



## Bridgewater On-Site Work Guidelines

The safety and health of colleagues is our top priority. As such, we are continuing with our recommendation that employees who can work remotely must continue to do so. However, we will offer limited access to the Bridgewater office based on certain conditions and the adherence to the following guidelines, which have been established to comply with appropriate CDC, OSHA, state and building regulations. If accessing the Bridgewater location, you must adhere to the following:

### Conditions for Access:

Limited access to the office is available **only** for the following reasons:

- To complete aspects of your role which cannot be performed remotely
- If you are having difficulties performing your job duties remotely

You must obtain prior approval to access the building from your Executive Leadership Team member (aka Functional Leader).

### Health and Safety Protocols

- If you do not feel well, you must stay home
- Must adhere to guidelines established by Building Management and Amneal
  - Face coverings must be worn upon exit of vehicle and in all areas of the building
  - Appropriate social distancing required in all areas of the building
  - Elevators limited to four passengers per car – don't lean on walls or touch handrails or buttons
  - Follow proper personal hygiene protocols:
    - wash your hands; use hand sanitizer often, particularly after using restrooms, copy machines, microwaves, etc
    - disinfectant wipes should be used before touching shared equipment (copy machines, coffee machines, microwave, refrigerator, etc.)

### Access to Amneal Space

- Entry is permitted only during business hours 7:30am to 7pm, weekdays
- Valid Amneal ID badge is required for access
- You must enter and check-in with Security. Note: stairwells not visible to security will be inaccessible for incoming entry. All doors will be functional for emergency exit.
- Temperature screening is required for all entry to Amneal offices.
  - If temperature exceeds 100.4 Fahrenheit, access will be denied
- Use only your workstation/office. Do not use workstations or offices of colleagues.
- Conference rooms may only be used under the following conditions:

- Limit to 25% seating capacity
  - Limit seating to every other chair
- Limit your time in the building

**Incident Prevention and Contact Tracing**

Colleagues must inform their manager or HR Business Partner if:

- you test positive for COVID-19 or have had secondary exposure and close contact with someone who has tested positive.
- you or a related non-employee (i.e. visitor, consultant, etc.) has been onsite at the Bridgewater location and have tested positive to COVID-19 within 14 days of being onsite
- you have been onsite within the last 14 days and have a household member who has tested positive for COVID-19

**Read & Acknowledge Form** (complete this form online at <https://www.amneal.com/on-site-work-guidelines>; hard copies will also be available at the 3<sup>rd</sup> and 5<sup>th</sup> floor security desks)

I, \_\_\_\_\_, acknowledge that I have received the Amneal Bridgewater On-Site Work Guidelines (the "Guidelines") and affirm that I have read and understood them. If I have any questions regarding the Guidelines or how to comply with them, I will speak with my manager or my Human Resources Business Partner. I understand that the Guidelines may be updated from time to time and that it is my responsibility to review any future updates or modifications to the Guidelines.

I further understand that the Guidelines are mandatory, and that should I fail to follow the Guidelines I may be required to leave the facility. I acknowledge that violations of the Guidelines may result in progressive discipline, up to and including termination of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date