

Auditor Safety Protocols

COVID-19

General Statement of Policy:

ARCHE Advisors is closely monitoring the current global situation related to COVID-19 and is making every effort to be a responsible world citizen while protecting Auditors and Suppliers. Related guidance is being updated regularly according to location and industry.

- In all cases, it is the policy of ARCHE Advisors to follow relevant national and/or local requirements for travel, PPE, social distancing and other preventative measures.
- ARCHE Advisors will respect and observe any reasonable requests related to health and safety from the Supplier (factory, farm or business) that is being visited.

Guidance for Auditors:

1. Auditors are responsible to observe local regulations relating to travel, PPE and social distancing. ARCHE Advisors will additionally provide any known information regarding Supplier requirements at the time of scheduling. The Auditor will accept assignment only if they are healthy, have the ability and willingness to observe the requirements, and travel to the supplier.
2. Auditors are not to visit any Suppliers when they are symptomatic (COVID-19 or otherwise) and are responsible to report any symptoms immediately to their Regional Manager so that visits may be rescheduled with as much notice as possible.
3. Auditors are responsible to follow basic hygiene recommendations to wash their hands frequently, or to use hand sanitizer when soap and water is not practical, particularly after use of public transportation and before entering the Supplier's facility.
4. Auditors are responsible to acquire and use PPE according to local and supplier requirements. The Auditor may choose whether or not to use PPE if it is not required by local authorities and/or the Supplier.
5. Auditors are responsible to observe any recommended social distancing required by local authorities and/or the Supplier. Some adjustments to behavior, locations or typical procedure may be needed in order to comply:
 - a. Greeting without physical contact (i.e., no shaking hands).
 - b. Maintaining minimum distance requirements.
 - c. Requesting a room or area to work which has adequate space and ventilation to allow for personal distancing during conferences, meetings and interviews.
 - d. Limiting participants to essential personnel during opening and closing meetings in order to observe distancing constraints.
 - e. Limiting group sizes or eliminating group interviews altogether if they are not feasible under distancing requirements. Report back to ARCHE Advisors Client Relations Manager as soon as possible if minimum employee interview numbers as per Client requirements will not be met.
6. Auditors are responsible to report to their Regional Manager immediately if they are diagnosed with COVID-19 within 14 days of conducting a Supplier visit.
7. ARCHE Advisors will notify Clients/Suppliers if an Auditor is diagnosed with COVID-19 within 14 days of a Supplier visit.