



Employees Test Positive for COVID-19; Health and Safety Measures Taken

Longmont Employees and Contractors,

Balancing employee privacy with transparency and a commitment to workplace health and wellness, we confirm that two individuals working at the Longmont site have tested positive for COVID-19 since our last report, on Dec. 18. All contact tracing has been completed and affected employees have been notified.

Our sincere well-wishes are with our impacted employees and their family members at this time.

Seagate continues to stress the importance of social distancing practices and following health and safety measures while at our site, as well as outside of the workplace.

Steps Being Taken

At Longmont, we have in place many ongoing practices for your safety and wellbeing. These preventative measures include strong environmental health and safety controls, teleworking when possible, travel restrictions, social distancing, thermal scanning and health and safety awareness communications.

Our Collective Roles

Please remember, even if you are not sick, there are circumstances when you should stay home. If you have been in close contact with any of your household or family members, or friends who are experiencing symptoms of COVID-19, you should stay home and notify HR Central. Or, if you have been in close contact with someone who is waiting for COVID-19 results, please stay home.

Should there be changes to local guidelines, we will let you know. And, if you have any questions or need assistance, please do not hesitate to contact our site EH&S manager, Stacy Banks. You can also submit questions to us through the [COVID-19 Smartsheet LCO FAQs](#) form. We'll respond to you directly if you leave an email address. You'll also find answers to many of these questions in the [COVID-19 LCO Employee FAQ](#) document.

Thank you for your continued support.

Longmont Site Management Team

SEAGATE INTERNAL