

Guidance Related to Lifting of Shelter-in-Place Orders – Phase I

We are evolving our *New Ways of Working* issued in March. Following the lead of national and local governments we will use a “phased” approach to address issues related to the end of or decreasing requirements of existing Shelter-in-Place/Stay-at-Home/emergency shutdown orders (“Order”).

Phase I will begin to apply when the relevant governmental authority over a CoorsTek facility lifts or modifies an existing Order¹ to allow a gradual reopening of economic activity. The Response Team will confirm what phase each location is in using internal data as well. Those dates will vary based on facility location. Until such time as the local government begins to lift these Orders, our current *New Ways of Working* will apply. In line with our [New Ways of Working](#) employees must always continue to comply with social distancing (even if schedules are adjusted).

The guidance in this communication will become effective upon a facility entering Phase 1.

PPE and Masks

CoorsTek will continue to provide PPE to employees as required for job performance. PPE in this category includes full-face or half-face respirators and masks (i.e. N95s or FF1s).

To help prevent the spread of the COVID-19 virus, except as provided below, all employees will be required to wear masks while at work in a CoorsTek facility. This requirement includes manufacturing areas, common areas, conference/meeting rooms, cubicles, and offices.

Masks may be removed when employees are able to, and do, maintain applicable social distancing requirements (i.e., separation of 6 feet / 2 meters) while at work, either in individual offices, cubicles, workstations on the manufacturing floor or elsewhere.

Employees are required to wear a mask when moving through common areas in transit to another area.

CoorsTek will provide two types of masks, KN95 or surgical masks, to employees depending upon the role and need of the employee:

- KN95s will be provided to employees when (i) two or more employees are unable to maintain separation of 6 feet (2 meters) while performing their job functions or (ii) an employee has self-identified as being a “vulnerable person” (see next section) or as having a person in their household who is a vulnerable person. Upon request, EHS will provide employees with guidance regarding how employees can reduce the risk of virus spread prior to entering their houses (especially important if the employee has a person in their household who is a vulnerable person).
- Surgical masks will be provided to all other manufacturing employees.

¹Local government requirements may be more restrictive than this CoorsTek guidance. In that case, government requirements shall apply.

IMPORTANT NOTE – This guidance is issued at a time when the global supply of masks is stressed and is likely to be further stressed as Orders are modified. CoorsTek will make every reasonable effort to obtain KN95 and surgical masks. In case KN95s are not available, surgical masks may be worn instead. If surgical masks are not available, then CoorsTek will (i) allow employees to wear appropriate masks they bring from home or (ii) when requested, provide employees with materials so employees can make their own mask.²

Homemade masks must be approved by an EHS representative for functionality and be appropriate for the workplace. Employees are encouraged to consult with their EHS Manager if they are unsure of what might be considered appropriate for the workplace. Office employees are strongly encouraged to provide their own mask, but if this is not possible, CoorsTek will provide surgical masks for so long as supplies last.

Work from Home - Vulnerable Employees or Vulnerable in Household

HRBPs will provide employees the definition of “vulnerable” (see below). Employees will be asked to self-identify if they are a vulnerable person or have a person in their household who is a vulnerable person.³ Employees who self-identify in either category should work from home to the extent possible or as instructed to do so based on local governmental guidance. Where it is not possible for a vulnerable employee to effectively do their job from home, that employee is required to wear a mask while at work in a CoorsTek facility.

Vulnerable means an employee or a family member of an employee residing in the same household as the employee who: (i) are age 65 or older or (ii) have a serious underlying health condition such as hypertension, chronic kidney disease, chronic lung disease including COPD and asthma, cancer, diabetes, obesity, certain blood disorders, disease-related or medication-induced immunosuppression. A complicated pregnancy (i.e., heart disease in pregnancy) is also included as a vulnerable condition.

Work from Home – General Population

Employees who have been effectively working from home as outlined in the March 27 *Understanding Stay-at-Home Orders* may continue to do so. This includes those employees who may need to continue to work from home due to lack of childcare. Employees who have been working onsite may continue to do so while adhering to social distancing and other established guidelines.

