

COVID-19 OFFICE UPDATE: VISITOR PROTOCOL TO THE NAM HQ OFFICE

The National Association of Manufacturers (the “NAM”) has adopted the following Visitor Protocol to help limit and prevent the spread of COVID-19 as activity resumes in the headquarters office. These protocols were developed following CDC guidance, tracking of various variables in the DC area, as well as in keeping with regulations established by the District of Columbia.

All staff, visitors and vendors must be fully vaccinated to enter the NAM offices.

The NAM follows all DC guidelines and regulations pertaining to masking and social distancing for indoor/office spaces. Upon arriving at the NAM offices all staff and visitors are expected to follow guidance for the current masking requirements and room occupancies as indicated by the posted signage. Additionally, any staff or visitor who prefers to wear a mask for their own personal reasons is always welcome to do so.

The NAM has a supply of disposable masks or face coverings for the use of visitors situated in the elevator lobby on the 7th floor. Visitors are encouraged to bring their own mask or face covering where possible.

Prior to HQ Arrival Steps for Visitors

To attend a meeting at the NAM HQ site, all visitors must download the ProtectWell app.

All visitors are required to provide proof of vaccination using a mobile-based application for visitor use. Prior to entering the NAM offices, visitors will be asked to provide proof of vaccinated status by uploading their vaccination card into the app. The NAM also requires visitors to complete a self-health check on the day of visit to verify the visitor is not experiencing COVID like symptoms. Upon arrival to the NAM reception area visitors are required to show completion of the self-health check process.

For any guest who does not follow this protocol, they will be asked to step outside of the NAM offices and wait in the building lobby for any assistance needed to comply with this protocol. The guest is advised to contact the meeting organizer for further assistance.

Instructions for Downloading ProtectWell App

Simply search for the ProtectWell app in the respective app store; download; and when asked, associate yourself to the NAM with this code: **258B6IQV**

You will then be asked a few simple health-related questions regarding potential exposure. If all are answered indicating no exposure, you will receive a **green check** mark that must be shown to the NAM receptionist for entry past the NAM Reception Lobby. Please let the meeting organizer know, in advance, of any technical difficulties that might preclude completing these required steps.

Please note that visitors will be denied entry to the NAM HQ office if they are ill with suspected symptoms of COVID-19 or if they have recently been tested positive. The self-health check app

will display a denial of entry mark and direct them to seek medical attention. The NAM requires any visitor to be 14 days without symptoms, without medication.

Arriving at HQ Guidance

When visiting the NAM HQ office building, the visitor's name will be given to the building security guard. Visitors will either be escorted up to the NAM 7th floor reception area by an NAM staff member or the building security guard will key visitors up to the 7th floor.

All visitors should be prepared to wear a mask entering the building, in all building public spaces and all NAM public spaces. Upon arrival and proper check in with the NAM front desk staff, all visitors will be directed to their meeting room if on the 7th floor. Visitors will be escorted to the other meeting rooms on the 8th floor or to an individual's office by the responsible NAM staff member. The NAM goal is to not have visitors waiting in the NAM reception area. Upon conclusion of the meeting, visitors will be taken directly to the elevator for departure to avoid any unnecessary interaction in the common areas.

We look forward to seeing you and thank you in advance for adhering to these protocols.