

Business Travel Policy Supplement (January 2022 revision)

Due to the increase of COVID in the community and the stress on local healthcare systems, and the Company's utmost priority to keep the workplace safe for employees and ensure the continuity of our business operations, the Company is implementing the below Business Travel guideline supplement (to supplement the guideline issued February 2021, except where this guideline differs).

All employees who attend for business purposes any tradeshows, conferences or large meetings/gatherings (generally over 10 attendees) ("Business Travel"), will be required to quarantine or produce a negative COVID test before returning to the work facilities.

- Business Travel must be pre-authorized by your supervisor (as is currently the case), and is permitted only when necessary, is justified for business purposes, and is mutually agreed by the employee.
- This supplemental guideline applies regardless of vaccination status, since breakthrough infections from the Omicron variant in people who are fully vaccinated are likely to occur.¹
- Employees should produce a negative COVID test BEFORE departing for Business Travel for large tradeshows/conferences (for example, Shot Show and similar).
- Employees returning from Business Travel must stay away from the facility for at least 5 calendar days. A 5-day quarantine is required, because any COVID infection may not be detected prior to 5 days following an exposure.²
- Between 5- and 10-days following Business Travel, employees must report a negative COVID test to HR before they can return to the facility (employees not returning to the facility within 10 days do NOT need to produce a negative test.).
 - Email your result to Nicole Wells (Zippo - NWells@zippo.com) or Diana McLaughlin (Case - dmclaughlin@wrcase.com).
 - Submit documentation if the test is through a healthcare provider, or self-report your result from rapid tests (please send the result as well as a picture).
 - Tests are available (currently at no charge) for pick-up from HR (contact Nicole Wells or Diana McLaughlin to arrange pick-up), or you may procure your own as long as it is under an FDA emergency use authorization.

¹ https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html?s_cid=11734:covid%20omicron%20variant:sem.ga:p:RG:GM:gen:PTN:FY22

² <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

- Employees who do not report a negative COVID test must stay away from the facility for a full 10 days³ following Business Travel (of course, different quarantine periods apply if you have symptoms or test positive – contact HR in these cases before returning to the facility).
- Employees who have had confirmed COVID-19 within the past 90 days do NOT need to test before returning to the facility after their 5-day quarantine.
- This supplemental guideline does NOT apply to employees who may visit a vendor / customer in a small setting with only a few people present – consult with HR if you are unsure.
- Please note this guideline is subject to modification at any time, including if and when the OSHA Emergency Temporary Standard becomes effective.

³ <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>