

## **CORONAVIRUS (COVID-19) EMPLOYEE SCREENING AND RESPONSE PROTOCOL**

This protocol is to make sure that you and your team members stay safe and healthy. We are working to contain the spread of coronavirus (COVID-19) and these measures will help us in that regard. We ask that everyone comes together to ensure everyone's safety.

Note: this corporate document is meant to be a universal guideline. However, some local governments may have rules that are more stringent than this protocol. In these cases, local government requirements supersede this protocol.

### **If you feel sick at home**

If you feel sick, stay home from work. When you report that you are missing work due to illness, you can expect a call from your HRBP or EHS Manager to ask you symptom screening questions. We may ask what or whom you have come into contact with in the last two days at the plant or office so we can adequately clean. If you are experiencing any COVID-19 related symptoms, stay home and we recommend you reach out to a medical professional and talk with them about your risk for COVID-19. Please get tested if recommended by your doctor. **If your doctor does not recommend a COVID-19 test, yet you are showing symptoms consistent with COVID-19, then CoorsTek reserves the right to request a COVID-19 test.** Advise your HRBP of all COVID-19 test results, including if you are presumed positive.

Follow return to work guidance below if you are diagnosed or presumed COVID positive.

### **If you are sick but do not have COVID-19**

If you are sick and your doctor attributes your illness to an alternative infection (not COVID-19), do NOT return to work until your symptoms are improving and you have been free of fever for 72 hours without the use of fever-reducing medicines. If COVID-19 is suspected by your physician but not tested, please advise your HRBP and **request** a written release from your physician prior to returning to work.

**Note: CoorsTek reserves the right to request a COVID-19 test prior to returning to work. See below for guidance on return-to-work with suspected COVID-19.**

### **Screening Protocol**

Employee screening including temperatures occurs at all locations at the beginning of every shift prior to your entry to your workstation. If you have a fever over 100.4°F or 38°C we will work with you to coordinate going home and a virtual visit with a doctor if needed.

Screening will happen at defined entrance location(s) per facility. You will be asked/required to enter the plant or facility at the beginning of your shift through this entrance. Do not enter at any other location at the beginning of your shift. Once you've entered the plant or facility, you may exit and enter at any normal access doors.

Practice social distancing (6 feet/2 meters between employees) and wear your mask while waiting in line for screening.

Arrive a few minutes early to allow for the screening.

If you have a fever (100.4°F or 38°C or greater), notify your supervisor and HRBP by email, text, or phone that you have a fever and need to go home. Please go home immediately. If you need to wait for a ride home, please use the identified isolation area and do not use ride share services such as Uber, Lyft, or taxi. We may ask what or whom you have come into contact with in the last two days at the plant or office so we can adequately clean. Use the nurse line, virtual medicine, or call your physician if symptoms include fever, shortness of breath, fatigue or dry cough to assess your risk factors. Advise your HRBP of all COVID-19 test results, including if you are presumed positive.

#### **If you feel sick while at work**

Please notify your supervisor and HRBP by email, text, or phone that you are feeling sick and need to go home. If the HRBP is unavailable, please contact your EHS Manager. Practice social distancing and wear your mask while you are still at work. If you need to wait for a ride home, please use the identified isolation area and do not use ride share services such as Uber, Lyft, or a taxi. Use the nurse line, virtual medicine, or call your physician if symptoms include fever, shortness of breath, fatigue or dry cough to assess your risk factors. Advise your HRBP of all COVID-19 test results, including if you are presumed positive.

Follow return to work guidance below if you are diagnosed or presumed COVID positive.

#### **If you are diagnosed with COVID-19**

Request a written release from your physician prior to returning to work after a physician advises you are presumed positive or you have a confirmed diagnosis of COVID-19.

While you are in self-isolation, avoid any public areas, public transportation or rideshare. Please refer to the CDC website on home care of suspected/confirmed COVID-19 for further information.

Discontinuation of self-isolation should be decided in conjunction with your healthcare provider, and state/local public health if applicable.

While in isolation, your workstation and/or office will be cleaned. CoorsTek will distribute an anonymous notification to all employees at the location advising an employee tested positive or is presumed positive.

If an employee is diagnosed with COVID-19, or their physician has advised them they are presumed positive for COVID-19, identified employees with close contact will be requested to follow self-quarantine guidelines. Close contacts should reach out to their doctor and/or local public health office for guidance.

Close contact with a confirmed COVID-19 case defined:

- Being within 6 feet (2 meters) for more than 15 minutes over a 24 hour period while one or more people are not wearing a mask.

#### **Return to Work Guidance**

If you are diagnosed with, or presumed positive for COVID-19, you must stay home for 7-10 days from when symptoms first appeared. You need to be fever free for 72 hours without the use of fever reducing medication and have improvement in respiratory symptoms (cough, shortness of breath) prior to your return to work. In the event of a positive or presumed positive

COVID-19 diagnosis you **should** provide a written return to work release from your physician; in general, your physician will adhere to the guidelines for return-to-work recommendations.