

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

**Updated** – March 30, 2020

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

## General

In light of the global spread of the COVID-19, Teradyne is providing this updated notice to outline the policy implemented 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. All employees are encouraged to review the awareness training about COVID 19. This training (for employees) is available through [the community](#).

## 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 before travelling to or from a country. 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.

Country/Region (as of Mar 30)	Travelling To/From	Comments****
Mainland China*	No inbound travel (including connections)	Requires a 14 day self-quarantine period after return
South Korea	No travel (including connections)	Requires a 14 day self-quarantine period after return
Iran	No travel (including connections)	Requires a 14 day self-quarantine period after return
EU + UK**	No inbound travel (including connections)	Requires a 14 day self-quarantine period after return
Hong Kong	No travel (including connections)	Requires a 14 day self-quarantine period after return
Macau	No travel (including connections)	Requires a 14 day self-quarantine period after return
US	No inbound/outbound travel	US citizens/residents encouraged to return to the US ASAP
Other International Travel	Business Critical Only	Requires senior manager and HR approval prior to travel (Approval may not be delegated)
Domestic Travel***	Business Critical Only	Requires Senior Manager Approval (Approval may be delegated) Must follow local government self-quarantine advisories
Cruise	Any location	Requires a 14 day self-quarantine period after return

\*China has temporarily closed its borders to all foreigners (including foreign nationals with visas or resident permits) starting midnight March 28<sup>th</sup>.

\*\*The EU implemented a temporary travel restriction for 30 days to reduce travel from other countries into the European Union. The new rules will apply to 27 members of the EU, plus Iceland, Liechtenstein, Norway and Switzerland. Movement within the EU is still allowed.

\*\*\* Please check your local and national government policies and advisories, as many locations are under shelter in place and many are advising self-quarantines.

\*\*\*\*Please note: "Self-quarantine" is required for those who are currently not sick, but may have been exposed to COVID-19. "Self-isolation" is required for those who have tested positive for COVID-19.

For business critical travel, you must:

1. Receive approval from your senior manager. A list of senior managers with approval authorization is included below. For international travel, Employees must receive direct approval from someone on the senior manager list. For domestic travel, such approval may be delegated by a senior manager to a direct report.
2. Follow in-country protocols by local authorities.
3. Follow home and host country/local protocols as defined by local authorities.

The following people can approve business-critical travel: Charles Gray, Mark Jagiela, Michal Kimeldorf-Rabinowitz, Sanjay Mehta, Brad Robbins, Greg Smith, Rob Sullivan, Walter Vahey, Thomas Visti, Juergen Von-Hollen, John Wood.

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. If available, we recommend that you carry a mask in your carry on just in case the traveler next to you shows signs of respiratory illness.

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 domestic or internationally.

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

We make an effort to keep our on-site employees safe. Therefore, if you were in a location or used public transportation that violated the practice of safe social distancing please do not enter a Teradyne facility. Contact your manager and HR in order to establish when you can safely re-enter a Teradyne facility.

### **Event and Meeting Participation**

The following guidelines regarding participation in business events and meetings apply to all countries.

**Travel for internal meetings** – Not permitted.

**Participation in internal meetings** –

- Sites with status level T-0 to T-2 exercise social distancing and follow local guidance as to the maximum number of participants allowed.
- Sites with status level T3 – T4 - not permitted.

**Participation in external industry events** – Not permitted.

**Participation in business critical events** – Subject to senior manager approval (same list as Travel).

### 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/water (20+ seconds) are effective.

### Symptoms

If you have a fever or respiratory infection or are generally unwell, you should seek medical attention, stay out of work until you recover, and contact your manager and/or HR to let them know that you will be out of work and prior to your return to work.

We will continue to keep you updated with the latest information available. You are also encouraged to check the [World Health Organization](#) website and local government health organization.

### Entry to Teradyne Facilities

**Teradyne facilities have 5 status levels that impact employees and visitors entering the building. Please see appendix for full definitions.**

**By Visitors:** For offices with levels T-0 to T-2 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 any site specific policies.

