context of the abnormal event.

Level 2	Level 1
<ul style="list-style-type: none">• Honda will temporarily suspend the execution of "full practice" drills• Honda will use virtual "take shelter" drills	<ul style="list-style-type: none">• Outdoor evacuation drills will resume• Virtual take shelter drills will occur when the mask guideline application is High• Take shelter drills will resume when the mask guideline application is Medium or Low

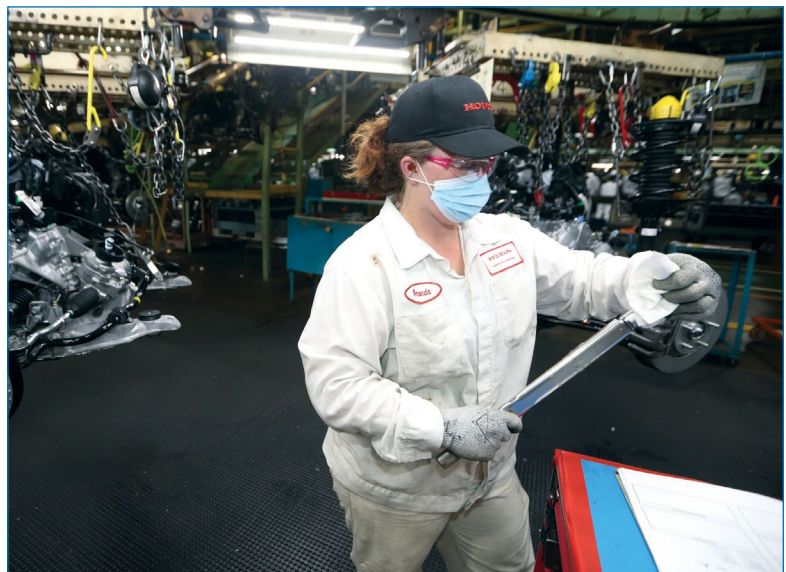


Truck Drivers, Shipping and Receiving Trucks

- Truck drivers are an essential link to Honda's supply chain and our ability to maintain production.
 - Instructions for truck drivers are posted.
 - 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.
- Use driver-only restrooms/rest areas with appropriate sanitation and handwashing resources

Cleaning and Disinfection

- Throughout all Honda locations, there will be an increased emphasis on routine cleaning and appropriate disinfecting activities.
- Cleaning supplies will be available for associates and janitorial scheduled use. Associates must clean tools with soap and water/approved cleaner once per day.
- Associates are encouraged to frequently wash their hands, included before and after eating, drinking, smoking, and using the restroom. In addition to restrooms with soap and warm water, hand sanitizer is widely available throughout each site.
- There are increased cleaning, disinfecting and sanitizing activities throughout all Honda locations.
- When there are no known confirmed or suspected COVID-19 cases in an area, cleaning workspaces and other common areas daily is usually sufficient to remove virus that may be on surfaces and help maintain a healthy facility.
- When a potentially infectious person has been in a work area, use of an EPA approved disinfectant is appropriate. The scope a delivery method will be determined case-by-case. Associates must clean tools with soap and water/approved cleaner once per day.
- To help with hygiene, hand sanitizer will be available. However, hand sanitizer should not be used as a replacement for frequent hand washing.



Entry Doors & Turnstiles

- Continue use of turnstiles for entry.
- Frequent touch points will be cleaned on a pre-determined minimum schedule.
- Associates should wash or sanitize your hands after touching door handles or knobs.

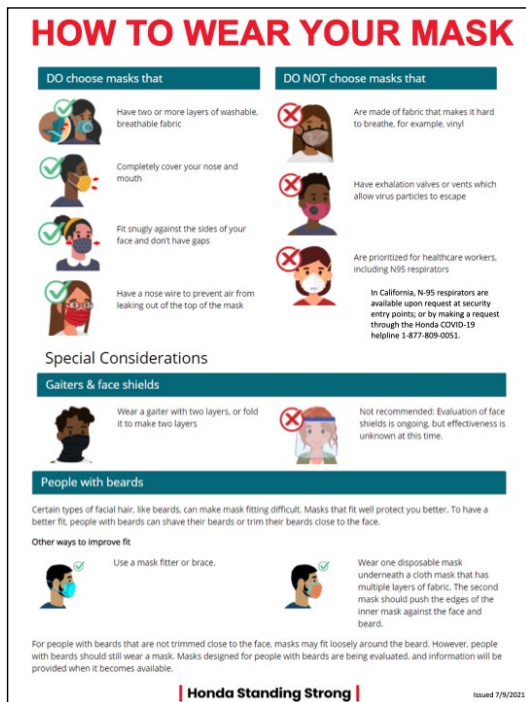
Water Fountains

- Water fountains will remain open and will be cleaned on a pre-determined minimum schedule.

