



**To:** MKS Partners who require frequent access to MKS Facilities  
**From:** MKS Instruments, Inc.  
**Re:** Restrictions on Accessing MKS Facilities  
**Issued:** March 25, 2020

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In light of the spread of the novel Coronavirus (COVID-19), MKS Instruments, Inc. (“MKS”) has implemented restrictions to ensure the safety of all personnel working at or accessing MKS global sites. As a partner whose personnel have the need to access MKS facilities, you have a responsibility to ensure the following with respect to your personnel:

- No personnel will access MKS facilities if they have flu-like symptoms or a fever or have had exposure to such a person within the last 14 days.
- All personnel are educated on the symptoms of the virus, and ways to minimize the spread of the virus, including hand washing, the use of sanitizer, covering coughs and sneezes with a tissue.
- Personnel who have (or have a household member who has) travelled either (a) internationally or (b) domestically to a “hot spot” (such as Wuhan China or New York City) are prohibited from accessing MKS facilities for 14 days from the date of their return.

This notice will be revised from time to time and will be posted on: [www.mksinst.com/coronavirus](http://www.mksinst.com/coronavirus).

As a partner that requires on-site access at MKS, you are obligated to (a) monitor the above website on an ongoing basis to stay aware of these evolving restrictions, and (b) ensure that all of your personnel with access to MKS facilities follow the applicable guidelines in effect at all times before accessing the facility.

We appreciate your cooperation during this time to ensure the health and safety of MKS and all of our partners.