

Dear Valued Supplier,

To ensure employee safety and to help prevent the spread of the [COVID-19 pandemic](#), Amway has issued travel and work guidelines for its employees including prohibitions on all work-related international travel, quarantines for employees returning from [CDC level 2 and 3 locations](#), and stringent limitations on domestic travel. In addition, we are now asking most office staff to work from home for a period of time.

As a result, **we are asking our Suppliers to:**

- Conduct any necessary Amway meetings remotely rather than on-site or in-person
- Allow and enable supplier employees who normally or frequently work on-site at Amway to work from home or other locations as long as Amway office staff are working remotely
- Suspend any international travel of workers for any business purpose in support of Amway
- Suspend any non-essential domestic travel to Amway locations and obtain permission from a primary Amway contact prior to any site visit
- Require any employees who have recently returned from CDC level 2 and 3 locations to maintain a 14-day home quarantine before any contact with Amway staff

At the time of this posting, **Amway and Access Business Group receiving locations in the United States are currently open and receiving as normal.** If this changes we will contact you via email and post it to <https://supplier.amway.com/usa/>.

If you are experiencing any delays in production or fulfillment of orders, we kindly ask that you please reach out to your Procurement contact (Buyer or Sourcing Manager).

We value the partnership we enjoy with our suppliers and hope these measures protect the health and safety of our employees as well as our suppliers' employees. Please initiate conversations with your primary contact at Amway about the impact of these measures on the work you perform for Amway and whether additional measures may need to be taken.

We recognize this will change the dynamic of how we will do business together during this unpredictable period. We thank you for your cooperation and valued partnership in helping support our business needs during this unprecedented time. Please do not hesitate to reach out to your Amway contacts with any questions or concerns.

Amway suppliers must:

- Contact your Amway contact to determine specific safety measures that your workers must adhere to while on Amway's site and communicate those measures to your workers.
- Restrict the number of workers on Amway's premises to no more than is strictly necessary to perform the operation's deemed essential by Amway.

Individual workers from suppliers have the following responsibilities while onsite at Amway:

- Notify your supervisor and your Amway contact and stay home/leave work if you, a family member, a coworker, or anyone with whom you have had close contact:
 - Has returned from international travel in the last 14 days.
 - Has been in close contact with anyone diagnosed with Covid-19 in the last 14 days.
 - Has been in close contact with anyone who has travelled internationally in the last 14 days.
 - Has experienced cold or flu like symptoms in the last 14 days, including sore throat, respiratory illness, or difficulty breathing.
- If you have symptoms of acute respiratory illness (fever, cough, shortness of breath), stay home and do not come to work until free of symptoms for 72 hours, without the use of medicine, or as recommended by the CDC. (Refer to CDC guideline "What to do if you are sick.")
- Seek medical attention if you develop symptoms of acute respiratory illness.
- Adhere to CDC recommendations and county and state orders regarding COVID-19 risk mitigation and containment procedures. (Refer to CDC guidelines on "How to Protect Yourself".)
- Limit iPad, tablet, mobile phone, computer keyboard, computer, desk, to one user.
- Do not pass around sign-in sheets.
- Limit work in occupied areas to only those tasks that are strictly necessary.
- Limit physical contact with others and increase personal space to at least 6 feet where possible.
- Take breaks and lunch in shifts to reduce the size of a group at one time to 10 or less.
- Wash your hands often with soap and warm water for at least 20 seconds – especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol; cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid meetings.
- Cover coughs and sneezes with your elbow or shirt sleeve.
- Note that if an employee with whom you have worked in proximity is confirmed to have COVID-19 you will be notified and will be sent home. (Refer to the CDC guidance on how to conduct a risk assessment.)