

CORONAVIRUS (COVID-19) | FREQUENTLY ASKED QUESTIONS

Updated March 9, 2020

What is a coronavirus and COVID-19?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. COVID-19 is the infectious disease caused by the most recently discovered coronavirus.

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80 percent) recover from the disease without needing special treatment. Around one out of every six people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. Approximately two percent of people with the disease have died. People with fever, cough and difficulty breathing should seek medical attention.

How can I protect myself? What precautions can I take to prevent myself from getting sick?

CoorsTek has provided posters in various languages that should be placed at your plant. Stay aware of the latest information on the COVID-19 outbreak available on the World Health Organization (WHO) website and through your national and local public health authority. COVID-19 is still mostly affecting people in China with some outbreaks in other countries. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water for 20 seconds.
- Maintain a minimum of one meter (three feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.
- Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

Where can I find information specific to CoorsTek?

Visit our [intranet site](#) for updated information. Access the site via the intranet home page by selecting



I feel sick, what do I do? Who should I tell?

Please advise your supervisor and HRBP immediately and go home. [CDC recommendations](#) are to stay at home and separate yourself from other people and animals. Call ahead before visiting a doctor.

My co-worker is sick and is at work. What should I do?

If you feel comfortable addressing your coworker in a respectful and caring manner, please do so. Otherwise, you can raise your concern to your supervisor or HRBP. As employees, you should feel empowered to advocate for yourselves and if you feel uncomfortable about working closely with others due to your health concerns, please express that concern respectfully. We should all work together to seek solutions that allow all team members to feel understood and do not impact our ability to perform our job functions. Please utilize available technology such as conference calls, Skype and Teams to conduct meetings if necessary.

A co-worker is of Asian descent, should I be concerned?

The countries with the highest threat level include Italy, Iran, China, South Korea and Japan as defined by the [CDC Travel Health Notices](#). Employees should not be harassed or avoided based on their nation of origin. Do not assume that someone of Asian descent is more likely to have COVID-19, [per CDC](#).

Upon return from personal or business trips to a Level 2 or 3 country by [CDC definition](#), we're asking all employees to review the [self-assessment guidelines](#) prior to their return to work.

How can I be informed of impacts to my facility?

Please update your personal contact information in Workday including your home phone and/or personal and business mobile numbers. This will allow your leadership teams to communicate any urgent updates related to your facility. Here's a [job aid](#) to get you started.

What happens if I contract the virus, does CoorsTek pay my medical bills?

If you contract COVID-19, it would be treated the same way as if you were sick with any other disease. You would process your medical claims through your medical provider. CoorsTek would not be responsible for paying medical bills.

What will happen to my job if I'm sick and can't come to work?

In the US, if you are out of work due to illness, it will be treated as sick leave and you can take any unused accrued PTO. For US and EMEA countries, your HRBP will provide you with information regarding medical leave, absence and benefit impacts.

How do I know if I have the flu or COVID-19?

Please seek medical treatment and advice from your physician. Your physician will review your risk factors for the flu or COVID-19, recommend testing options and provide treatment guidance.

If cases of the virus are reported in our facilities, what happens?

If there is a known exposure to COVID-19 at a CoorsTek facility, we will follow the governmental regulations around known exposures which may include disinfecting the plant.

Should I wear a mask while at work?

The World Health Organization indicates that people who are not exhibiting respiratory symptoms (such as cough) do not need to wear a medical mask. WHO recommends the use of masks for people who have symptoms of COVID-19 and for those caring for individuals who have symptoms such as cough and fever.

Does the flu shot prevent the coronavirus (COVID-19)?

No, it does not. There is not currently a vaccine for COVID-19.

I am traveling on an essential business trip approved by the ELT. What if I get sick while traveling?

Please view the [CoorsTek Travel Safety Program](#). When you book your trip, you will receive an email from WorldAware. Please follow the link to create your profile and download the mobile app to your phone. You can use the hotline button to call WorldAware to help with medical treatment and other medical and security concerns. This number can also be saved to your contacts.

If you do not use Cain Travel to book your business trips (or for non-US and non-Canadian travelers) – please forward all itineraries to coorstektrips@tripsync.worldaware.com — This will allow you to receive the welcome email and all travel alerts and services. We have a hotline number that can be dialed directly at +1 443 221 4977 in the event you need medical or security assistance while on business travel.

I'm planning to travel abroad on a personal trip. Can I come back to work?

Upon return from a personal or business trip to a Level 2 or 3 country by [CDC definition](#), we're asking that you review the [self-assessment guidelines](#) prior to your return to work.

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments. Review the [CDC steps to take when you are sick](#).

Sources

[World Health Organization](#)

[US CDC](#)

[European CDC](#)

[Germany Robert Koch Institut](#)

[Japan Ministry of Health Labor and Welfare](#)

[Korea CDC](#)

[Public Health Agency of Sweden](#)

[RIVM Dutch National Institute for Public Health](#)

[UK COVID-19 Guidance](#)