

July 6, 2021

**Message to our U.S./P.R. Contract Workforce: BMS Global Mask Policy/Updated Vaccine Card Submission Process for Contractors**

Dear Colleagues,

BMS is committed to the health and safety of our workforce and that of our partners who support us at our sites so that we can continue to deliver medicines to patients around the world. Like you, we are also planning for our remote workforce to return to the workplace at the appropriate times.

Earlier in June, BMS announced an update to the [Global Mask Policy](#), including the significant step of [allowing vaccinated](#) colleagues to [remove their masks under specific circumstances](#) and under the [discretion of the site leader](#). This option also [extends to our US/PR Contract Workforce](#).

To be approved to remove your mask, you will [need to submit proof of vaccination using an online platform](#) rather than by email. The new process is outlined below:

- **If you have already submitted** your vaccination card to Occupational Health, **you do not need to do so again.**
- Submit proof of your vaccination status by uploading an image of your state-issued vaccination card to the BMS Health Portal, known as the [MIE platform](#) (**Note: you must be on VPN or a BMS network to access the MIE platform**).
- **If you completed a two-dose vaccine**, please make sure both doses are captured on the image of your card. If your dose is recorded on the front and back of your card, please upload both sides. View [detailed instructions](#) on the upload process.
- If you **do not** have access to VPN or the BMS network, please upload your vaccination card [here](#) and follow the step-by-step instructions included.
- Upon **successful submission**, you are considered eligible in accordance with the mask policy at your site.

As a reminder, vaccinated colleagues may remove their masks when seated or standing at their desks, eating or drinking and in conference rooms designated as mask optional. However, masks are [required](#) when walking around and in common areas, regardless of vaccinated status. Unvaccinated colleagues working on-site must always wear masks, except when eating or drinking.

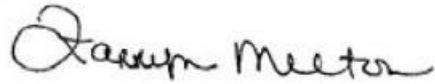
Please remember to respect your colleagues and their personal choice to wear or remove their masks. Continuing to wear a mask or not does not indicate vaccination status. The more compassion we show to each other, the better we can deliver for the patients we serve. We will continue to partner with you to ensure the safe return of the workforce.

[Please cascade this email to your employees who are essential workers working at BMS sites in the U.S. and P.R. We ask that you cascade this as soon as possible and before July 16](#), and reach out to your Strategic Sourcing and Procurement Category Lead or your

Business Unit Leader if you have any questions. We take this process seriously and your health, wellbeing and safety are our main priorities.

For additional information on BMS' Return to Work Strategy and our Return to Work FAQs, please visit [supplierlink.bms.com](https://supplierlink.bms.com) where you can find the latest information on our policies. Thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Farryn Melton". The signature is written in a cursive style with a large initial 'F'.

**Farryn Melton**  
Senior Vice President & Chief Procurement Officer  
Strategic Sourcing & Procurement