Signage

- Signage is consistent across facilities to promote social distancing and educate the team.
- 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:



Pool/Shared Vehicles and Powered Industrial Vehicles (PIVs)

- All Honda pool vehicles must be cleaned and/or disinfected after each use.
- When dropping off cars at a service center, associates must wipe down high-touch areas.
- Use fresh air -- do not use recirculated air while driving shared vehicles.
- Follow additional location-specific vehicle information as provided.
- Follow the mask guidance level applicable at the point of origin.

Level 2	Level 1
<ul style="list-style-type: none"> • Only 1 person allowed per vehicle unless for a short duration (results in less than 15 minutes exposure over a 24-hour period) • PIV: When the design, purpose and duration of PIV use justifies more than one person per vehicle, then <ul style="list-style-type: none"> • Follow manufacturer instructions for vehicle operation and driver and rider seating/standing • Minimize travel time • Sit or stand at furthest distance possible or back-to-back • Remain in motion for duration of travel (while observing traffic regulations) 	<ul style="list-style-type: none"> • More than 1 person is allowed per a vehicle or PIV. • Occupants can discuss and determine if additional controls are necessary based on personal risk factors <ul style="list-style-type: none"> • Example: one occupant can ask another to wear a mask or social distance due to personal risk factors

Public Tours / Spaces

- All guests must comply the mask requirements and COVID-19 guidance while visiting Honda.

Level 2	Level 1
<ul style="list-style-type: none">• Tour programs are suspended, including to public spaces like museums	<ul style="list-style-type: none">• Tour programs may resume, including to public spaces like museums

Domestic Travel

Throughout this pandemic, Honda has paid close attention to domestic and international travel restrictions. Consider virtual meetings rather than in-person when possible.

Level 2	Level 1
<ul style="list-style-type: none"> • Domestic travel <ul style="list-style-type: none"> • Essential domestic travel is allowed but reduced and severely scrutinized • Non-essential domestic travel is prohibited • Travel to and from other companies (e.g., suppliers, OEMs) <ul style="list-style-type: none"> • Maintain social distance in all appropriate locations • Follow posted mask guidance when visiting any facility • Greet without handshakes • Disinfect tools, equipment, and any area used with available supplies • Monitor for symptoms 	<ul style="list-style-type: none"> • Domestic travel <ul style="list-style-type: none"> • Essential domestic travel is allowed and can be booked directly into the HOT system • Non-essential domestic travel may be allowed. Associates should discuss with their manager before submitting a pre-trip request in HEAT • Travel to and from other companies (e.g., suppliers, OEMs) <ul style="list-style-type: none"> • Follow the host site's mask guideline. If no, mask guidance is provided, follow the appropriate CDC Community Level • Cancel a visit when the host site's prevention strategies are judged to be unacceptable

International Travel

International travel is prohibited to/from countries with Level 4 travel advisories issued by the CDC. Approval to travel to countries with Level 3 advisories must be approved by Honda's N.A. Chief Officer and/or delegates.

Up to date* fully vaccinated travelers do not need to quarantine after international travel.

If you are NOT Vaccinated and Up to Date with your COVID-19 Vaccines:

- Self-quarantine for a full 5 days after travel
- Follow additional recommendations below for ALL travelers.

All travelers:

- Get tested with a viral test 3-5 days after travel.
- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

*Up to Date means a person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.



Visitors

- All visitors must follow posted mask guidance. Visitors are expected to provide their own PPE if they are visiting a Honda facility.
- All visitors are required to follow the posted Honda COVID-19 visitor policy. Social distancing guidelines should be maintained.
- An escort is required for visitors.
- Unplanned visitors will not be admitted.
- Sign-in areas will be disinfected continually throughout the day; enhanced cleaning measures are in place and cleaning wipes are available.

