



COVID-19 Safety Compliance Policy

Overview

The purpose of this policy is to set forth mandatory actions employees of Mercury Systems, Inc. and its subsidiaries (Mercury) are required to take to support the health and safety of our employees, sites and communities:

- **Health and Risk Reporting Upon Mercury Site Entry**
- **Maintaining Social Distancing and Hygiene While on Mercury Sites**
- **Mandatory Masks Usage on Mercury Sites**
- **Mandatory Temperature Testing for Entry to Mercury Sites**
- **Mercury Facilitated COVID-19 Testing to Address Critical Risks**

The policy applies to anyone accessing a Mercury site, including employees, customers, vendors and all other visitors.

This policy is intended to comply with all applicable federal, state, local and other laws and will be interpreted in accordance with such intent. Mercury may modify this policy, in its sole discretion, at any time. This policy supersedes all verbal or written communications, including prior policies, protocols and other communications, on the topics described in the policy.

The health and safety of our employees and sites is critically important as we navigate the impacts of COVID-19 on our business and One Mercury team members. Employees should contact their HR Business Partner with any questions surrounding this policy. For the avoidance of doubt, Mercury “sites” include all premises, property and grounds beyond buildings.

Non-Compliance

Compliance with this policy is essential and will be strictly enforced. Violation of this policy by an employee may result in employment action, up to and including termination of employment.

However, in the event of an employee’s willful violation of this policy, the employee will be subject to immediate termination of employment.

This policy is not a substitute for other preventative measures, including:

- frequent hand washing,
- social distancing,
- avoiding touching eyes, nose and mouth, and
- staying home when sick.

Non-Exempt Employees

Employees will receive pay for time spent outside of the employee's regular working hours in complying with the health certification and testing portions of this policy. Employees who are not exempt from the overtime requirements of the federal Fair Labor Standards Act and similar state laws will be required to take special care to record all hours worked using Mercury's time-keeping system. Hours worked in excess of those scheduled per day and per workweek for non-exempt employees require advance approval by the employee's manager.

Reasonable Accommodations

Any employee needing to submit for an accommodation to this policy in accordance with the Americans with Disabilities Act (ADA) or any similar law should do so through their HR Business Partner. This policy is intended to keep all our employees and sites as safe as possible during COVID-19. That said, Mercury understands that each employee's circumstances are different and accommodations will be considered in accordance with the ADA and other relevant laws.

Effective Date

July 24, 2020

Approver

Emma Woodthorpe, SVP, CHRO

Daily Health Certification

Upon entering a Mercury site, employees will be required to certify on a daily basis whether they are experiencing any symptoms related to COVID-19, as identified by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) or other applicable guidance. The form of the certification may vary from Mercury site-to-site, including written, verbal or online attestation and may include other questions related to COVID-19 risk factors (e.g., whether the employee engaged in certain travel) as determined by Mercury in its sole discretion.

Employees have an obligation not to enter a Mercury site if they are experiencing symptoms of COVID-19 and should exercise extreme caution when they are not feeling well for any reason in the current environment. Employees should contact their manager or HR Business Partner, and remain off Mercury sites, if the employee:

- has COVID-19 symptoms,
- has been exposed to COVID-19, or
- has engaged in certain activities that would raise their risk of COVID-19 exposure, including but not limited to traveling on public transportation or an airplane or attending large gatherings of 10 or more people.

Employees should also keep in mind the separate notification requirements of managers to HR Business Partner under the COVID-19 [Travel Policy](#).

Online Certification

Where available, Mercury may require employees to use online tools to self-certify that they are symptom free upon entering a Mercury site and in other circumstances as determined by Mercury in its sole discretion. Such tools will track employee responses and provide employees with a virtual approval that should be presented upon entry to a Mercury site in accordance with local site policy.

If an online certification process is used at an employee's site, the employee will be provided with information on how to use the online tool and related considerations. Employees requiring assistance to complete online certifications should contact their manager or HR Business Partner.