For offices with levels T-3 and T-4 no visitors are allowed unless approved by a site manager. If approval is granted, please follow the instructions below.

All visitors that have travelled globally (including connections) or have had close contact with people that traveled globally in the last 14 days or that have experienced respiratory symptoms, such as coughing and shortness of breath, or fever in the last 48 hours will not be allowed into the facility. Some locations may require a temperature check. 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.

Note that as of March 11 visitors to all Teradyne offices will be asked to sign a self-declaration statement regarding the above prior to entering the office. Please see appendix for self-declaration form.

### **By Employees:**

For offices with levels T-0 to T-2 please follow local guidance, as you may be asked to take your temperature as you enter the building.

Employees who have travelled globally (including connections) or have had close contact with people that traveled globally within the last 14 days are prohibited from entering any Teradyne company facility for 14 days (“quarantine period”) after return or last contact. 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.

For offices with level T-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 with level T-4 no employees are allowed into the building.

### **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 72 hours after resolution of symptoms. This means no fever, cough, runny nose, sore throat, or any other symptoms without the use of fever-reducing or other symptom-altering medicines (Such as cough suppressants).

Employees with severe symptoms or fever should stay out of office until they recover and are tested for COVID-19. Recovered employees that test negative are allowed back in the office. While waiting for test results recovered employees must work remotely.

For employees who test positive with COVID-19 we will follow your Doctors recommended guidelines. Please check your country's policy and contact HR prior to your return to work, as each country may have their own policy.

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 [Teradyne community](#).

### **Employees who test positive for COVID-19:**

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

- Employee should follow instructions from medical doctor and/or local health authorities.
- Employee should notify local HR.
- Where testing is available employees 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 14 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 or related symptoms. These symptoms must resolve without the aid of fever-reducing or other symptom-altering medicines (such as cough suppressants).

We still ask that you receive HR approval prior to re-entering a Teradyne facility.

### **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 take their temperature while on site to ensure they are in good health to perform work. 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.

## Appendix:

### Company response level

Teradyne uses 5 site response levels for the different scenarios detailed below. Each office site manager will be responsible to determine and communicate the response level to employees at that site. Any changes to the response level, should be communicated immediately to the COVID-19 team.

Response level	Announced by	Office status	Office cleaning	Café (where applicable)	Lobby specific instructions	Work from home*	On site meetings	Comments
T-0		open	Regular level	Open full service	No	According to standard work from home policy	Business as usual	
T-1	Core team	Open	Augmented	Minimal restrictions	Visitors self-declaration form and sign form	According to standard work from home policy	No restrictions	
T-2	Site manager	Open	Augmented	Additional restrictions per site	Visitors self-declaration form and sign form	According to standard work from home policy	No restrictions	Work from home encouraged with manager approval
T-3	Site manager or COVID core team	Open	Augmented	Café – closed. Boxed lunch provided where possible; Eat at desk.	Closed to visitors – exceptions must be approved by site manager	According to Covid-19 Work from home policy.	Limit group meetings, adhere to CDC Social Distance recommendation.	Skeleton crew and/or staggered shifts per approved contingency plan
T-4	Site manager or COVID core team	Closed	Deep clean prior to site being opened and employees returning	Closed	Closed to visitors - exceptions must be approved by Site Manager	WFH according to COVID-19 WFH policy. Permission to enter the building required by site manager.	Not allowed	

\*Telecommuting Policy is available in the COVID community on INSITE



**Visitor Health and Travel Declaration**

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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 banned by the Teradyne travel policy or returned from a cruise, or visited a region covered by a local quarantine advisory?

Yes [ ] No [ ]

2. Have you had contact with anyone who has travelled on a cruise or to the countries banned by the Teradyne travel policy the last 14 days?

Yes [ ] No [ ]

3. 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

Yes [ ] No [ ]

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

\_\_\_\_\_  
Signature & Date