

DATE: May 29, 2020
TO: General Dynamics Suppliers, Subcontractors, Consultants
FROM: Scotty Miller, Vice President, Supply Chain Management
SUBJECT: Required Face Coverings

As the COVID-19 pandemic evolves, we continue to update our procedures and guidance. Effective immediately, we are implementing a new requirement to wear face coverings and a change to our travel guidance. It is important for each of us to take responsibility for our own health while maintaining the safest workplace possible.

Mandatory Face Coverings in Common Spaces

All suppliers, subcontractors, consultants and visitors who come into General Dynamics Mission Systems' facilities are **required to wear face coverings in all common areas**, such as cafeterias (while not consuming food), coffee or kitchen areas, breakrooms, bathrooms, hallways and reception areas, as well as shared work spaces such as conference rooms, SCIFs and labs when six feet of spacing cannot be maintained. Failure to wear a face covering in required areas or failure to abide by any guidance at site entrances will result in removal from the building.

To aid in keeping a safe workplace, we must all follow this simple guidance:

- **If you do not feel well or have been around someone who has been sick, you must not come to a General Dynamics Mission Systems or Customer Facility.** Do not come into the office, even briefly. Contact your Supply Chain or appropriate point of contact, who will work with you on a path forward.
- Maintain social distance of six feet or more whenever possible, as face coverings and masks are not an alternative to this safety precaution.
- **Do not come into a General Dynamics Mission Systems or Customer Facility site unless your job requires** you to be there.
- Use available cleaning products to wipe shared work tools or breakroom appliance touchpoints after use.

If there are changes or exceptions to any of the information above, your point of contact will notify you directly. For additional information on COVID-19 or supply chain, please visit the [Supplier News and Information Center](#) page on the company website.

Individuals must use their own personal face coverings. Coverings must not display any explicit or offensive material. The CDC is not recommending the use of medical supply masks, but rather simple [face coverings made from cloth](#) unless your job requires it.

If you feel you cannot wear a face covering due to medical concerns, contact your point of contact.

To discuss further or address any questions, contact your Supply Chain Relationship manager (i.e. purchasing agent, subcontract manager) or contact the General Dynamics Mission Systems' Supply Chain Risk Management team, SupplyChainRisk@gd-ms.com.