Maintaining Social Distancing and Hygiene on Mercury Sites

Social Distancing

Employees should maintain social distancing from other employees on Mercury sites, keeping at least six feet apart, to provide an important layer of health and safety protection. While socially distancing, it is important to keep the following in mind:

- avoid in-person meetings unless absolutely necessary, including when people are in the same building, and leverage online conferencing and other tools as an alternative,
- unavoidable in-person meetings should be short and in a large meeting room where individuals can socially distance from each other,
- employees should not congregate in work rooms, break rooms, pantries, copier rooms or other areas where individuals socialize,
- employees are encouraged to bring their lunch and eat at their desk or away from others in breakrooms, and
- employees should avoid handshaking and all direct contact with others.

Hygiene

Employees are expected to regularly wash their hands, including when visibly soiled, before eating and after using the restroom. Hands should be washed with soap and warm water for at least 20 seconds. When a sink is not readily available, employees can use an alcohol-based hand sanitizer (that contains at least 60% alcohol) instead. Frequent use of hand sanitizer, even when hands are not soiled, is encouraged.

Other Social Distancing and Hygiene Requirements

Mercury may require employees to take additional precautions at a facility based on government requirements or additional Mercury policies, such as by requiring employees to wear gloves or face shields on-site or to clean workstations or tools. Mercury's site leadership will provide instructions on these additional precautions where applicable, which employees must follow. It is critically important that all employees read and abide by any new instructions to protect the health and safety of Mercury's employees and their families.

Mandatory Mask Usage on Mercury Sites

Mask Requirements

All employees and any other individuals accessing a Mercury site **must** wear a mask while at the site. Employees must wear masks, except as otherwise described in this policy, through the duration of their time working at a Mercury site. Masks must be worn by employees immediately upon entry to a Mercury site in accordance with this policy and site-specific processes.

Mercury will provide all employees with masks for use on-site. Personal cloth masks are also permitted, if the mask:

- fits snugly and comfortably against the face,
- is secured with ties, ear loops, or equivalent, and
- allows for breathing without restriction.

Information about obtaining a mask at a Mercury site will be available at all sites. Employees are also encouraged to wear masks or cloth face coverings while in public, in accordance with applicable governmental guidance.

Acceptable Types of Masks

Surgical masks, cloth face coverings (but not loose cloth face coverings such as bandanas and balaclavas) or other masks provided by Mercury at company sites.

Personal cloth masks are also permissible, but employees are encouraged to use Mercury-provided masks, which should not be worn off-site.

N95 masks and similar respirators may be made available by Mercury on a site-by-site basis. If you are using a respirator on a Mercury site, you are required to obtain information from local site leadership around safe usage. **Face shields**, in addition to masks, may be deployed and required by Mercury in its sole discretion.

Mask Usage Community Best Practices

Masks should not create additional hazards to employees, such as restricting breathing or creating entanglement hazards with ties or straps. Employees should adhere to the following guidelines for mask usage:

- **Clean Hands:** Employees should always clean their hands with soap and water or an alcohol-based hand sanitizer (that contains at least 60% alcohol) immediately prior to putting on or removing a mask.
- **Limit Mask Touching:** When putting on or removing a mask, use the ear loops, straps, or equivalent and do not touch the front/back of the mask.
- **Caring For Masks:** Employees should do their best to reasonably conserve and reuse masks so that Mercury can continue to protect our community.

- When properly cared for, **surgical masks and N95 or similar respirators** are generally expected to last up to **one week**. (Site-specific safety requirements, such as job hazard assessments, work instructions or safety data sheets, may require higher frequency of mask usage.)
- Reusable **cloth masks** should be **routinely washed** depending on the frequency of use. Standard washing practices, including use of a washing machine, is generally accepted to properly wash a cloth mask.
- **All masks** should be **disposed of** when the mask: 1) no longer covers the mouth and nose; 2) is visibly dirty or soiled and cannot be cleaned; 3) cannot stay on the face; or 4) has holes or tears in the fabric.
- **Storage:** Masks should be stored flat and on a clean surface, and should be routinely cleaned or disposed of based upon the above general guidelines.
- **Meals:** While maintaining social distancing of at least six feet apart from any other employee, employees can remove masks for meals and other necessary actions (e.g., to take medication).