Level 2	Level 1
<ul style="list-style-type: none">• Only one visitor per need is permitted unless additional visitors are justified as essential	<ul style="list-style-type: none">• More than one visitor is permitted



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 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.
- Leadership will continue to thoroughly vet all Honda organized volunteer events. Activity will be evaluated on a case-by-case basis. If an activity is approved, associates would need to sign up with their local CSR group and a waiver would be required prior to the volunteer event. All Honda COVID-19 guidelines must be followed, including social distancing.
- Paid volunteer time off remains closed across North America. More information will be available at a later date.

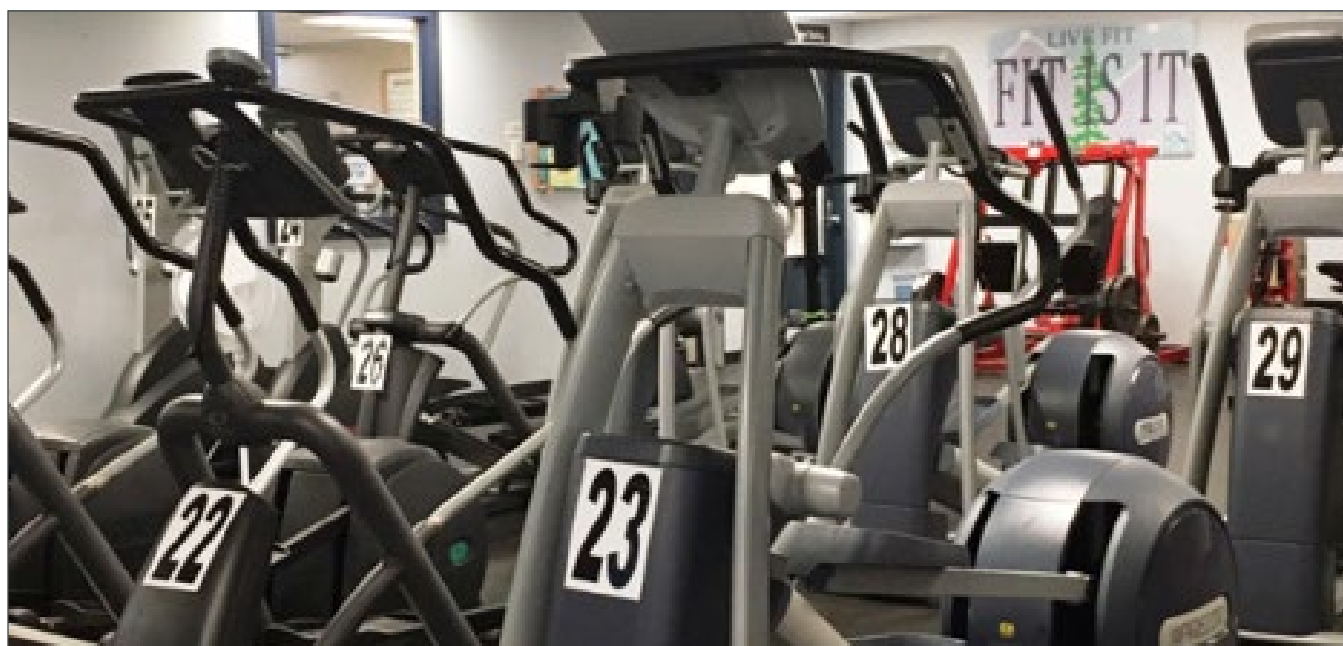
If you have a question on volunteering, please reach out to your local CSR team, or by emailing CommunitySupport@ahm.honda.com.



Wellness Centers

- Honda Wellness Centers continue to take proper safety precautions.
- Information on hours of operation is available by location.

Level 2	Level 1
<ul style="list-style-type: none"> • Open to associates and contingent associates only – No family members or guests allowed • Group fitness classes, personal training and recreation leagues are not available • Pools, hot tubs, saunas, and gymnasiums are closed 	<ul style="list-style-type: none"> • May be conditionally open to guests. Check with your wellness center • Group fitness and personal training may resume if COVID-19 guidelines can be applied (e.g., social distancing) • Recreational leagues can conditionally resume. Check with your wellness center • Pools, hot tubs and gymnasiums are reopened • Saunas remain closed



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

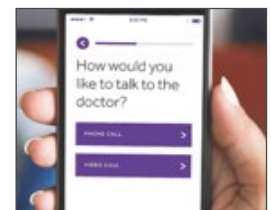


Teladoc

- 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 or MySedgwick.com/Honda (Ohio companies, AAP, IAP, TMP-G, TMP-O)
- 1.866.409.2576 or MySedgwick.com/AHM (AHM and subsidiaries)



COVID-19 Onsite Symptomatic Testing

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.

