

Teradyne, Inc. COVID-19 Policy Update (Including all subsidiaries)

Updated – December 7, 2021

To: All Employees, Customers, Suppliers, Visitors and Contractors

General

In light of the global spread of the COVID-19, Teradyne is providing this policy to prevent the spread of the virus. Teradyne continuously monitors government and health organization recommendations to ensure that we follow all government requirements needed to protect our employees and business interests. As the situation continues to develop, we will update these precautionary measures as necessary.

Our policy consists of a 5-phased approach. Movement between the phases is multi-directional, so depending on the current status of the COVID-19 impact, any work site may move forwards or backwards through the phases. For more information – including definitions and guidelines for each phase – please refer to Appendix 1 and Appendix 2.

Teradyne also has a separate Federal Contractor COVID-19 Vaccination and Face Covering Policy with which all U.S. employees working out of or traveling to a Federal Contractor Site (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices) or U.S. employees working on or in connection with a federal government contract regardless of work location, also need to comply. This global policy, and the Federal Contractor COVID-19 Vaccination and Face Covering Policy, should be read together. If there are any inconsistencies between the policies, for applicable U.S. employees, the Federal Contractor COVID-19 Vaccination and Face Covering Policy shall govern.

Essential Business

Our highest priority is protecting the health and safety of our employees and their families. Many of Teradyne's businesses are considered essential by the national governments in countries where we operate. As such, our intent is to establish and maintain a safe workplace and guidelines that allow operations associated with these essential businesses to continue.

Travel

The corporate policy for COVID-19 is following the highest level of alert of either the [US Center for Disease Control](#) or [US State Department](#) and discretion on Teradyne's part based on other information we have received.

Please use the following guidelines for travel. The table has been updated to reflect guidelines for those who are fully vaccinated. As an example, individuals are considered "fully vaccinated" against the virus two weeks after receiving the second dose of the Pfizer or Moderna vaccine, or two weeks after receiving a single-dose Johnson & Johnson vaccine. There are additional variates of the vaccine worldwide therefore please follow the appropriate manufacturer's timeline for fully vaccinated status. "Fully vaccinated" currently does not include the requirement for a booster shot, but that could change in the future.

If you are asked to travel and do not feel comfortable doing so, please talk to your manager and Human Resources to find alternate ways to perform the work. Travel is voluntary on the part of the employee.

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	Feature	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Travel	Approval (Unvaccinated EE)	Executive Mgmt. ⁴	Executive Mgmt. ⁴	Executive Mgmt. ⁴	Executive Mgmt. ⁴	Manager
	Approval (Vaccinated EE) ⁵	Executive Mgmt. ⁴	Executive Mgmt. ⁴	Manager ⁴ (Domestic Only)	Manager ⁴ (Domestic/International)	Manager (Domestic/International)
	Business Travel Reason	Essential Services	Business Critical	Business Critical	Business Appropriate	Normal
	Personnel	Field Apps/Service	+ Sales	+ Operations	+ G&A/Design Engineering	Normal
	Quarantine prior to RTO (unvaccinated)	10 Days or 7 days w/ negative test 3-5 days after return ⁶	10 Days or 7 days w/ negative test 3-5 days after return ⁶	10 Days or 7 days w/ negative test 3-5 days after return ⁶	10 Days or 7 days w/ negative test 3-5 days after return ⁶	N/A
	Quarantine prior to RTO (vaccinated) ⁵	3 days w/ no symptoms ⁶	3 days w/ no symptoms ⁶	Per Local Guidelines	Per Local Guidelines	N/A
	Quarantine prior to customer Visits	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	N/A

⁴Manager as assigned by Executive Management or their designee's.

⁵ Where allowable by local privacy laws

⁶ or per local guidelines whichever is stricter

The above chart outlines major features regarding travel and describes how each of these features are affected by either the current prescribed phases at the site where the employee is traveling from or where the employee is traveling to. The intent of these guidelines is to protect both the employee, as well as fellow employees.

Please note that there may be separate vaccination or testing requirements for employees visiting Teradyne's U.S. offices. Please check with Human Resources or Facilities prior to visiting one of Teradyne's U.S. offices. A policy related to Federal Contractor COVID-19 Vaccination and Face Covering Policy outlines specific requirements for some of the United States offices and may be found [here](#).

