



Coronavirus and Hubbell FAQs

Updated March 31, 2020

The safety and health of our employees is always our first priority. Please use these FAQs as a reference for understanding the protocols we have in place regarding the coronavirus. For questions specifically related to travel, please refer to the [Travel FAQ](#) document.

Q. What steps has Hubbell taken in response to the spread of the Coronavirus?

- A. We have put in place a variety of travel restrictions (read more [here](#)). We continue to monitor the situation globally, particularly in our facilities in regions that have seen significant impact from the virus, such as China and Italy. We encourage everyone to be vigilant in their health and wellbeing protocols and will continue to update you as our company protocols change.

In addition to these restrictions, we are:

- Increasing the availability of hand sanitizers and hand soap at our locations
- Working with our cleaning crews to increase and expand our building cleaning processes
- Asking employees who have traveled internationally recently to report this to their HR Department prior to returning to work
- Recommending that employees bring their laptops home in the evening, in the unlikely event that their facility temporarily closes

As always, we ask employees who are sick to stay home for the health of all employees and their own recovery.

Q. What are our guidelines regarding handshaking and other office etiquette?

- A. In order to be extra-vigilant in our precautions, we are asking that people refrain from handshaking. To promote this, you may see a [sign](#) in your location welcoming employees and visitors to our “handshake-free workplace.” We are also asking that all facilities remove any “community bowls,” such as candy and snack bowls, and that employees refrain from bringing food in from home or restaurants to share.

Q. What is our leadership doing to stay informed and involved?

- A. The senior leadership of the company has implemented a Coronavirus Steering Committee to continually monitor the situation. This and the various sub-committees meet daily to evaluate our protocols and make changes as necessary.

Q. What measures are in place with respect to visitors to Hubbell facilities?

- A. Visitors to Hubbell facilities should be asked to complete [this form](#), which asks for the same information as employees returning from travel to restricted regions before reporting to Hubbell facilities. We are also asking the Recruiting teams to use video and Webex for interviews whenever possible, in order to limit visitors to locations. We will continually reassess the situation and adjust our guidelines accordingly.

Q. What are we doing to help our hourly workforce if they miss work as a result of coronavirus?

- A. In an effort to support employees in this situation, we have created a COVID-19 Emergency Leave Policy, effective immediately in the US, to ensure they have the support they need. Under the policy, employees will be eligible to receive up to 80 hours of emergency paid time at their base rate of pay to cover absences for COVID-19 related reasons. Employees who are in need of this benefit should contact their HR Business Partner.

Q. What are we doing to financially support our hourly employees internationally?

- A. Countries are developing their own solutions for supporting their citizens financially. We are working closely with our HR teams and leaders in other countries to ensure that we are following these federal and local benefit requirements.

Q. How should I respond to questions from customers and other third parties?

- A. Please refer to the customer letter and the talking points for guidance on answering questions from third parties, including customers, suppliers and vendors.

Q. I Have a Specific Situation. What Should I Do?

- A. If you are in a situation in which you feel you may have been exposed to the coronavirus, speak with your manager and your local HR Business Partner before making any decisions regarding self-quarantine. They will talk with the appropriate people and communicate with you.

Q. What if someone at my site becomes infected? NEW

- A. Because specifics vary so widely by case, there's no one answer to this. The site team, HR, Safety and Legal teams would work together, as well as with local authorities, to manage next steps. This can't be stressed enough, though, your safety is our first priority and that will guide the decision-making process.

If you have questions regarding a specific situation, please contact your HR Business Partner.

If you have questions regarding travel, please refer to our Travel FAQs.

For questions not covered on this document or the Travel FAWs, please email your question to CoronavirusQuestions@Hubbell.com.