

# VMware Health and Well-Being Guidelines

May 2021

Ensuring the safety and well-being of employees and contractors is our top priority. As we begin gradually reopening offices around the world, we ask every employee and contractor to read and acknowledge a set of “Health and Well-being Guidelines.” These guidelines are designed to minimize the risk of COVID-19 infection and exposure and help keep everyone safe and healthy.

Employees and contractors will need to read and submit acknowledgement of the guidelines prior to entering a VMware office and their VMware badge will not be activated until we receive acknowledgement. Employees and contractors will not need to re-submit acknowledgement every time they enter an office.

Visitors will also be asked to acknowledge a similar set of guidelines prior to entering our offices.

## VMware Health and Well-Being Guidelines

1. If you exhibit symptoms and/or test positive for COVID-19, do not come into the office. You should seek immediate medical advice, follow the local guidelines for self-isolation and contact HR Source. If you are a contractor, please promptly contact your agency or employer for guidance.
2. If you have been in close contact with someone confirmed or presumed to have COVID-19, do not come into the office for a period of 14 days after contact. “Close contact” is being within 2 meters / 6 feet of an infected person for at least 15 minutes within a 24-hour period starting from 3 days before illness onset (or, for asymptomatic cases 3 days prior to positive specimen collection) until the time the individual is isolated. “Close contact” also includes direct physical contact with a probably or confirmed case, direct care for an individual with probably or confirmed COVID-19 disease without using proper personal protective equipment, and other situation as indicated by local risk assessments.
3. If you test positive for COVID-19 and have been in a VMware office or with a VMware customer or partner within three days of exhibiting symptoms or testing positive, you will be asked to participate in contact tracing efforts. We will of course respect individual confidentiality and privacy concerns.
4. Within VMware offices or campuses, masks or face coverings continue to be required in all public or common areas such as open work areas, restrooms, hallways, breakrooms and elevators. For some of our offices, local government restrictions relating to masks may be different. In areas where local guidelines on masks and social distancing are different, the local CMT will communicate the requirements in a given office.
5. Complete any relevant COVID H&S awareness training as required and comply with instructions concerning access to VMware sites/buildings and specific COVID 19 prevention measures i.e. Occupancy limits, appropriate social distancing protocols, safety signage, practice personal hygiene such as frequent handwashing upon arrival, departure and throughout the day and utilize hand sanitizer as needed.
6. Employees and contractors will be expected to follow any additional local government, health authority or facility (if not a VMware building) guidelines, including temperature checks and health screen questionnaires, if required.
7. Customers are allowed in some offices that have reopened but other visitors are not allowed in offices at this time.