

## Hypertherm COVID-19 Actions

- **Our business priorities**, in this order, remain: Associate health, Community health, Business continuity.
- **Personal hygiene and surface hygiene protocols:** We communicated personal prevention advice, including hand washing and sanitizing guidance from the [CDC](#) and the [WHO](#). We expanded our sanitation materials and moved our onsite custodian work to be cleaning high touch common surfaces (bathrooms, handles, handrails, etc) from one time per day to three time per day and have posted sign off schedules to track that we are meeting these minimums, once again following guidance according to [OSHA](#) and the [CDC](#).
- **We enacted strict social distancing guidelines in the workplace.** 6' buffer between people, no meetings with more than 10 people in a room (at 6' apart), and we have removed tables and chairs from common areas to enforce this.
- **Maximum remote work.** We have moved to a full-scale enactment of all remote-capable roles to be done from home to follow public health guidance to dramatically decrease movement of people among our community. Of the 1,200 Associates we have working in New Hampshire, approximately 500+ of them are now only working from home. The Associates who remain onsite are in onsite-critical roles, primarily machining and assembly and those who support those people and processes.
- **Travel ban is in effect for all global Hypertherm Associates.** This was first put in place in early February for travel to and from [CDC travel warning](#), level 3 and 2 countries, but now it is global.
- **Symptom checks:** We are asking all Associates to check themselves for [COVID-related symptoms](#) and not come to work if they are experiencing any. We are asking leaders to check in with their Associates at the start of shift on any symptoms and sending them home to self-isolate and seek medical advice over the phone.
- **Paid COVID-related leave:** We now offer paid “Public Health Emergency” leave up to 10 days or 80 hours for any COVID-related impacts that prevent someone from working (self or family quarantine or isolation, medical needs, child care constraints) and all our Associates and Leaders have that guidance.
- **Business continuity:** Given then Associate health and Community Health measures and protocols we have put into place it is our priority to follow those closely and remain open for production. We are a just-in-time manufacturer and part of a local and regional supply chain that relies upon our consistent and regular demand to stay in business. Maintaining access to those supplies and continuing our production lines is critical to our business continuity. In turn, our finished goods supply consumable parts to Customers who continue to require them to operate their machinery, many supporting medical and infrastructure critical operations. If we are unable to produce and supply our products those local, regional, and global customers will not be able to operate.