WM COVID-19 Guidelines for Onsite Visitor/Contract Worker Access

As Waste Management continues to operate during the COVID-19 pandemic, we have taken precautionary measures to help ensure the health and safety of our employees. One of these measures is limiting access to our locations. We are adopting the following steps to make sure visitors (all non-WM employees) who come onsite have a valid and justifiable reason for accessing our sites and do so in a safe and appropriate manner.

These guidelines apply to all non-WM employees who need to access or visit any WM facility, including vendors, contractors, consultants, and contingent workers.

Approval is Needed for All Visitor Access

The first solution should be to handle issues remotely or via a contactless interaction. If remote communications are not a viable option, before any visitors are allowed onsite, please make sure to obtain email approval from the appropriate Area Vice President or Vice President.

Steps to Take Before the Visit

Before any visitors come onsite, be sure to let them know that a daily health check will be required and that any visitor must wear a mask, maintain social distancing, practice proper hand washing, remember to reschedule the visit if they are sick, and comply with and follow all site specific rules.

These requirements have already been sent directly to our Contingent Labor vendors managed by PeopleScout. For those managers who engage consultants and contractors outside the Contingent Labor Program, the supervising manager must communicate these guidelines to the consultant's or contractor's employer directly and receive written agreement to comply or in the case of a self-employed consultant, communicate directly with the consultant. In all other situations, the host will need to communicate and obtain agreement to comply directly with the visitor.

Required Health Screening Day of Visit

Visitors - The host is responsible for ensuring that prior to any visit, the visitor receives this document and the health screen questionnaire below. Visitors will need to complete this health check each day before any visit via the following link:

Visitor Prescreen Health Questionnaire - Electronic Process

Contract Workers with a WM email account – must complete the health screen via the WM Now app each day prior to arriving at the WM location. Their assigned manager will be able to monitor the results via the app dashboard.

The host is responsible for reviewing the responses and ensuring the visit is not prohibited.

The daily health check consists of the following 3 questions:

Question 1:

Do you have any of the following **new or unexplained** symptoms? If you have any of the following symptoms, you cannot come to a WM location:

- Fever/Sweating (a temperature above 100.4°F)
- Headache
- Chills
- Shortness of breath/ difficulty breathing
- New loss of taste or smell
- Muscle pain not explained by physical activity/injury
- Fatigue
- Congestion/runny nose (not caused by allergies)
- Cough
- Diarrhea/nausea/vomiting
- Repeated shaking w/ chills
- Sore throat

Question 2:

In the past 14 days, have you had close contact with anyone who has tested positive for COVID-19, or have you been given a COVID-19 diagnosis? If so, you cannot return to the office.

Question 3:

In the past 14 days, have you engaged in any international travel or a cruise? If so, you must discuss the travel with your WM Host (who will provide guidance on your ability to return to the office).

Responsibilities Once the Visitor is Onsite

Anyone who develops COVID-19 symptoms while onsite must leave immediately for the protection of Company employees.

Notification

It is possible people with whom a visitor came into contact will test positive for COVID-19. Although every situation will be different and require a unique response, all visitors must let their host know if they become aware that they have tested positively anytime within 14 days of their visit. Upon receipt of such notification, the WM host must immediately contact their People Business Partner.

Any questions or concerns should be directed to your host who will consult with the WM People Team to ensure appropriate consideration is taken.

Appendix:

Visitor Access Flow Chart

Sample Email (for internal use to communicate with visitors):

As Waste Management continues to operate during the COVID-19 pandemic, we have taken precautionary measures to help ensure the health and safety of our employees. Before coming onsite, you must complete the Visitor Prescreen Health Questionnaire each day and review our WM COVID-19 Guidelines for Onsite Visitor Access.

If granted access you must agree to adhere to our onsite policies. If you fail the prescreen health questionnaire you will not be permitted access to the site, and your host will discuss meeting alternatives.

Please follow the link below in order to complete the questionnaire.

Visitor Prescreen Health Questionnaire - Electronic Process