



RETURN TO IN-PERSON CLASSROOM GUIDELINES

WHAT YOU NEED TO KNOW



MOTOROLA SOLUTIONS

LEADERSHIP MESSAGE



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YOU ARE WHAT MATTERS MOST IN THIS MOMENT

Our Motorola Solutions Worldwide Education team thanks you for your patience and support as we quickly pivoted in 2019 to a world where many of us are remote across the globe. We know this transition has continued to have its challenges and that many of you are eager to continue in-person training.

As always, we take a thoughtful and careful approach, and work diligently to ensure that you have 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 rely on our trainers leading our in-person classes to follow 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 and look forward to continuing to serve your training needs.

- The Worldwide Education Team

TABLE OF CONTENTS

1

Staying Safe In the Classroom
(slides 4-10)

2

Travel: Know Before You Go
(slides 11- 13)

3

Arriving On Site: Food/Hotel/Restaurant
Accommodations
(slides 14-16)

4

Return With Confidence
(slide 17)



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A man with dark hair and a beard, wearing a white surgical-style face mask and black gloves, is operating a forklift. He is looking directly at the camera. He is wearing a dark blue long-sleeved shirt with a circular logo that says "GER-CO" and an orange apron with "HETTRIDGE" and "THE ROUTINE" printed on it. The background is a blurred industrial setting with a bright light source on the left.

SAFETY FIRST



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SAFETY FIRST

CLASSROOM GUIDELINES



MASK POLICY:

Students must wear a face covering prior to entering a Motorola Solutions Training Facility and during class unless actively eating or drinking. If you cannot wear a mask due to health reasons, a face shield is an acceptable substitute.

If you are unable to wear a face covering, you are kindly asked to reschedule your training to a future date when such coverings are no longer a necessary requirement.

Always have your mask on in areas where you may encounter others including:



- Entrances/Exits
- Hallways/Common Areas
- Restrooms
- Break Rooms/Conference Rooms



SAFETY FIRST

EXPECTATIONS

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. 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.

Note:

Schaumburg students are not allowed on elevators or stairs

Florida students have elevator access only

These measures are to protect your own health/safety



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 CDC and Prevention, the World Health Organization and the Occupational Safety and Health Administration.



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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 returned from traveling internationally (within the last 5 days)?

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



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TRAVEL

PLAN AHEAD FOR SUCCESS

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



Step 2: Review the [CDC's COVID-19 site](#) for 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.





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

ACCOMMODATIONS FOR YOU



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ARRIVING ON SITE

FOOD ACCOMMODATIONS

WILL FOOD BE SERVED DURING TRAININGS?

YES. We will be catering morning beverages and pastries for full-day trainings.

NOTE: Lunch can be purchased from the self-serve kiosks in the Schaumburg facility. Most restaurants in Schaumburg (and Ft. Lauderdale) are also open. Please discuss lunch options with your instructor.



RESTAURANT/HOTEL ACCOMMODATIONS

SHORT LIST OF LOCAL OPTIONS NEAR YOUR TRAINING SITE

RESTAURANTS (must verify availability on dates/times)

TEMECULA, CA

[The Goat and Vine](#) and [Serrano's Fresco Grill](#)

BRENTWOOD, TN

[North Italia](#) and [Mere Bulles](#)

CHICAGO, IL

[Gibson's Italia](#) and [Rosebud](#)

SCHAUMBURG, IL

[Maggiano's](#) and [Weber Grill](#)

Ft. Lauderdale, FL

[Ocean2000](#) and [Seawatch](#)

HOTELS (must verify availability on dates/times)

TEMECULA, CA

[Home2 Suites By Hilton Temecula](#) and [Courtyard by Marriott Temecula](#)

BRENTWOOD, TN

[Hilton Garden Inn Nashville Brentwood](#) and [Homewood Suites by Hilton](#)

CHICAGO, IL

[Hampton Inn Chicago West Loop](#) and [Homewood Inn Suites West Loop](#)

SCHAUMBURG, IL

[Comfort Inn](#) and [Courtyard by Marriott](#)

Ft. Lauderdale, FL

[Hyatt](#) and [Hampton Inn](#)





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?

NA: training.NA@motorolasolutions.com

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LACR: training.LACR@motorolasolutions.com

APAC: training.APAC@motorolasolutions.com

VESTA Contact: Tim Chamberlain

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THANK YOU!



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