

# COVID-19 NOTICE

**Curtis has managed to maintain all customer delivery schedules during the pandemic. All three Curtis production factories worldwide are fully operational under strict Health & Safety protocols.**

***Manufacturing is fully operational and supply chains have not been compromised.***



Curtis operations worldwide are in full compliance with local COVID-19 preventative actions. This includes following all medical and governmental infectious disease guidelines. The number one objective of Curtis is to assure the health and safety of our global employees, their families and communities. Essential production employees have helped assure that our customer product deliveries and engineering development projects progress unencumbered. In this difficult time, the Curtis teams worldwide have worked diligently and effectively, and most importantly, safely, which is a great source of pride for the company. We will continue to operate safely under all applicable best practices until this crisis has passed. It is our sincere hope that our customers, business partners and associates, and their families and communities worldwide will stay safe and well.

- The Curtis Senior Leadership team meets daily with our Chairman, through virtual connection, to review and manage all pandemic related issues, focusing closely on assuring that our customer orders are delivered on time; and, that our employees are protected.
- Curtis business operations have continued unencumbered, as the company has transitioned to a fully functional work-from-home infrastructure where possible, transferring all necessary business functions.
- Only a handful of Curtis employees worldwide have reported positive COVID-19 diagnosis, and have recovered. Employees testing positive are required to quarantine and must produce a negative COVID test result before returning to their place of work. All protocols for disinfecting the workplace, notifying local officials, contact tracing and testing workforce as necessary are followed.



## COVID-19 NOTICE *continued*

The company has implemented tightly followed COVID-19 Preparedness and Response Plans in all factories and offices. Specific actions include:

- Curtis complies with all regional and national regulatory pandemic protocols in every facility worldwide.
- Educating employees about the virus, and how to prevent its spread, how to avoid exposure at home and at work.
- Assigning preventative, monitoring and inspection responsibilities to the General manager, managers and supervisors.
- Following all health and safety guidelines (wearing protective equipment such as masks and eye protection, assuring sufficient social distancing space, taking temperature, hand-washing, etc.) before reporting to work, upon entering the plant and while working.
- Thoroughly and frequently disinfecting all work environments and all public rooms.
- Establishing and enforcing tight protocols in case someone is suspected of having the virus, or has tested positive.
- Limiting visitors to the facilities to essential personnel only and enforcing all health and safety guidelines for visitors.
- ...and many more.

For more information, contact your local Curtis representative or communications partner.