This present guidance allows managers to work together with HRBPs to develop department schedules (considering social distancing for workspaces) to allow for a return of **no more than 50** percent of the workforce to the workplace on any given day. Until this schedule is developed and communicated, employees who have been working from home should remain working from home. This will continue until such time as conditions warrant an increase or decrease in the number of employees reporting to the workplace.

² This is a limited exception to applicable requirements of the *Employee Guidelines – US Version*

³ These measures are for the protection of employees and their family members. If an employee does not self-identify, the Company will not make assumptions or mandate application of the guidance contained herein.

Personal* and Business Travel

Approval of business travel will continue to be subject to the [Travel Policy](#) issued March 15. Minimum requirements for business travel approval are: The traveling employee(s) must have a business-critical reason for in-person meetings and prior knowledge of the protective measures in place at the company/location to be visited.

Personal and business travel should only be to and from locations that are not under mandatory Orders. Upon return to their home location, personal and business travelers will (i) be asked where they traveled to, (ii) be subject to any government quarantine requirements, and (iii) if they cannot effectively work from home, be required to follow the then applicable mask protocol. Aligned with our *New Ways of Working*, returning travelers must continue to adhere to social distancing and stay more than 6 feet (2 meters) away from other people while at the workplace.

This guidance applies to all travel including intercompany travel examples noted in the *Travel Policy*.

*Personal travel is non-business travel outside of the employee's region using a method other than a personal vehicle.

Social Distancing – Meetings

No in-person meetings with more than 10 people are allowed, and social distancing of more than 6 feet (2 meters) must be maintained for all meetings. Employees must continue to follow the capacity postings for conference rooms. Employees are strongly encouraged to continue to use technology whenever feasible for meetings and group trainings.

Social Distancing – Common Areas

Social distancing in common areas must continue and when social distancing cannot be maintained employees are required to wear a mask. Managers should review common areas, remove chairs as necessary to discourage close contact and observe break and lunch times to confirm adherence to social distancing requirements. Employees may consider eating at their desk or workstation (where permitted), outside, or alone in vehicles to maintain social distancing.

Employee Temperature Screening

The current [Employee Screening and Response Protocols](#) remain in effect and include:

Employee screening questions noted below and temperature screening

- 1) Do you feel feverish or have chills?
- 2) Do you have a dry cough?
- 3) Do you have shortness of breath?
- 4) Do you have fatigue?
- 5) Has any household member or close contact been diagnosed with COVID-19 or been advised by a physician they are presumed positive?
- 6) Have you traveled to an area that is still under a Stay-at-Home Order outside your region?

Temperature screening – Employees with a temperature of 100.4F/38C or higher will be asked to return home and contact a physician.

COVID-19 Testing

We continue to follow our *New Ways of Working* and *Employee Screening and Response Protocols* to guide symptomatic employees and those employees with close contact to positive COVID-19 cases to medical professionals for testing as it becomes available.

Contact Tracing

Employees are encouraged to maintain an accurate record of employees with whom they have been in “close contact” with at work for the prior two weeks in case there is a need to address a potential exposure to a suspected or positive COVID-19 case. “Close contact” means being within 6 feet (2 meters) for a sustained period of 10 minutes or more.

Preventive Cleaning

All facilities must continue with preventive cleaning protocols. Increased frequency noted to clean workstations, floors, break rooms, restrooms, and other common areas during each shift.

Disinfecting when Employees are out with Symptoms

We will continue to disinfect according to the current [Guidelines for Cleaning and Disinfecting Work Areas](#).

Pay Practices

The current [Pay Practices](#) for US employees will continue.

Visitors

Visitors remain limited to those persons deemed to be mission critical. Visitors are subject to successful completion of the [Visitor Questionnaire](#) and adherence to CoorsTek screening protocols.

Contractors must also follow all the same established protocols including completion of the Contractor Qualifying Agreement and filing of a Safety Plan where required. Contractors will need to equip their employees with masks as outlined above.