



To our Valued Suppliers,

Protecting the health of our employees is our top priority, and we kindly ask for your help.

If local law permits it, please notify your contact person at Bayer immediately if one of your employees who has been on-site at Bayer tests **positive** for COVID-19 / the novel coronavirus. Please disclose when they were at Bayer and where they were working. Please also report any Category 1 contact with Bayer employees, if possible. (The Robert Koch Institute defines Category 1 contact as close, face-to-face contact at a distance of **less than 2 meters and for more than 15 minutes** total in a single day).

If this is not legally possible, please inform us of the area(s) where your employee worked while at Bayer in the three days prior to the onset of symptoms and their activities there. Did they have any Category 1 contact with Bayer employees during this time?

If there are differing local guidelines at Bayer sites on reporting employees from contracting companies who have tested positive for COVID-19 / the novel coronavirus, the local guidelines apply accordingly. Please send any notifications or questions [via this form](#) or get in touch with your contact person. Thank you for your cooperation.

Sincerely,
Bayer AG
Thomas Udesen
Chief Procurement Officer



May 7, 2020

Bayer AG
Procurement

www.bayer.com

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Rules of conduct for contractors at Bayer sites:

- Do not go to the site if you have flu symptoms, especially a dry cough and/or fever.
- Obey Stop / Entry signs.
- Stand two meters apart from others at Bayer and follow the official guidelines at job sites.
- Regularly wash your hands with soap and water for at least 20 seconds.
- Cough or sneeze into your elbow or a tissue (and dispose of the tissue immediately in a trash can with a lid).
- Wear the required masks when at Bayer.
- Report any suspicious symptoms to your supervisor.

Tips for external managers:

- Clearly explain to your employees the criteria that would prevent them from entering a Bayer site (Stop / Entry)
- Ensure that everyone understands and follows the hygiene rules (hand washing, sneezing/coughing) as well as the physical distancing rules, and that surgical masks must be worn if the distancing rules cannot be followed.
- Ensure that everyone reports their suspicious symptoms to you, and send any affected employees home or to the doctor.
- Keep your regular contact person at Bayer informed of any confirmed cases of COVID-19.