

NEXT



Next Hg Travel Policy and FAQ

Last update: October 22, 2020

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Latest updates

- Travel definitions
- Domestic travel approval scenarios






Overview

Mercury Systems' Next Hg travel policy is intended to provide guidance on travel during the COVID-19 pandemic.

Travel Definitions

The following definitions are included to support the travel guidance provided within this policy:

- **Method of Transportation**
 - **Car:** personal vehicle, rental car (one occupant) or travel van with driver
 - **Public:** airplane, train, bus
- **Traveler Circumstances**

Category	Description
 Blue	<ul style="list-style-type: none">• All personnel, including those working from home (WFH)
 Green	<ul style="list-style-type: none">• Personnel authorized to be in a Mercury facility on a daily or periodic basis
 Yellow	<ul style="list-style-type: none">• Product/Program development personnel• Technical project management and leadership personnel• Facilities, HR, IT, Security personnel supporting development activities
 Red	<ul style="list-style-type: none">• Manufacturing personnel• Manufacturing management and leadership• Customer oversight personnel (e.g., inspectors, auditors)• Facilities, HR, IT, Security personnel supporting manufacturing operations
 Purple	<ul style="list-style-type: none">• Cleared personnel

- **Mercury Safety Protocol**
 - Masks to be worn at all times
 - Avoid contact with sick people
 - Avoid large group gatherings (i.e. restaurants, etc.)
 - Maintain physical distancing
 - Avoid handshakes
- **Quarantine by exception**
 - If Mercury's Safety Protocol has been violated or a high-risk situation is faced by a traveler, the traveler is expected to notify their manager
 - Based on the circumstances of the situation a quarantine period may apply
- **Test to reduce quarantine**
 - Per Mercury's testing protocol, travelers have the option to test at 7 days after exposure event, e.g., the flight home, to reduce quarantine.

- **Trip Report**

- ▶ A trip report may be requested or required for return to facility.
- ▶ A trip report should include details of the trip inclusive of circumstances faced, protocols observed, safety violations (if any), attendees of events, etc.

General Travel

In response to growing concerns and ongoing efforts to safeguard our employees and their families, we have implemented restrictions to domestic and international business travel for ALL employees during the COVID-19 pandemic.

- This policy does NOT cover travel associated with employees commuting to their home facility either daily or upon request as part of the company's COVID-19 work from home (WFH) policies. Where public transportation is required during an employee's commute, we ask that employees deploy the most stringent safety protocols and direct any inquiries to their Site Leader and/or responsible SVP.
- This policy is intended to cover all other scenarios involving the following modes of travel: Airplane, Bus, Train, or any other form of transportation involving sitting or standing within six feet of others.
- All business travel requests MUST be approved by the SVP responsible for your function/business area or any member of the company's executive leadership team (ELT). You will be required to:
 - a) Verify that you have read and understood the latest travel notices posted by the U.S. Center for Disease Control ([CDC](#)) and other resources noted within this document;
 - b) Complete the travel request form located [here](#).

Please follow the most current information about [self-quarantine requirements](#) for travel to and from impacted countries [per the CDC](#), including after being in close contact with individuals who have traveled to these locations. Your health and safety is our top priority.

Personal and Commuter Travel

- At this time, to ensure the health and safety of all Mercury team members, we ask that you take precautions when it comes to personal travel or when commuting to and from your home Mercury site.
- If you travel on a plane, train, bus or any other form of public transportation during your personal travel and you are required to be on-site within 14 days after completion of your travel, then you must provide a negative COVID test result to your manager before entering the site. See testing protocol [document here](#).
- For commuting to and from the office, please review local guidance and policies where you reside. We will be monitoring the situation in all of our operating regions. We do not currently know of any restrictions that would impact the ability of our employees to commute including across borders.
- The CDC recommends you stay home as much as possible and avoid close contact, especially if you are at higher risk of severe illness. If you must travel, follow any state and local travel restrictions currently in place. It is possible that some state and local governments may institute travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. For more information and travel guidance, check with the state or local health department where you are, along your route, and at your planned

destination. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive. [CDC - Coronavirus and Travel in the United States](#)

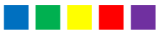

Domestic Business Travel – within the U.S. and Europe (Schengen Area)

- This part of the policy applies to travel within the continental U.S., a single country within Europe, between countries within the Schengen area, or between countries with an agreement in place with the Schengen area authority. Please follow the current governmental border guidelines that are in place between the countries that you wish to travel to and from.
- Please note that if there are any individual state-controlled self-quarantining arrangements in place between any of the Schengen area member states that you visit, and your home country, then you must strictly adhere to these upon your return. Please review the latest information provided by state and local governments [noted here](#).
- If you have concerns about these restrictions or are unsure about upcoming domestic business travel, please reach out to your direct manager to discuss alternate travel arrangements as necessary.
- All requests and approvals shall be documented in writing between the traveler and the appropriate approval levels as detailed in the tables below.
- Any requested deviations from guidance stated below shall be reviewed and approved by Didier Thibaud, Emma Woodthorpe and Chris Cambria.

