

## **Nordex, Inc. COVID-19 Response**

**Nordex is committed to keeping our employees and their families safe during the coronavirus epidemic, while maintaining our full production levels. Thus, Nordex is taking the following steps:**

### **In keeping our commitment to our employees and their families:**

- No visitors are permitted at Nordex unless the visit is business critical.
- No one with a fever is allowed to be on Nordex's premises. Nordex's Human Resource Department is prepared to take the temperature of employees and/or visitors as objectively necessary, to the extent the coronavirus becomes a direct threat to our workplace.
- Nordex's team has been educated on "Best Practices" recommended by the CDC to stop the spread of the coronavirus.
- Antibacterial soap and wipes are distributed throughout the building, for hands, machines, and surfaces.
- Cleaning crew days have been extended to clean and disinfect the premises.
- Personnel are encouraged to stay home if they are not feeling well.
- If a Nordex employee resides with a person who has contracted the coronavirus, that employee will not be permitted onto Nordex's premises for a period of 14 days.
- Large meetings are not permissible, and all employees must stay 6 feet away from each other.
- If an employee or visitor travels to a high-risk country/area, they are not permitted on the premises for 14 days upon their return. If they visit a medium risk country/area and show signs of illness, they will not be permitted on the premises until such illness dissipates. (A list of these countries/areas has been given to employees).

### **In keeping our commitment to our customers:**

- Nordex has moved to a two-shift work schedule, so employees will not be in close contact, and to guarantee all departments have coverage over both shifts.
- Employees have been cross trained so they can work in other departments as necessary.
- Nordex has sourced temporary workers, should the need arise.
- Nordex's management will walk through departments during each shift, in order to monitor workflow, and best allocate our resources.
- Overtime will be available as needed.
- In the event the coronavirus problem worsens, Nordex has a full Disaster Recovery Plan in place.
- Material and service suppliers have been contacted to make sure they are operational and have plans in place to stay at full production.

**Nordex is dedicated to doing everything possible to fulfill our commitments to our valued customers, and we will continuously monitor the COVID-19 situation and adapt as the need arises. We will keep you apprised of any relevant changes.**