To ensure that travelers can experience the safest trip possible Teradyne has partnered with Egencia for all your travel needs. Egencia will also provide the latest travel guidelines for COVID-19 related to airlines, hotels, car rentals, and destinations while providing all of Teradyne's negotiated rates. Finally, when booking with Egencia, Teradyne and you will receive notification if regional COVID-19 situations change while you are on the road, and Egencia can provide assistance with any travel changes.

Approvals

The flow of approvals will continue to flow up through the first level manager, and it is this manager's responsibility to submit for further approval based on the local and destination phases. The approvals that are listed are the recommended levels that the ERT/site leads must receive in order to allow an employee to travel, based on the site's phase as well as the destinations' phase. For employees that are not based out of a Teradyne facility (i.e. home office), approvals need to be assessed by the divisional manager based on the same requirements. For Phases 1 and

2, it is required that a member of the executive team, or persons authorized by a member of the executive team, approve travel. As we move to Phases 3 and 4, approvals will be managed by divisional managers where necessary.

Travel Reasons

- **Essential** – This exclusively includes travel that is required to address “line down,” meaning not addressing these situations will result in facility or production failures.
- **Business Critical** – This includes travel that is time-critical and key to the current business environment. In addition, it has been determined that these situations cannot be adequately addressed via remote access (i.e., phone or web conferencing, etc.).
- **Business Appropriate** – This includes travel that is required or beneficial to advance business conditions.

Personnel

This identifies which groups are the main targets for allowing travel during the specific phases. In this instance, the phases represent the destination location and who is permitted to travel. The list is cumulative in nature, and each phase will add another fundamental group. As always, there are exceptions and those must be cleared prior to travel.

Quarantine prior to Returning to the Office

This outlines the time an employee must self-isolate prior to returning to a Teradyne facility, based on the Phase rating of the site where the employee had visited or local site, whichever is more conservative.

Visits to Customers

If a Teradyne employee visits a customer site, similar definitions as defined in travel reasons are used. In addition, it is required to identify that the customer has COVID-19 guidelines that are similar to Teradyne’s and will provide the employee with a safe working environment. All Teradyne employees must comply with the customers’ guidelines for visiting or working at their sites.

Visitors to Facilities

If a non-Teradyne employee must visit a Teradyne site, similar definitions as defined in travel reasons are used. In Phases 1 to 3, all visitors (including Teradyne employees from other sites), must be pre-registered and follow the guidelines identified in the health screening section. When a site is at Phase 4, non-site Teradyne employees are not required to fill out these forms. In addition, any non-Teradyne employee visiting a Teradyne Federal Contractor Site (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices) must comply with the vaccination requirements for the site as described in Teradyne’s Federal Contractor COVID-19 Vaccination and Face Covering Policy.

Additional Travel Guidelines

- If a country has increased the level of threat independently, employees should follow the local government rules and regulations, and there may be more restrictions put in place by Teradyne.
- When travel is restricted, meetings or business discussions are to be conducted online or by phone.
- When travelling either by air or in public transportation please try to keep your distance from other travelers when possible. Wear a mask or face covering when social distancing is not possible.
- Some of Teradyne’s offices may have more stringent policies in effect that may prohibit visitors from certain countries from accessing the location. Please confirm in advance with the colleagues you are visiting that access will be granted and make sure you are familiar with their policies regarding work on-site and entry to the building.

Personal Travel

You may have made or are considering personal domestic and/or international travel. The same rules that apply to business travel, apply to personal travel with the exception of the need to get pre-approval for the trip. Please notify your manager, HR representative, or the HR Service Center if you are travelling internationally.

What activities are considered higher risk?

Here are examples of activities and situations that can increase your risk of exposure to COVID-19:

- Being in an area that is experiencing high levels of COVID-19 spread. You can check the levels for places you traveled, including [countries](#) as well as [U.S. states, territories, counties, and cities](#).
- Going to a [large social gathering](#) like a wedding, funeral, or party in regions with high numbers of COVID-19 transmission.
- Attending a mass gathering like a sporting event, concert, or parade in regions with high levels of COVID-19 spread without masking.
- Being in a crowded indoor space — for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
- Traveling on a cruise ship or river boat.

