



March 16, 2020

SUBJECT: CoorsTek Coronavirus Customer Guidance

Dear Valued Customer:

The health and well-being of our employees, customers, and business partners is a top priority for CoorsTek. We are closely monitoring the evolution of the Coronavirus (COVID-19) and are committed to providing the most current information about changes to our policies and procedures as the situation continues to evolve.

We are following the guidance of the [US Department of State](#), the [World Health Organization](#), the [Center for Disease Control \(CDC\)](#) and governmental health agencies in all regions to help decide what is safest for our employees and facilities around the world. We are taking a cautious, but balanced approach to this evolving situation and making prudent choices to protect the health of our employees without creating unnecessary disruptions to our business operations. We are observing the following guidelines to minimize the risk of exposure at any of our locations:

- Visitors to our facilities will be required to complete a questionnaire prior to arrival at the facility to determine whether the visit will be permitted. No visitor will be permitted to enter a CoorsTek facility who has been in an impacted country or region within the last 14 days. The questionnaire will define where these countries and regions are as this is a quickly evolving list.
- Our facilities within impacted countries will have site-specific visitor restrictions depending on the local situation or local government requirements and recommendations.
- We have restricted employee business travel to impacted regions.
- We are closely monitoring the situation in all countries in which we operate and will make travel recommendations based on future developments.

- We are encouraging our employees to weigh essential travel vs. options to join meetings or events remotely, especially in areas with growing numbers of infection.

These guidelines represent our best judgement and outline the practical steps we are taking, at this moment, to reduce the risk to our employees, customers, and business partners, yet still operate our business as efficiently as possible. We will continue to use technology and other options to communicate regularly with our customers and keep the lines of communication open as we manage through this evolving situation.

Thank you for your continued support.

Sincerely,

Patricia Mishic O'Brien
Chief Commercial Officer
CoorsTek