

## Contractor Return to Work FAQ (Update: 6/2/2020)

- **How will suppliers know that their staff needs to return to work? Who notifies the contractor that he/she should be going back to work at the sites?**
  - The BU/Site Leads will determine which functions/areas are eligible for return in each phase. The BU/Site Lead will communicate the return to work date to the supplier and supplier's staff (contractor).
- **What are the new requirements for entering and being on BMS sites?**
  - Training will be required for the entire contractor workforce and will need to be completed prior to or immediately upon their return.
  - If any contractor is sick or is showing symptoms, he/she should not report to a BMS site.
  - Until local conditions sufficiently improve, physical distancing must be followed onsite, including in huddle rooms, conference rooms, and collaboration spaces. Capacity for all these areas will be limited.
  - Some visitors and contractors coming on-site will be requested to participate in health screening and travel assessments (varies by site and government regulations). PPE is also a requirement see next question.
- **Is the use PPE mandatory?**
  - Everyone who comes to a BMS site will be required to wear a mask at all times, except when eating. Noncompliance may require further action in coordination with the suppliers, as applicable.
- **What on site services will be available (e.g. Cafeteria, Coffee)?**
  - Some sites may experience reduction in services. Please check with your Site/BU Lead.
- **What is BMS doing to keep the sites clean?**
  - Sites have added extensive cleaning measures across the network in response to COVID.

- *How will training be provided to contractors returning to work? Who assigns the training in success factors or is responsible to provide the document to contractors?*
  - *For people with a BMS email the training is going to be available in Success Factors (h-BMS) and Compliance Wire (h-Celgene). Please ensure that contractors returning to BMS site get the training assigned. For contractors without a BMS email (e.g. cafeteria staff) the training shall be delivered at the site and records for such trainings shall be collected.*
  - *Each business unit will assign and be responsible for ensuring that contractors complete the required training upon return to work.*
- *What if a contractor does not feel comfortable to come back to the office or site?*
  - *Please contact Procurement. Since the contractor is not a BMS employee, this concern should be discussed with the contractor's employer (supplier).*