



Coronavirus (COVID-19) - Frequently Asked Questions (FAQ)

Updated: 03.06.2020

What can I do to protect myself from coronavirus?

- Wash your hands frequently throughout the day with soap and water for at least 20 seconds.
- Disinfect frequently touched objects and surfaces to help prevent the spread of the virus.
- Avoid close contact with people who are sick, cover your cough or sneeze with a tissue, and avoid touching your eyes, nose and mouth.
- Stay home when you are sick, except to go to the doctor or hospital.

What are the symptoms of the coronavirus?

Coronavirus symptoms include fever, cough and shortness of breath, according to the U.S. Centers for Disease Control and Prevention. Symptoms may appear 2-14 days after exposure.

How do I work remotely?

Ford has a number of ways to connect to your colleagues without traveling or being in the same room. You can use phone, email, Webex, Skype and Bluescape to conduct meetings with members of your team during this time.

Do I have to travel for business that my manager deems critical?

No. You won't be required to travel on Ford business during this time.

What's the process for getting approval for certain travel?

The idea and starting point should be "no travel." Where travel is 1) considered essential to Ford's operation, 2) can only be completed by physically being present, and 3) don't create an unacceptable health hazard, travel requests should be sent to your organization's LL1 executive (LL2 in regions) for consideration and approval.

I already have travel planned. Should I cancel the trip?

If it isn't essential to Ford's operation, yes, already scheduled travel should be cancelled or indefinitely postponed.

How long is the travel restriction in place?

For now, this restriction has been extended to April 17, will be revisited weekly and could be pushed out further.



I have a personal trip planned for Italy (Iran, South Korea and/or China). Am I restricted to visit any of these four countries?

Following guidance from global health experts, Ford is discouraging you from traveling to any of these four countries. Employees who visit these countries will be required to self-quarantine for 14 days upon their return to the U.S., which may have implications if their work cannot be performed remotely.

Are there any restrictions currently on bringing visitors to Ford's facilities?

Yes, to help protect our team and associates, only visitors working on business-critical projects will be asked to come to and permitted at Ford facilities. Additionally, visitors entering Ford locations are now required to complete a [health-screening questionnaire](#) – and, depending on that information, could be denied entry and asked to complete necessary work another way. The visitor's host will be required to retain the completed questionnaire in electronic format.

Which areas of the world are currently affected by coronavirus?

As of March 6, more than 100,000 cases of coronavirus were confirmed globally. Coronavirus has now been reported in approximately 90 countries around the world.

Are other companies taking similar measures?

Yes. For example, Amazon recently halted domestic and international travel until at least April. Google has restricted travel to South Korea, Japan, China, Iran and parts of Italy, and canceled a major meeting planned for April. Multiple conferences and events around the world have been cancelled or postponed.

For more information, see [@FordOnline](#) or send questions/concerns to corona19@ford.com.



COVID
CORONAVIRUS
DISEASE **19**

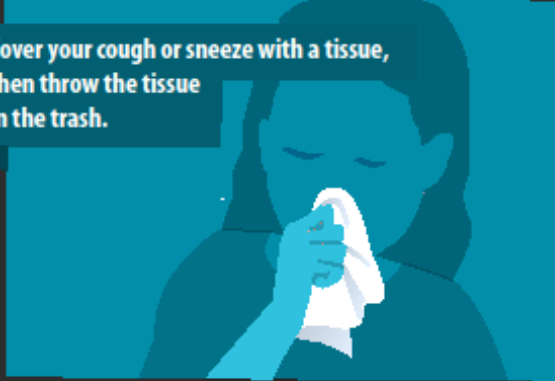
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

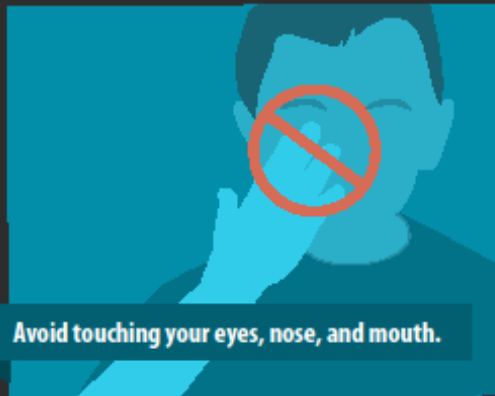
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



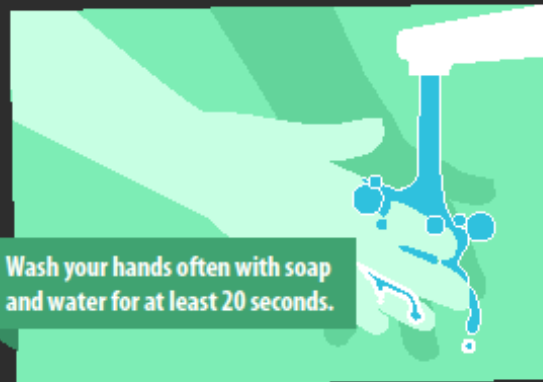
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19

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