This policy does not provide an exhaustive list of mask usage best practices and Mercury is not providing employees with medical or other advice around mask usage for any employee's specific circumstances. Accordingly, this policy represents the recommendations of a variety of health authorities in the current COVID-19 environment and is not an independent assessment by Mercury of medical or healthcare best practices.

Offices, Meeting Rooms and Other Closed Spaces

Employees are required to continue to use masks, even when alone and in offices or meeting rooms that have closed doors, to minimize risks to the Mercury community. Remote conversations, including through Skype or Microsoft Teams, are encouraged even within the office, except for business-critical matters reasonably requiring in-person collaboration.

Other Resources

As each site is unique, available signage and instruction may vary by site to take into account local law and other considerations. Employees are encouraged to understand their site's specific processes around mandatory mask usage in accordance with this policy.

In addition, Mercury's [Coronavirus site](#), and our [non-VPN site](#) (ID: mercury; password: CVupdate) contain additional resources around mask usage, including infographics on use of masks and links to tutorials on how employees can make their own cloth masks. Helpful information is also available through the [Centers for Disease Control and Prevention](#) (CDC) and [World Health Organization](#) (WHO) around a variety of topics, including mask usage.

In General

All employees and any other individuals accessing a Mercury site will be subject to mandatory temperature testing in accordance with the previously communicated [Temperature Scanning Policy](#). Together with symptom tracking and mask requirements, temperature testing allows us to, on a daily basis, take reasonable and the most proactive measures to protect the health and safety of our on-site employees.

Temperature testing may be conducted by on-site nursing staff, through no-touch automated kiosks, or self-administered, in accordance with the site policies in effect from time to time for the employee's location, as determined by Mercury in its sole discretion. All employees are strongly encouraged to take their temperatures at home before entering a site and remain off-site if the employee has an elevated temperature (at or greater than 100.4°F (100.0°F in NH)).

Temperature Testing Kiosks

Mercury has invested in temperature testing kiosks to streamline the scanning process and eliminate the need for nursing staff and cost at our largest sites. When implemented, employees will be responsible for the following:

- **Self-Administration:** Employees will stand directly in front of the kiosk and have their temperatures automatically read by the machine. You should keep your mask on, which is required to access a Mercury site, while completing a kiosk temperature test.
- **Alerts:** The kiosk will indicate that an employee is clear to enter the site or an alarm will sound if the employee's temperature is elevated and indicating a possible fever. Mercury leadership will also receive an alert of elevated temperatures through the kiosk.
- **Confirmation of Elevated Temperature:** Each kiosk will have a handheld, no-touch digital thermometer next to the kiosk that should be used to validate an elevated temperature. In the event the employee confirms that the employee does not have an elevated temperature through use of the handheld digital thermometer twice, the employee will be cleared to enter the site. The employee should notify the receptionist next to the kiosk or site leadership if this occurs so that the kiosk can be recalibrated.
- **Prompt Exit from Site:** Employees who confirm an elevated temperature are required to exit the site immediately and contact their manager and HR Business Partner to discuss next steps based on their facts and circumstances. Employees leaving a site due to COVID-19 symptoms must comply with the Return to Work Requirements (described below).

Mercury Facilitated COVID-19 Testing to Address Critical Risks

Required Testing

In connection with COVID-19, Mercury is permitted to test employees for the virus as a requirement of employment to support on-site employee health and safety during the pandemic. Mercury may choose to support employee testing for COVID-19, in its sole discretion, in a number of ways, including:

- **On-Site Testing:** Requiring employees on-site, based on a frequency determined by Mercury (e.g. weekly), to undergo COVID-19 testing from a third party as a condition of continued on-site employment,
- **Off-Site Testing:** Partnering with a third party to provide employees with off-site COVID-19 testing that is intended to support their return to on-site work following circumstances, determined by Mercury, that require such testing (e.g., an exposure risk, business travel, exhibiting COVID-19 symptoms), or
- **Other Testing:** Other COVID-19 testing alternatives that may become available, as determined by Mercury.