Re-Entering a Teradyne facility after Travel (Business and Personal):

It is vital to maintain a safe workplace. You should always follow the local guidelines as it relates to social distancing, masking and social gatherings. If you have any questions regarding your ability to return to a Teradyne facility following your travel you can contact your local ERT/site manager in order to establish when you can safely re-enter a Teradyne facility. You may find a list of ERT/site lead contacts [here](#).

Event and Meeting Participation

The guidelines regarding participation in business or external events and meetings apply to all countries and should follow the required approvals as stated in the Travel Policy as well as adherence to local guidelines.

Entry to Teradyne Facilities**By Visitors:**

For offices in Phases 1 to 3, no visitors are allowed unless approved by a site manager or the ERT team. If approval is granted, please follow the instructions below.

For offices in Phases 4 and 5, we are asking all Teradyne employees globally to advise visitors, ahead of their visit, of our policy by sharing this document with them as early as possible prior to the visit date, in addition to, if applicable, the Federal Contractor COVID-19 Vaccination and Face Covering Policy as well as any site-specific policies.

All visitors that have travelled globally (including connections); and are required to quarantine by local or national guidelines; or that have experienced respiratory symptoms, such as coughing and shortness of breath, fever, or loss of smell or taste in the last 48 hours will not be allowed into the facility. Some locations may require a temperature check. In addition, Teradyne's Federal Contractor Sites (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices) require full vaccination. If this policy affects previously planned customer or supplier work at a Teradyne company facility, please contact your Teradyne counterpart so that alternate arrangements can be made to minimize any impacts.

Visitors to some Teradyne offices may be asked to sign a self-declaration statement regarding the above prior to entering the office. Please see appendix for self-declaration form. Visitors to U.S. offices also may be required to show proof of vaccination and/or a recent negative COVID test.

By Employees:

For offices in Phases 1 to 3, only employees with special permission are allowed to enter the facilities. Please work with your manager and local HR to follow proper procedure.

For offices in Phases 4 and 5, please follow local guidance as you may be asked to take your temperature or use a mask as you enter the building.

For Teradyne's Federal Contractor Sites (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices), employees must comply with the Federal Contractor COVID-19 Vaccination and Face Covering Policy.

Employees who have travelled globally (including connections) within the last 14 days should follow the guidelines outlined above in the travel table with regards to quarantining. During the quarantine period, employees are asked to monitor their health closely, check their temperatures twice a day and seek immediate medical attention should they feel unwell.

Customer Sites

Employees who work at customer sites must comply with the government regulations that apply to the customer location as well as any customer specific policies. Such precautions and policies may include the requirement to be fully vaccinated and/or tested and to take their temperature and/or wear a mask while on site. Customer-specific restrictions may prohibit employees travelling from certain countries from accessing the site. Please confirm in advance with the customer that access will be granted and make sure you are familiar with their policies regarding work on-site.

Employees with COVID-19 Symptoms

Employees with symptoms such as shortness of breath, cough, sore throat, fever, body aches, runny nose, loss of smell or taste should remain out of office for at least 10 days after symptoms first appeared and 72 hours after resolution of symptoms. This means no fever for greater than 24 hours without fever reducing medications (Tylenol, Motrin, Ibuprofen, etc.) Symptoms, such as cough, runny nose, sore throat or others should be significantly better before returning to work. Loss or altered smell or taste, may persist for weeks or months and need not delay returning to work.

Note: these guidelines do not apply to people with severe COVID-19 or with weakened immune systems (immunocompromised). Employees with severe symptoms or those with compromised immune systems (e.g. cancer, transplant recipients, etc.) should stay out of office until they recover and receive a clearance letter from a health care provider. Employees must work remotely until they have resolution of symptoms as above, or for those with severe symptoms a clearance letter from a healthcare provider.

Please check with your local HR to see if any location specific policies are in place at your work location. Local policies are communicated via email and posted to the [Coronavirus Updates InSite page](#).

