



To: Citi Suppliers in the United States

From: Citi Non-Employee Staffing Office

Re: COVID Protocols for Non-Employees Returning to Citi Sites – Test Kits

As of **February 7, 2022**, we have invited **vaccinated** employees and non-employees to return to work in the New York Tri-State area (New York, New Jersey, and Connecticut) offices. Colleagues in these locations are expected to come in at least two days per week, unless otherwise directed by their manager. We are not returning any other offices at this time.

Taking COVID Rapid Self-Test Three Times Per Week

As an additional safety measure, we are asking all staff to administer a COVID rapid self-test three times per week on Monday, Wednesday and Friday, no matter the number of days working in person. Test kits will be made available for resources working at Citi offices, so please ensure your employee is educated on the need to test three times per week and understands how to order their test kits. See *instructions below*.

Note: Time and material resources should allot and record five minutes of work time to administer each self-test when submitting their timesheets.

How to Place Rapid Self-Test Kit Order

Individuals will need to submit a request through Citi Marketplace using the Citi intranet. Due to limited availability, test kits will only be provided to individuals working on site and will not be distributed prior to coming to the office. Remote workers will not be eligible to receive a kit at this time. The kits contain 25 individual tests and will last for two months based on a three test per week regimen.

To order the test kit:

1. The non-employee will log in to Citi Marketplace: <https://cmp.nj.ssmb.com>
2. Search for *Quidel At Home COVID-19 Test Kits*.
3. Complete and submit the request including the acknowledgement that a kit has not been received within the last 60 days and they are working on site.
4. Once the request is submitted, it will be sent to the non-employee's manager for approval. The approved request will then be routed to their site mailroom to be picked up in person.

Background Information

As you are aware, vaccinated employees and non-employees returned to a number of Citi offices in the U.S. as of September 2021. Due to the spike of COVID-19 cases resulting from the Omicron variant, we asked all non-site dependent staff that had returned to temporarily work from home. That said, we are now encouraged to see cases of COVID-19 are declining in certain areas of the country.

Citi believes we are better together, and we look forward to seeing others and collaborating in person.

We continue to closely monitor health data and will further communicate when employees and non-employees at additional offices are expected to return.

Thank you for your ongoing relationship as a supplier of non-employees to Citi. We ask that you stay up to date by:

- Visiting the <https://www.citigroup.com/citi/suppliers/covid-19-guidelines.htm> page.
- Contacting Citi's Office of Emergency Management (CSIS) at 1-800-349-9714 / 813-604-4100.