Nothing in this policy requires Mercury to facilitate employee COVID-19 testing. Employees not provided with COVID-19 testing facilitated by Mercury based on business needs can obtain no-cost COVID-19 testing under Mercury’s CIGNA medical plan, when approved by a treating physician. COVID-19 testing may also be available, without symptoms or a physician approval, in an employee’s state based on local requirements.

Testing Results and Employee Returns

Where Mercury facilitated testing is available, employees may be able to return to Mercury sites sooner in certain circumstances based on applicable CDC guidance and as determined by Mercury. Specifically, Mercury may determine the following, in its sole discretion, based on the employee’s facts and circumstances:

Return Situation	Requirements	Discuss With
<i>Symptomatic or Confirmed Positive</i>	<ul style="list-style-type: none"> • Employees who never develop symptoms may return to the workplace 10 days after the date of their positive test, or • Employees who have symptoms may return to workplace after at least 10 days have passed since symptom onset, at least 24 hours since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. 	Your HR Business Partner (list here) or another resource designated by Mercury to support your return to work
<i>Potential Exposure</i>	<ul style="list-style-type: none"> • 14 days of quarantine, or • Two negative COVID-19 tests with the first test conducted at least five days after exposure and the second test conducted at eight days after exposure 	

When testing is conducted there will generally be three types of results: positive; negative or inconclusive. Two inconclusive testing results will be deemed to be a deemed positive result based medical advice obtained by Mercury. In rare circumstances, an employee test will come back as an error and not be processed. In that situation, the employee will need to continue to be tested in the normal cycle for the employee's site. If an employee tests positive and then returns to work based on the requirements set forth in the table above, the employee will be removed from the site's regular testing pool for 90 days based on medical advice provided to Mercury.

Potential exposure situations at sites, including identified through COVID-19 testing, will be subject to contact tracing, as determined by Mercury in accordance with applicable CDC, WHO or other guidance or legal requirements. Employees identified as having an exposure risk through COVID-testing will be required to quarantine as described above. Employees with inconclusive results will be required to remain off-site until they can complete a second confirmatory test.

Any information provided to Mercury, including to HR, should not include or should limit your personal medical information to the minimum amount necessary to support your return to work discussions. If your leave of absence from COVID-19 results in your taking FMLA or disability leave, you should contact Mercury's leave management provider, Prudential, to facilitate your return to the workplace.

Mercury's approach to returning employees to the workplace in the COVID-19 environment is intended to be cautious and measured, while relying on CDC, WHO and other guidance and applicable laws. Accordingly, Mercury's approach to employee returns based on the above may change overtime based on these and other considerations.

Testing Partners

COVID-19 testing must be undertaken by qualified medical professionals and, as such, Mercury has, where testing commences for on-site employees, partnered with third parties to provide this medical support. While Mercury cannot guarantee the accuracy or availability of COVID-19 tests or certain other factors associated with this third-party facilitated testing, Mercury has made great efforts to ensure that we have aligned with partners who can support our employees through testing in rapidly changing landscape and minimize risks on our sites.

When undergoing testing, employees will be asked to consent to testing and the receipt by Mercury of any testing results. Mercury and our partners intend to keep this information confidential and use the information only to support our employees in safely returning to the workplace.

Refusal of On-Site Required Testing

As noted above, Mercury is permitted under applicable law to require COVID-19 testing as a condition of accessing our sites. Mercury believes that required COVID-19 testing can help support employee health and safety. Employees will receive communications from local site leadership around how and when employees may be subjected to COVID-19 testing as a condition of their employment. Employees who refuse to submit to COVID-19 testing as requested by Mercury will not be permitted on sites. If an employee is unable to work as a result of a refusal to undertake required COVID-19 testing, the employee should contact his or her HR Business Partner, and may be subject to employment action or required to take an unpaid leave of absence.

COVID-19 Sick Pay

Employees who are required to quarantine as a result of symptoms, confirmed COVID-19 or potential exposure will continue to be eligible for Mercury's [COVID-19 Sick Pay Policy](#) in accordance with its terms.