Employees who test positive for COVID-19

For people who test positive for COVID-19, different countries have different guidelines for when it is safe for them to be around other people. Please adhere to the following guidelines:

- Employee should follow instructions from medical doctor and/or local health authorities.
- Employees should notify local HR if they have been at a Teradyne or customer site. Employees working strictly remotely are encouraged to notify local HR to ensure any support needed is met.
- Where testing is available, employee may return to work on-site once they have been tested again and receive a negative result.
- Where follow-up or repeat testing may not be available, employees who test positive should remain out of the office until 10 days from when they were first tested or at least 72 hours after resolution of all symptoms, whichever is later. "Resolution of symptoms" means no fever, cough, runny nose, sore throat,

loss of smell or taste, or related symptoms. These symptoms must resolve without the aid of fever-reducing or other symptom-altering medicines (such as cough suppressants).

For employees working out of a Federal Contractor Site (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices) or U.S. employees working on or in connection with a federal government contract regardless of work location, please adhere to the return to work guidelines in the Federal Contractor COVID-19 Vaccination and Face Covering Policy.

Employees who are exposed to COVID-19

For people who have been in close contact with someone who is positive for COVID-19 you must adhere to the guidelines below or those defined by local regulations (whichever is more conservative) and notify HR immediately. Close contact is defined as being within 2 meters/6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period regardless of wearing a mask or not.

- Fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms, and wear a mask indoors in public for 10 days following exposure or until their test result is negative.
- Unvaccinated people should quarantine immediately and get tested twice after their exposure – once at day 1-2 after exposure and again at 5-7 after exposure. They must remain in quarantine for 10 days or until their test result is negative.

Face Coverings

Employees and visitors may be required to wear face coverings when working in or visiting a Teradyne facility and such employees should follow the requirements of local guidelines. Employees working out of a Federal Contractor Site (currently, the North Reading, MA; Plano, TX; Omaha, NE; or Beavercreek, OH offices) or U.S. employees working on or in connection with a federal government contract regardless of work location, must adhere to the face covering guidelines in the Federal Contractor COVID-19 Vaccination and Face Covering Policy. All other Teradyne sites globally may have face covering requirements as outlined by the local ERTs/site leads that take into account local regulations and current COVID-19 transmission rates.

Employees are responsible for providing their own face coverings, though the Company may have face coverings available at the entrances to its facilities. Acceptable face coverings within the Teradyne facilities are defined as: masks/face coverings made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source). Cloth Masks must have two or three layers or have inner filter pockets which contain an additional layer. N-95 masks are also acceptable face coverings.

Hygiene

As always, we ask that all employees, regardless of location, follow strict hygiene practices. According to medical professionals globally, hand washing is one of the most effective ways to prevent respiratory infections. Washing with either alcohol (60%) or soap and water (20+ seconds) are effective.

Appendix 1: The Five Phases

Our policy for facility usage and travel consists of a 5-phased approach. Movement between the phases is multi-directional, so depending on the current status of the COVID-19 impact, any site may move forwards or backwards through the phases.

Phase 1 –There is high risk of transmissibility and total new cases are continuing to increase. In this phase, onsite personnel are limited to those deemed essential to facility operation, production and enablement of remote workers. Travel is restricted.

Phase 2 –There is medium risk of transmissibility and total new cases continue to increase, but the rate has slowed. In this phase, business-critical workers are allowed on site, as supported by the facility, with proper social distancing. Maximum building occupancy is expected to be less than 25% and travel is limited to business-critical events with prior senior management approval.

Phase 3 –There is still medium risk of transmissibility and total new cases have flattened. In this phase, business-critical workers are allowed on site as supported by the facility with proper social distancing. Maximum building occupancy is expected to be less than 50% and travel is limited to business-critical events with prior management and ERT approval.

Phase 4 –There is low risk of transmissibility and total new cases have shown continued decline. In this phase, most workers – except high-risk personnel – are allowed on site with maximum building occupancy of less than 75%. Travel is limited to business appropriate events with prior management approval.

Phase 5 –There is low risk of transmissibility and there are virtually no new cases. Follow the best practices of the “new normal,” which will be defined over time. Building occupancy is 100%. Travel will return to “as required” and approvals will follow normal Teradyne policy.

