Alltech®

COVID-19 TRAVEL GUIDANCE

FACE COVERINGS

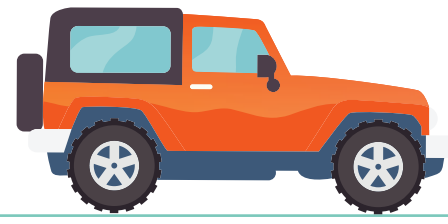
Many governments and health agencies recommend the wearing of face coverings in public settings. These face coverings do not protect the wearer but protect others from any infectious droplets the wearer may emit. "I wear to protect you; you wear to protect me."

Face coverings need to cover the mouth and nose to provide protection and should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Be able to be regularly laundered and machine dried without damage or change to shape.
- When putting on/taking off the face covering, handle it using the ties or ear loops, being careful not to touch the eyes, nose, mouth or face covering itself.
- Wash your hands immediately after handling the face mask.

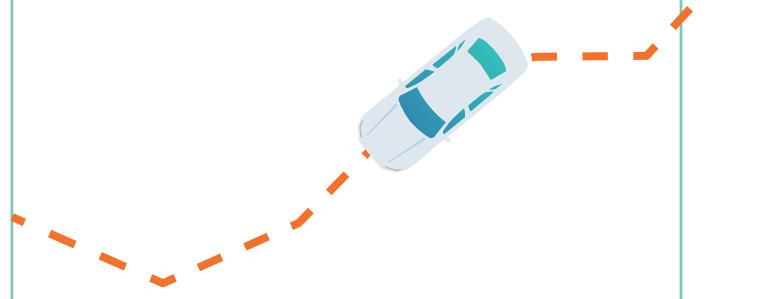
STAYING AT HOTELS

1. **If possible,** plan travel to avoid hotel stays.
2. **Select hotels** that enable you to minimize contact (e.g., online check-in, digital key).
3. **Carry your own pen** if needed for check-in, a plastic bag to put the TV remote control in, your own water bottle/mug, your own pillow if possible, hand sanitizer and suitable cleaning material such as alcohol wipes with a minimum of 70%.
4. **Assume** that surfaces throughout the hotel have not been cleaned and wipe down your room and any other surfaces you may touch (e.g., elevator button, door handles, etc.).
5. **Use your own water bottle** and mug instead of the ones provided.
6. **Keep your toiletries** in the bag instead of emptying them onto the counter.
7. **Avoid using the hotel gym** or pool and go for a run outside instead.
8. **Keep your bag** somewhere separate for 72 hours to decontaminate (e.g., the garage).
9. **Immediately launder** your clothes upon returning home.



VEHICLES

1. **Review** the rental car company's COVID-19 cleanliness policies before booking.
2. **Wipe down** touch points with alcohol wipes before use.
3. **Ventilate the car**, if possible, for the first five minutes of the journey.
4. **Travel alone** within the car.
5. **When refueling,** wipe down the fuel pump handle before use.
6. **Use disposable gloves,** if possible. Dispose of them at the filling station.
7. **Pay at the pump,** if possible, to avoid going into the kiosk/shop.
8. **Use hand sanitizer** before resuming travel.

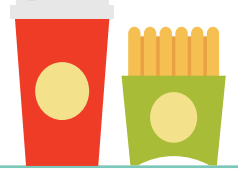


PUBLIC TRANSPORT

1. **Avoid public transport** unless there are no other options.
2. **Wear** a face covering.
3. **Try to maintain** distance from other passengers.
4. **Maintain awareness** of other passengers and note if any are coughing, sneezing, etc.
5. **Assume surfaces** are not clean and carry hand sanitizer.
6. **Wash hands** at earliest convenience after travel.

DOMESTIC AIR TRAVEL

1. **Avoid air travel** unless it is for essential business and there is no other option.
2. **All air travel** must be pre-approved by your manager.
3. **Wear a face covering** at all times, from entering the departure terminal to exiting the arrival terminal.
4. **Wipe down** tables and armrests.
5. **Limit use** of toilets.
6. **Avoid** walking up and down the aisles.
7. **Have a change** of clothing ready on arrival and prior to attending meetings.



EATING OUT WHILE TRAVELING

1. **Avoid eating** inside restaurants. Where possible:
   a. Use drive-thru services.
   b. Take food with you, if suitable.
2. **Maintain distance** from other people – 2 meters or 6 feet.
3. **Choose a table** away from others, if within a restaurant.
4. **Carry hand sanitizer** and cleanse your hands after handling payment and again before eating.