

Statement from **Arvinas** re working remotely

Dear Colleagues,

I write to inform you of a significant development in our response to the spread of COVID-19. **Please take the time to read this.**

[I recently advised] of the possible implementation of a remote work policy to minimize the potential of exposure to COVID-19 while maintaining our lab-based operations for as long as it is feasible and safe to do so. The leadership team and our board of directors have agreed that it makes sense to implement this policy now.

Beginning **Monday, March 16**, any employee who can perform their job function remotely should do so.

I've made this decision with the leadership team based on safeguarding the health and well-being of all our staff, referencing guidance from the CDC and other governmental sources.

Employees who can work remotely must do so beginning Monday, March 16

- Any employee who can perform their job function remotely should do so beginning Monday, March 16. By reducing the number of people in the building, we hope to reduce the potential for viral transmission to those who must come into the building to conduct their work.
- The lab space will remain open for now and we will advise accordingly as the situation develops and if this needs to change.
- Members of the leadership team will rotate coming into the office daily and will be available for onsite employee needs.
- If you have an underlying medical condition that puts you at a higher risk of viral exposure from being at our worksite, are generally concerned about coming in to our worksite, or are not able to perform your job function remotely, please speak with Steve Weiss or Elizabeth Sachatello in Human Resources. They will work with you to develop a plan to accommodate your needs.
- All employees should begin taking items home with them each day in the event that all employees are asked to work remotely on short notice. This includes your laptop and smartphone, binders, documents, and other materials that you typically access daily. If there are physical documents that you often use, you may want to spend time now to digitize the materials so that you can access them if working remotely.
- Ensure your laptop and smartphone have all the appropriate applications and technology downloaded and accessible (Zoom, VPN Client, Okta paired with your smartphone, business software, etc.). IT will separately distribute instructional information for these tools. Our goal in this unique circumstance is to maximize the efficiency and utilization of remote work for all employees, including those in lab-based roles. *NOTE: Please remember that it is against our IT policy to remove any Arvinas equipment from the building other than your company-issued laptop. We understand that there are some individuals who may require extra equipment, such as a large monitor, to fully perform their job remotely. IT has identified these individuals and will reach out to them directly.*

- We will be removing most scheduled meetings from the calendar through the end of March, with the exception of full development team meetings, R&D governance meetings, and leadership team meetings. We will revisit this adjustment at the end of March.
- All meetings of more than 2-3 people should be hosted remotely using your Zoom account. Arvinas has rolled out basic Zoom licenses to the entire organization for teleconferencing and screen sharing. If you did not previously have a Zoom account, you should have an activation email in your inbox earlier this week. Once you have activated your account, you will see a Zoom button in your Okta dashboard. Instructions on how to use Zoom have been provided via email and are contained on the SharePoint site (link provided above).
- Lastly, it is critical that before you leave you must secure your personal working space and ensure any confidential information is stored away appropriately.

REMINDER: If you're feeling symptoms related to COVID-19, or you believe you have been exposed, have been diagnosed, or are in any way feeling unwell you must remain at home.

If you have any questions, and all questions are good questions, please do not hesitate to reach out to any member of the leadership team. Beginning the week of March 16, you can expect to receive at least biweekly business updates related to COVID-19 each Wednesday and Friday, with any urgent updates communicated immediately. Additionally, a sharepoint site is now available as a central location for business continuity plans and information, including COVID-19-related emails.

Be Well,

John Houston
Arvinas