RETURN TO IN-PERSON CLASSROOM GUIDELINES
WHAT YOU NEED TO KNOW
YOU ARE WHAT MATTERS MOST IN THIS MOMENT

Our Motorola Solutions Worldwide Education team thank you for your patience as we have quickly pivoted to a world where many of us are remote across the globe. We know this transition has had its challenges and that many of you are eager to resume in-person training.

We are taking a thoughtful and careful approach and working diligently to ensure that you return to a safe classroom environment. This guide outlines what our company is doing to help ensure your health and well-being.

While sites across the globe are experiencing the COVID-19 pandemic differently, we have proactively implemented these safety measures in our classrooms company-wide. Moving forward, we will rely on our trainers leading our in-person classes to implement local site-specific measures to ensure your health and safety.

As our valued customer/partner, we’re here to serve and protect what matters most - a safe learning environment where you can feel comfortable. We appreciate your trust and adaptability during this transition phase and look forward to continuing to serve your training needs.

- The Worldwide Education Team
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SAFETY FIRST
MASK POLICY:
Masks will be available to you at the Training Centre, if you have your own preferred mask, feel free to bring it. In North America, it will be mandatory for you and the Instructor to wear a face mask. While mask policies may vary in other regions, social distancing must be maintained universally.

It is also advisable to wear your mask in areas where you may encounter others including:

- Entrances/Exits
- Hallways
- Restrooms
- Break Rooms
- Conference Rooms
- Copy Rooms
- Common Areas
People attending training are expected to maintain social distancing.

- Avoid handshaking/physical contact.
- Don’t use a community pen to sign in at visitor desks.
- Wash hands/use hand sanitizer frequently.
- Be cautious about high-touch surfaces in conference rooms, etc.
SAFETY FIRST
ENTERING OUR SITE

- Upon entering our site for an in-person training class, please note:
  - There may or may not be a receptionist at the front desk. Please follow signs to reach your destination.
  - Signs will also be posted around our building as friendly reminders of social distancing best practices.
  - Hand sanitizer will be available to you on every floor.
SAFETY FIRST // ELEVATORS AND STAIRWAYS

Social distancing is challenging when moving from one place to another. Please maintain distance from other others when using elevators or stairways.

1. Please limit the number of people riding in an elevator at one time. Elevators allow **four** riders max for social distancing. If necessary, maintain social distancing while waiting for an elevator.

2. You may wear your face mask while waiting for and using the elevator.

3. Avoid direct contact with elevator buttons when possible. Use your elbow to press the elevator button.

4. Avoid touching your face, eyes, nose or mouth.

5. Wash your hands or use hand sanitizer after using the elevator.
SAFETY FIRST

The janitorial team cleans common spaces and high-touch surfaces including, but not limited to all entry/exit points daily.

We will continue to follow current safety, infection control and cleaning protocols recommended by the World Health Organization and the Occupational Safety and Health Administration.
SAFETY FIRST
PRIORITIZE SELF-ASSESSMENT

We are all in this together. Being aware of your own health status and following these guidelines to protect the health and safety of others is key.

- Are you experiencing fever, cough with shortness of breath or body aches, or other COVID-19 related symptoms?
- Have you come into personal contact with, or helped care for, anyone confirmed or suspected to have COVID-19?
- Have you or a family member recently (within the last 14 days) traveled internationally?

If you have answered **YES** to any of these questions above, please do not enter our site until you’ve spoken with a doctor first. Your health is our first priority, so contact us to reschedule if needed.
TRAVEL

KNOW BEFORE YOU GO
TRAVEL

PLAN AHEAD FOR SUCCESS

**Step 1:** Ensure you don’t have any COVID-19 symptoms before you travel

**Step 2:** Review Travel Recommendations by Country

**Step 3:** Check with your aircraft carrier directly before departure to ensure your itinerary is still valid. Air, rail and ferry bookings may change or be canceled, even after ticketing.

**Step 4:** Confirm hotel bookings directly before departure. Check to ensure your safety is their first priority and that basic food and medical facilities are open nearby.
**TRAVEL**

**PLAN AHEAD FOR SUCCESS**

As you use public transportation (planes, trains, buses, subways, etc.) to travel to and from our training site, we encourage you to do the following:

- Check the website of the public transit agency you may be using to learn more about the steps being taken to keep planes, buses, trains, etc. clean.

- Consider commuting outside the normal rush hour when ridership is lower. Select a seat that allows for social distancing.

- Wear a mask at all times during your commute.

- Carry hand sanitizer and use it after touching handrails or other common surface areas.

- Upon arrival at your destination, wash your hands with soap and water thoroughly as soon as possible.
ARRIVING ON SITE

ACCOMODATIONS FOR YOU
ARRIVING ON SITE

FOOD ACCOMMODATIONS

WILL FOOD BE SERVED DURING TRAININGS?

YES. WE WILL BE CATERING OUR LUNCHES FOR FULL-DAY TRAININGS TO ENSURE YOUR SAFETY AND KEEP EVERYONE ON SITE.
RETURN WITH CONFIDENCE

GUIDELINES

Assurance You Deserve
We rely on customer-facing training teams to use good judgement and maintain social distancing when representing Motorola Solutions. Our trainers will be ready to address any questions you may have on site.

Training Questions?

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THANK YOU!