



To: Citi Suppliers in the United States

From: Citi Non-Employee Staffing Office

Re: COVID Protocols for Non-Employees at Citi Sites

The health and safety of Citi's employees and non-employees is our highest priority. A communication was distributed to all U.S. Citi employees and non-employees on August 10 containing important information about Citi's return to office plans. Given the current data, we will be able to move forward with the return to office in some locations, however, in others we will not.

Our plans for the U.S. are as follows:

- All Citi staff who work at 388 Greenwich Street, other offices in the New York tristate area, Chicago, Washington, D.C., Boston, and Philadelphia (the full list is attached) will return to the office the week of September 13 and are expected to start coming in at least two days a week. Given your health and safety come first, the following safety measures will be implemented as we increase the number of colleagues working in these locations:
 - **Citi staff who are unvaccinated will not be able to access these Citi offices, beginning September 13.**
 - Vaccinated non-employees, if they have not already done so, must either send confirmation of vaccination OR suppliers must attest confirmation of vaccination status to LiveWellVaccineCard@citi.com no later than **Friday, September 2, 2021**. In the response, please include non-employee **SOEID** in the subject line for validation purposes.
 - Staff who are not vaccinated should discuss alternative plans with their suppliers.
 - Suppliers, if you have a site dependent resource and the non-employee will not get vaccinated, you should review with the Staffing Office or the Citi Manager and replace the candidate. In the rare case where a non-employee is a SME and critical resource, please address directly with the Staffing Office. Given the increased number of employees returning to these buildings, and the Delta variant in the U.S., we are taking this approach to ensure a safe workplace.
 - Masks will continue to be required except when at your desk or eating, and the protocols outlined in the attached **Workplace Etiquette Guide** — including social distancing — will remain in place.
 - Rapid COVID testing is recommended for all colleagues coming into the office. Testing provides ongoing monitoring and detection of infection even for those who have been vaccinated. Test kits will be provided to staff who wish to test.

We ask that you have conversations with your staff to ensure they understand these expectations and intend to comply. Staff whose jobs cannot be performed remotely and who indicate they will refuse to comply with these new protocols can continue to report to the worksite up until the new protocols go into effect on September 13, 2021. However, you should plan to secure qualified resources who will comply to replace these individuals no later than September 13.

To ensure these changes are fully socialized and understood, a call will be scheduled on Tuesday, September 8, 2021 at 3:00PM EST to review details and answer any questions you may have. A calendar invitation will be sent with Zoom dial-in details.

We thank you for your ongoing partnership as a supplier of non-employees to Citi. We will continue to closely monitor the situation and inform you of any measures taken that apply to you as a supplier. 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.