Method of Transportation: Car

Scenario	Traveler Circumstance	Meeting Venue	Approval Level	Return to Facility Criteria	Testing Prior to Travel	Testing After Travel Completion
1		<ul style="list-style-type: none"> • Outdoor 	<ul style="list-style-type: none"> • Approved 	<ul style="list-style-type: none"> • Approved 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • Not required
2		<ul style="list-style-type: none"> • Lobby • Conf Room 	<ul style="list-style-type: none"> • Manager 	<ul style="list-style-type: none"> • Approved 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • Not required
3		<ul style="list-style-type: none"> • Mercury Facility other than your home Facility 	<ul style="list-style-type: none"> • Manager • Visiting site leadership 	<ul style="list-style-type: none"> • Approved 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • Not required
4		<ul style="list-style-type: none"> • Secure Conf Room • Manufacturing Lab 	<ul style="list-style-type: none"> • Manager, SVP 	<ul style="list-style-type: none"> • Approved • Quarantine by exception 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • If quarantine by exception: to reduce quarantine test at 5-8 days after the exposure event
5		<ul style="list-style-type: none"> • Secure Conf Room • Manufacturing Lab 	<ul style="list-style-type: none"> • Manager, SVP 	<ul style="list-style-type: none"> • Trip report required for approval • Quarantine by exception 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • If quarantine by exception: to reduce quarantine test at 5-8 days after the exposure event

Method of Transportation: Public

Scenario	Traveler Circumstance	Meeting Venue	Approval Level	Return to Facility Criteria	Testing Prior to Travel	Testing After Travel Completion
6		<ul style="list-style-type: none"> Lobby Conf Room Secure Conf Room Manufacturing Lab 	<ul style="list-style-type: none"> SVP, ELT (travel form required) 	<ul style="list-style-type: none"> 14-day quarantine Test to reduce at 5-8 days after exposure (return trip) 	<ul style="list-style-type: none"> Test 3 days prior to travel 	<ul style="list-style-type: none"> 14-day quarantine required BEFORE entering the facility Upon conclusion of travel test to reduce quarantine - test at 5-8 days after the exposure
7		<ul style="list-style-type: none"> Mercury Facility other than your home Facility 	<ul style="list-style-type: none"> SVP, ELT (travel form required) 	<ul style="list-style-type: none"> 14-day quarantine Test to reduce at 5-8 days after exposure (return trip) 	<ul style="list-style-type: none"> Test 3 days prior to travel 	<ul style="list-style-type: none"> 14-day quarantine required BEFORE entering the facility Upon conclusion of travel test to reduce quarantine - test at 5-8 days after the exposure

International Business Travel – Originating within the U.S.

- We are currently prohibiting all international business travel originating within the U.S. via all modes of transportation. If you have concerns about these restrictions or are unsure about upcoming international business travel, please reach out to your direct manager to discuss. Any requested deviations from guidance stated above shall be reviewed and approved by Didier Thibaud, Emma Woodthorpe and Chris Cambria.
- Quarantine may be required upon arrival into certain international locations – please review current [Travel Recommendations by Destination](#).

International Business Travel – Originating outside the U.S.

- Please complete the form located [here](#) if you have a travel request.
- Please note that this part of the travel policy DOES NOT apply to travel between countries within the Schengen area, or between countries with an agreement in place with the Schengen area authority. This type of travel is classified as Domestic Business Travel for the purpose of this policy.
- Any International travel (i.e. between a Schengen member state and another country) is subject to approval by the SVP responsible for your function/business area or any member of the company's executive leadership team (ELT). Approval will be provided on a case-by-case basis based on circumstances for a given travel request.
- If you travel in your personal vehicle you may be exempt from the self-quarantine requirement. All travel to non-Mercury facilities requires submittal and approval of a [travel request](#) form regardless of location. Depending on government guidelines, a quarantine upon arrival to any destination inside of a trip may be required.

Travel FAQ

Can you clarify when Mercury advises/requests a self-quarantine?

Quarantines are meant to restrict the movement of people who may have been exposed to the Coronavirus but haven't tested positive. The Centers for Disease Control and Prevention (CDC) recommends 14 days to see whether flu-like symptoms develop. Mercury advises self-quarantine:

- If you have traveled from somewhere outside the U.S. or on a cruise ship or river boat;
- If you have been exposed to someone with the virus; and,
- If you are experiencing symptoms (e.g., fever, cough).

Should I cancel my personal vacation if I'm traveling internationally?

The CDC has provided recommendations on postponing or canceling travel. These "travel notices," which include Level 1, 2 and 3 warnings, are based on an assessment of the potential health risks involved with traveling to certain countries. [Click here](#) to view a list of destinations with travel notices and see below for short descriptions of each warning level. Please note, if you elect to personally travel to a Level 3 country, you will be asked to self-quarantine upon your return home.

- **Warning Level 3:** Travelers should avoid all nonessential travel to destinations with Level 3 travel notices because of the risk of getting the Coronavirus.
- **Alert Level 2:** Because the Coronavirus can be more serious in older adults and those with chronic medical conditions, people in these groups should talk to a healthcare provider and consider postponing travel to destinations with Level 2 travel notices.
- **Watch Level 1:** The CDC does not recommend canceling or postponing travel to destinations with Level 1 travel notices because the risk of exposure is thought to be low.

Employees should use their own best judgment when planning vacation travel and refer to the travel notice guidance from the CDC above. That being said, we do highly recommend that you limit personal travel to any extent possible. While we do not want to impede your personal travel plans, the health and safety of you and your family is our top priority at Mercury.

- Any employee who chooses to travel internationally, whether via air, car, train or cruise ship, will be required to self-quarantine for 14 days.

I had planned to book future domestic travel for customer visits. Should I hold off on making these travel plans?

Please discuss this with your manager to determine if this is business-critical travel before making a decision about traveling or not. Our goal is to reduce the number of team members traveling, especially internationally, and thus limit overall exposure to the Coronavirus. By reducing the number of travel requests, each of which will have to be approved for the foreseeable future, we can save time and resources.

My planned business travel will require a hotel stay. Does this hotel stay impact my return to Mercury facility approval?

Guidance from experts is that a hotel stay is generally a low risk activity. Take precautions to avoid gathering in hotel's public areas like the restaurant or lobby as those areas pose a greater risk due to the potential for congregation of larger crowds.