

Virgin Galactic Health & Wellness Information

If a contractor begins to feel ill at any point while at work, they should notify their VG Host and agency so the Safety Team can address it immediately. Additionally, they should contact: Nancy Weinstein 661-221-2638

Pre-Shift/Arrival Self-Wellness Check Protocol

- **Prior to coming to work** teammates should take their temperature and ask themselves the five questions listed to the right.
- If contractors do not have access to a thermometer, they should contact their host or agency employer before coming in.
- **If all five questions are answered in the negative,** then they should proceed to work as scheduled.
- **If any question is answered in the affirmative,** teammates should notify their host and their employer/agency immediately.

1. When you took your temperature today, was it at or above 99.5 degrees?



2. Are you experiencing symptoms such as Fever, Coughing, Difficulty Breathing, Sore Throat, Fatigue, Headache?



3. Has anyone in your household been sick with these symptoms?



4. Have you come into contact with anyone who had these symptoms?



5. Have you travelled (by car, plane, train, etc.) out of the area recently?



* For Contractors, Suppliers and Consultants, please contact your VG Host or your agency/employer.

*



Pre-Shift/Arrival Onsite Wellness Check Entrance Protocol

The following **do not** replace the wellness checks done at home:

- At Health Check Stations teammates will check their temperature with a non-contact forehead scanning thermometer.
- Teammates with temperatures of ≤ 99.4 will proceed to their work area. If the temperature result is ≥ 99.5 a second scan will be completed.
 - If the second temperature reading is still high, then teammates will be asked to sit for 15 minutes prior to a third scan.
 - Following the third scan if the temperature remains high then the teammate will be asked to return to their car, contact their employer and VG host, then proceed home.



Virgin Galactic Suppliers & Service Agreements Briefing Information

Suppliers/Service Agreements work directly for their agencies.
During your contract, you work for your agency employer, who is contracted by VG.

Payroll & Payment Processing:

Timecards are to be submitted to your employer directly for payroll processing.

Ask your employer regarding all of the following:

-Length of project or assignment -Timecard and agency issues -Wage increases and input on performance -Attending VG functions
-Employment or non-technical type questions -Start Date, Start Time, and Start Location -Time off Notifications, Schedule & Pay Periods

Check in with your Employer/Agency and VG Host before any of the following:

Business travel on behalf of VG, changing work locations, removing assets offsite if they are not assigned to you already, and overtime Hours requires a direct employee to be present at all times.

Don't Do This:

- Do not use cameras (including smartphone cameras) beyond the lobby area. Personal cameras are not permitted to be used in work zones.
- Do not share proprietary VG information unless it has already been released through our chosen media outlets
- Do not update social media sites with Virgin Galactic as your employer, as you do not work for VG.

Badges:

Badges must be always worn while in any VG facility. Badges must be scanned at each entry point, regardless of other teammates scanning their badges or opening doors. Tailgating or Piggybacking is not permitted if a badge is not working. Please contact Security for assistance.

Masks:

Masks are not required on site, except in some roles where a mask may be needed (i.e. sanding, etc.)

-The KN95 respirator requires a clean-shaven seal and are the only approved face covering at all VG locations. KN95's are provided onsite. At anytime, a person may choose to wear a KN95 for additional protection.

Shoe Wear:

Closed Toe Shoes are required on Day One. Safety shoes are required for onsite work that requires access to the shop floor. Shoes must comply with ASTM-F2413.

Parking:

Do not park in any designated parking spots.

This includes: Expectant mother parking (unless applicable), Carpool parking, GSE Parking, Fleet parking, Visitor parking
and Electric Vehicle Parking (unless you've signed a waiver)

Contract End:

The end of a project or contract is typically conducted by the supplier/agency. VG Staff are not permitted to discuss the business reasons for the change. Abide by the rules of your employer; do not consult with any VG hosts or staff.

Trade Compliance Regulations:

All data, drawings, spreadsheets, slideshows, photos, etc. provided or received from any Virgin Galactic projects must not be downloaded, distributed, or shared outside of the organization. This is confidential information and is not authorized to be shared at any time. This includes but is not limited to personal email accounts, electronic devices, drives, etc.

Points of Contact:

For suppliers: Please reach out to procurement at tsc.procurement@thespaceshipcompany.com

For IT Assistance: Email to: it.ticket@virgingalactic.com 855-848-7248

Security Team: Security@virgingalactic.com 24/7 Duty Phone 575-800-4457

Health & Safety- Nancy Weinstein Nancy.Weinstein@virgingalactic.com 661-221-2638

Acknowledgement:

I have received a copy of the expectations regarding Virgin Galactic Suppliers & Service Agreements Briefing Information, and I understand and agree to follow the above forementioned processes and procedures while under contract working in conjunction with Virgin Galactic.

Name _____

Signature _____

Date _____