For a summary of guidelines for each phase, refer to the matrix on the following page

Appendix 2: Phase Guidelines Summary Table

Per local guidelines: These guidelines are established based on local and regional laws and may be supplemented with additional considerations by the local ERTs/site leads.

	Feature	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Phase Criteria	Government Restrictions	Local Government Controls	Restricted/Stay at Home	Limited/Safer at Home	Minimal	Minimal
	Overall Transmission Risk ¹	High	Medium	Medium	Low	Low
Operating Guidelines						
	On-Site Situation	Essential Personnel	Minimal Personnel	Some Personnel	Most Personnel	New Normal
	Work from Home Status	All but essential	All but essential	All without productivity impact	Per Agreement w/ Manager	Per Agreement w/ Manager
Facility Usage	Facility Occupancy	<10%	<25%	<50%	<75%	100%
	PPE Required (Unvaccinated) ⁴ - for US Federal Contractor sites, please see the Masking policy	All areas	All areas unless individually isolated	Working < 3x social distancing limit ²	Per Local Guidelines	Not Required
	PPE Required (Vaccinated) ⁴ - for US Federal Contractor sites, please see the Masking policy	All areas	Working < 3x social distancing limit ²	Per Local Guidelines	Per Local Guidelines	Not Required
	Engineering & Production Labs	Essential Personnel	Minimal Personnel	Social distancing limit ³ with proper cleaning	Social distancing limit ² with proper cleaning	Normal
	Lobbies/Entrances	Dedicated	Dedicated	Dedicated	General Use	General Use
	General Sanitation	Frequent detailed, Deep daily or on demand	Frequent detailed, Deep daily or on demand	Frequent detailed, Deep daily or on demand	Frequent detailed, Deep daily or on demand	Normal
Travel	Approval (Unvaccinated EE)	Executive Mgmt. ³	Executive Mgmt. ³	Executive Mgmt. ³	Executive Mgmt. ³	Manager
	Approval (Vaccinated EE) ⁵	Executive Mgmt. ³	Executive Mgmt. ³	Manager ³ (Domestic Only)	Manager ³ (Domestic/International)	Manager (Domestic/International)
	Business Travel Reason	Essential Services	Business Critical	Business Critical	Business Appropriate	Normal
	Personnel	Field Apps/Service	+ Sales	+ Operations	+ G&A/Design Engineering	Normal
	Quarantine prior to RTO (unvaccinated)	10 Days or 7 days w/ negative test 3-5 days after return ⁵	10 Days or 7 days w/ negative test 3-5 days after return ⁵	10 Days or 7 days w/ negative test 3-5 days after return ⁵	10 Days or 7 days w/ negative test 3-5 days after return ⁵	N/A
	Quarantine prior to RTO (vaccinated) ⁴	3 days w/ no symptoms ⁵	3 days w/ no symptoms ⁵	Per Local Guidelines	Per Local Guidelines	N/A
	Quarantine prior to customer Visits	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	Per Customer/ Local Guidelines	N/A

¹Based on an aggregation of factors, including but not limited to: number of positive cases in region, number of hospitalizations, death toll, number of new cases in region, testing availability and contact tracing efforts.

²Social distancing limit = 2 meters

³Manager as assigned by Executive Management or their designee's.

⁴Where allowable by local privacy laws

⁵or per local guidelines whichever is stricter



Visitor Health and Travel Declaration

Name: _____
(please print)

Person Visiting: _____
(please print)

Please check in the appropriate box:

1. In the past 14 days, have you travelled from any of the countries with high rates of transmission or listed as high risk on Government databases or returned , or visited a region covered by a local quarantine advisory?
Yes [☐] No [☐]

2. Have you had close contact with anyone who has travelled to the countries with high rates of transmission or listed as high risk on Government databases in the last 14 days?
Yes [☐] No [☐]

3. Have you had close contact with anyone who has tested positive for Covid in the last 14 days?
Yes [☐] No [☐]

4. To your knowledge do you have, or have you had any one of the following symptoms in the last 14 days?
 - Respiratory symptoms, such as coughing and shortness of breath
 - Fever in excess of 38° C/100.4° F
 - Loss of smell or tasteYes [☐] No [☐]

If you have answered yes to any of these questions you will not be allowed entry to the Teradyne facility.

Signature & Date