At most U.S. locations, Honda provides onsite COVID-19 testing for symptomatic associates and associates who may have been exposed to persons known or suspected to have COVID-19. Most commonly, a self-administered, nasal swab rapid testing process will be used to provide results in 30 minutes or less (Rapid Test). In addition, a self-administered saliva PCR test is used for selected circumstances. Both testing protocols are completed in designated areas, such as company parking lots, which enables individuals being tested to remain in their vehicles and test site administrator (TSA) to maintain a safe distance. Procedures may differ slightly based on site location.

To be eligible for testing, associates must notify the Honda COVID-19 Helpline at 1-877-809-0051. Associates at South Carolina Manufacturing should call their health center at 1-843-346-8199. Associates at Honda Aero and Honda Aircraft Company should contact their local HR. The following is the general process for symptomatic testing:

- 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.
- For saliva testing only, 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.

COVID-19 Onsite Symptomatic Testing, continued

- You will register the kit online using your smartphone and the instructions provided.
- You will follow the test instructions and provide the sample inside your own car with windows up.
- Rapid tests will have results within 30 minutes. The TSA will provide you with an instruction sheet containing your test steps. Please be prepared to go to work if the sample is negative.
- Saliva test results need to be emailed to you and are generally available within 36 hours. The TSA will provide you with an instruction sheet containing your test steps. Please do not report to work while you are waiting for results.

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.

Types of COVID-19 Related Cases and Return to Work Procedures

Types of COVID-19 Related Cases

Associates who believe they meet any of the below levels of COVID-19 should contact the Honda COVID-19 Helpline at 1-877-809-0051. Associates at South Carolina Manufacturing should call their health center at 1-843-346-8199. Associates at Honda Aero and Honda Aircraft Company should contact their local HR. Also, the associate should seek medical care.

Symptoms Only Case. An associate who has symptoms of COVID-19 but has had no credible exposure to COVID-19.

Credible Exposure Only Case. An associate who has had a credible exposure as a close contact to a COVID-19 case but has no symptoms.

- **Cleaning Process:** For Symptoms Only Cases 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

Suspected Case. An associate who has symptoms of COVID-19 and has had credible exposure to a COVID-19 case.

- **Cleaning Process:** Honda will conduct its routine cleaning, plus a targeted cleaning with disinfectant product and extensive surface cleaning. Depending on the circumstances of the workplace exposure, Honda may also engage in a deep cleaning. Cleaning will occur in locations where the associate worked within 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.

Types of COVID-19 Related Cases and Return to Work Procedures, continued

Confirmed Case. An associate who 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 24 hours prior to when the case was confirmed.

Vaccine Side Effects Case. An associate who has side effects consistent with the COVID-19 vaccines that occur within 12-24 hours from vaccination and typically last 48 hours or less. Associates should contact the Honda COVID-19 Helpline, HR or Medical as identified above in this section to confirm side effects and next steps.

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

Close contact is when a person worked within 6 feet of a positive associate for cumulative exposure of at least 15 minutes over a 24-hour continuous period or had a direct exposure (e.g., cough/sneezed on) or other unique circumstances. 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 or, if asymptomatic, the positive associate tested positive.

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.

Types of COVID-19 Related Cases and Return to Work Procedures, continued

Return to Work

Isolation. Associates who fit one of these two categories, Suspected Case (exposure to COVID-19 with symptoms) or Confirmed Case (tested positive with or without symptoms) may return to work after 5 days from when symptoms first appeared, or if not symptomatic, then 5 days from when they tested positive. The associate must also meet one of the following criteria.

- No symptoms;
- Medically released; or
- Recovered - at least 24 hours since fever (100.4°F or greater) without the use of fever reducing medication, and improved symptoms.

Associates returning to work after 5 days of isolation must continue to wear a mask in the workplace until 10 days have passed since the onset of symptoms, or for those without symptoms from the test date leading to a positive result.

