

To: ASM Global Team Members
FROM: Shauna Elvin, Executive Vice President, Global Talent
RE: Coronavirus Communication
Date: March 1, 2020



At ASM Global, your health and safety are our top priority, and we want you to know we are closely following the reports regarding COVID-19 - the coronavirus. We understand that many of you have questions about how this could impact our work. We are working with our clients and customers as well as monitoring our local governmental directives.

At the moment, there is more uncertainty than any of us would like and your concerns are very understandable. Please know that our teams around the world are in contact with local public health officials and keeping abreast of any Centers for Disease Control (CDC) and World Health Organizations (WHO) advisories, so that we can manage any actions or decisions we take in an orderly, responsible and respectful way -- placing your well-being and those of our guests at the center of our efforts.

Be assured that we are taking this very seriously and are following the advised protocols as described by the CDC and WHO. We encourage you to take care of your health and that of others by following these tips:

- If you feel unwell, please stay home, even with mild symptoms such as headache and slight runny nose, until you recover. Simply let your supervisor know that you will be staying home.
- Avoid close contact with people suffering from acute respiratory infections.
- Maintain a distance of about three feet between yourself and anyone who is coughing or sneezing.
- Avoid touching your mouth, eyes or nose.
- Wash your hands frequently, especially after direct contact with ill people or their environment.
 - » Wash hands with soap and water for at least 20 seconds.
 - » Use an alcohol-based hand sanitizer only if soap and water are not available.
- Do not travel when you are sick, and we are recommending that travel be postponed unless it is absolutely necessary.
 - » ASM Global has already restricted travel to Asia and parts of EU like Italy and the Middle East. Should employees need to travel to these regions, for the foreseeable future they will need to receive approval from their EVP of the Division and the EVP of Global Talent.
- Ensure you are up to date with recommended vaccines.
- Consider getting your annual influenza vaccine if you did not get it earlier.

As our valued Team Members, please know that we are closely monitoring the situation and remain in contact with public health officials, including the CDC and other world health organizations. We are working closely with our various partners and are well prepared to take appropriate steps to ensure the safety of our employees, guests, and clients.