

# NEWS BRIEF

## AMS COVID-19/Coronavirus Information and Action Plan

### SUNNYVALE, CA. - 11 May 2021

This is an update to our COVID-19 policies and protocols designed to minimize the risk of exposing our employees and those with whom they come into contact to potential infection by COVID-19 while carrying out duties that include visits to client sites. AMS' updated COVID-19 policy and protocols are also intended to reduce potential demands on health support services and ensure business continuity.

It is AMS' assessment that the transmission of COVID-19 remains a workplace health and safety risk and, therefore, the company will adopt and apply policies to mitigate that risk to the health and safety of its employees and that of those with whom they come in contact during the course of their work.

By May 31, 2021, all AMS employees will have been vaccinated and will carry their vaccination cards with them while on company business should any of our clients wish to have verification.

We are encouraging our contractors and partners to adopt these policies.

It is AMS company policy that:

- While planning to visit and visiting client sites, all AMS employees will comply with client policies and procedures in respect to COVID-19.
- Client site visits are to be kept to a minimum, especially where air travel and hotel stays are required.
- To minimize the risk that they may still transmit COVID-19 despite being vaccinated, all employees will not travel, visit client sites, or attend AMS offices if they have any symptoms associated with a COVID-19 infection.
- In the event of testing positive for COVID-19, AMS will advise those clients whom the employee visited during the prior two weeks.
- During visits to client sites, AMS employees will wear face masks and will maintain social distancing where possible, irrespective of whether this is a requirement of the client. Any questions or concerns about this policy should be addressed to the undersigned.
- It is a company requirement that all visitors to AMS facilities have been vaccinated and have the necessary documentation to provide evidence of this. Prior to a visit, visitors must report their body temperature in advance and will be asked to declare that they are not suffering from any COVID-19 symptoms. During an on-site visit, visitors will be required to wear a mask and practice social distancing. Where possible, meetings with visitors will take place in open space outside the company's facilities.
- AMS will make available free rapid PCR COVID test kits to all employees who travel whether on business or not.
- AMS reviews these policies on a regular basis to ensure they are consistent with the advice of the US Center for Disease Control, the UK Department of Health and Social Care and the EU Centre for Disease Prevention and Control but, ultimately, the responsibility for these policies and procedures lies with AMS management.

We apologize in advance for any inconvenience our policy may cause and welcome your comments and questions on the above in order to minimize their impact while still protecting the health of our employees and the wider community.

Best regards,



Rick Bacon, CEO  
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