Quarantine. All associates exposed to COVID-19 must wear a mask for 10 days following their last date of exposure to the positive case. For associates who have been exposed to COVID-19 but are not symptomatic, the following applies.

- **Recently fully vaccinated (0 days of quarantine):**
 - Associate is fully vaccinated and has received a booster
 - Associate received final primary dose of Pfizer vaccines less than 5 months ago
 - Associate received final primary dose of Moderna vaccines less than 6 months ago
 - Associate received dose of Johnson & Johnson vaccine less than 2 months ago
 - **Reminder:** Fully vaccinated means more than two weeks passed since receiving the final primary dose.

Types of COVID-19 Related Cases and Return to Work Procedures, continued

Return to Work, Continued:

- **Fully vaccinated but time has passed (5 days of quarantine)**
 - Associate is fully vaccinated but has not received a booster and more than 5 months have passed since they received the Pfizer vaccine
 - Associate is fully vaccinated but has not received a booster and more than 6 months have passed since they received the Moderna vaccine
 - Associate is fully vaccinated but has not received a booster and more than 2 months have passed since they received the Johnson & Johnson vaccine.
- **Unvaccinated, not fully vaccinated or status information not provided (5 days of quarantine).**

All associates need to work with Honda COVID-19 Case Management and/or local HR or Medical to receive permission to return to work.

COVID-19-Related Illness in the Workplace

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 with potential COVID-19 symptoms (see page 4) should not come to work. Associates are responsible for following normal call off, absence or leave procedures.

In the event an associate becomes sick, the associate should immediately call the Honda COVID-19 Helpline at 1-877-809-0051 to report symptoms and recent exposure risks. Associates at South Carolina Manufacturing should call their health center at 1-843-346-8199. Associates at Honda Aero and Honda Aircraft Company should contact their local HR. Associates should be prepared to provide information about their work assignment, when symptoms developed, last day on-site, vaccine status, any persons the associate may have been in contact with, and if they have recently been tested.

Associates will be advised of testing (associate may be eligible for on-site testing) and/or must follow the quarantine protocol directed by the Helpline, HR or Medical. Associates with a confirmed case who are unable to work remotely should contact Sedgwick to request a leave of absence. HDMA associates, please call 1-888-538-2732. All other Honda companies, please call 1-866-409-2576.

If an associate gets sick at work, they must immediately take precautions to keep others from being infected. Associates are responsible for following normal call off, absence or leave procedures.

Due to federal regulations, associates who are potentially COVID-19 symptomatic cannot be treated in on-site clinics. Call Honda COVID-19 Helpline and/or HR or Medical as described above to determine next steps.

COVID-19 Leave Time

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 5 calendar 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;
- HR will determine eligibility and duration of this leave.

COVID-19 Leave Time, continued

If you need to be off work due to a COVID-19 situation, Honda will cover your time away from work. Depending upon your specific situation, you may qualify for income replacement. Please see the chart below for a high level overview.

Associate Options Due to COVID-19 Illness or Exposure		
	Unpaid Leave/Time Off Options	Income Replacement Options
Onsite Exposure	Preventative Paid Personal Leave (PPPL)	Paid Regular base wages
Associate Illness	Family Medical Leave of Absence (FMLA), Honda Medical Leave	Short-term disability (STD)
Household Member Illness	FMLA or Unpaid Personal Leave (UPPL)	Short-term disability (STD)
Care of Non-Household Family Member	FMLA or UPPL	PTO/Vacation Cash Out
Community	UPPL	PTO/Vacation Cash Out
Childcare	UPPL	PTO/Vacation Cash Out

Other Leave Time

The above chart is not intended to be a comprehensive chart for all applicable leave time. Additional leave time may be available for a variety of reasons related to COVID-19, including but not limited to mandated COVID-19 state paid sick leave for your location. Associates should contact Human Resources or Absence Management to discuss what additional leave benefits may be available.

Each Honda location should comply with the North American guidance. To the extent, state or local law conflicts with or is more protective 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
Version 4	Mar. 22, 2021
Version 5	July 6, 2021
Version 6	August 27, 2021
Version 7	January 11, 2022
Version 8	January 14, 2022
Version 9	March 8, 2022
Version 10	March 21, 2022

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!



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