

CORONAVIRUS (COVID-19) EMPLOYEE SCREENING AND RESPONSE PROTOCOL

Effective January 14, 2021, the following protocols have been updated and supersede anything previously communicated.

- If you are showing symptoms consistent with COVID-19, CoorsTek reserves the right to request a COVID-19 test and/or a physician's note prior to your return to work

The following are updates (as of 6 APRIL 2020) to items in the protocol. New information appears in red.

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:

Alert your supervisor and HRBP if you are diagnosed with COVID-19, your physician has advised you are presumed positive for COVID-19 or if your test is confirmed negative.

If you feel sick while at work

Alert your supervisor and HRBP if you are diagnosed with COVID-19, your physician has advised you are presumed positive for COVID-19 or if your test is confirmed negative.

Screening Protocol

Screening will happen at one defined entrance location(s) per facility.

Alert your supervisor and HRBP if you are diagnosed with COVID-19, your physician has advised you are presumed positive for COVID-19, or if your test is confirmed negative.

If you are sick but do not have COVID-19

If you go home sick with flu-like symptoms but 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 provide a written release from your physician prior to returning to work. See below for guidance on return-to-work with suspected COVID-19.

If your symptoms are not suggestive of COVID-19, we will not request other employees who have been in close contact go home. Follow our standard practice for being out of work due to illness. If you have trouble obtaining a doctor's note, alert your supervisor or HRBP.

If you are diagnosed with COVID-19

The return to work after a physician advises you are presumed positive or you have a confirmed diagnosis of COVID-19 requires a written release from your physician.

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 self-quarantine for 14 days from their last exposure to the affected employee.

Close contact with a confirmed COVID-19 case defined:

- Includes living in same house, caring for sick person with COVID-19, being within a 6-foot/2 meter distance for a prolonged period of time (**sustained 10 minutes or more**) or direct contact with fluids from the infected person (coughed on, sneezed on, etc.)

Return to Work Guidance

If you are diagnosed with, or presumed positive for COVID-19, you must be home for 7-10 days from when symptoms first appeared and fever free for 72 hours without the use of fever reducing medication prior to returning to work. You should also have improvement in respiratory symptoms (cough, shortness of breath). Follow our existing sick leave return to work policy. In the event of a positive or presumed positive COVID-19 diagnosis you must provide a written return to work release from your physician; in general, your physician will adhere to the guidelines for return-to-work recommendations.

As an alternative, if testing for COVID-19 is available for those suspected or confirmed to have COVID-19, employees can return to work if they have tested negative on at least two consecutive FDA-approved nasal swab tests taken more than 24 hours apart.

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

In case local requirements differ or require more stringent guidance the latter shall apply, and your management will inform you accordingly.

If you feel sick at home

If you are feeling sick, stay home from work. When you report that you are missing work due to illness, you can expect a call from your HRBP to ask you if you're experiencing a fever (defined as 100.4°F, 38°C or higher), shortness of breath, fatigue, or dry cough. If the HRBP is not available, the EHS manager will contact you. We also 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 of the noted symptoms, 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. Alert your supervisor and HRBP if you are diagnosed with COVID-19 or if your test is confirmed negative.

UK: Employer is generally not allowed to ask Employee about her/his health situation. However, all European governments are appealing on employees' moral responsibility. For our protection of all CoorsTek employees, please inform your HRBP as soon and as concrete as possible about your specific individual situation in case of questions and/or doubts.

Follow return to work guidance below.

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 while you are still at work. If you need to wait for a ride home, please use the identified isolation area (location to be communicated via signage at your facility or through tiered communication pathways) 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. Alert your supervisor and HRBP if you are diagnosed with COVID-19 or if your test is confirmed negative.

Follow return to work guidance below.

Screening Protocol

We are arranging to provide employee screening including temperatures 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 one key entrance location 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 can exit and enter at any normal access doors.

Please practice social distancing (6 feet/2 meters between employees) while waiting in line for screening.

We recommend that you 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 (wear a surgical mask) and do not use ride share services such as Uber, Lyft, or taxi. We may also 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 do not have access to technology from home, 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. Alert your supervisor and HRBP if you are diagnosed with COVID-19 or if your test is confirmed negative.

UK: Temperature screening is on a voluntary basis. In case different approach will apply, we will let you know and if necessary, discuss this subject with established works council.

If you are sick but do not have COVID-19

If you go home sick with flu-like symptoms but not COVID-19, do NOT return to work until you have been fever free for 48 hours without the use of fever reducing medicines. If COVID-19 is suspected by your physician but not tested, please provide a written release from your physician prior to returning to work.

We will not request other employees who have been in close contact go home. Follow our standard practice for being out of work due to illness. If you have trouble obtaining a doctor's note, alert your supervisor. Your workstation and/or office will be cleaned. Workers in close contact with you will be advised that the company is cleaning as a precaution and they will be notified if the employee has a COVID-19 diagnosis. Employees will not be notified if your diagnosis is something other than COVID-

19.

If you are diagnosed with COVID-19

The return to work after a diagnosis of COVID-19 requires a written release from your physician. Repeat testing may be requested by your physician and/or the Department of Public Health.

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

- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

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. Workers in close contact with you will be advised that the company is cleaning as a precaution and they will be notified if the employee has a COVID-19 diagnosis.

If an employee is diagnosed with COVID-19, identified employees with close contact will be requested to self-quarantine for 14 days from their last exposure to the affected employee. Close contacts must reach out to their doctor and/or local public health office for guidance.

Close contact with a confirmed COVID-19 case defined:

- Includes living in same house, caring for sick person with COVID-19, being within a 6-foot/2 meter distance for a prolonged period of time or direct contact with fluids from the infected person (coughed on, sneezed on, etc.)

If you have mild symptoms and no final diagnosis is available

In most countries the health care systems are overloaded. People are instructed by government not to go the doctor to prevent from infecting others. They are also recommended not to go the hospital in order to relieve medical personnel taking care for seriously ill patients. Consequently, in many cases the people have mild typical symptoms but will not get a medical confirmation about infection.

Employees who have questions regarding the above mentioned shall contact their supervisor for further guidance.

Return to Work Guidance

You must be fever free for 48 hours without the use of fever reducing medication prior to returning to work. Follow our existing sick leave return to work policy. In the event of a positive COVID-19 diagnosis you must provide a written return to work release from your physician.