COVID-19

RS Microwave prioritizes the safety and cleanliness of the workplace and the health of our workers. The advent of this horrible virus has had a lasting effect on everyone. Our intention to monitor and adhere to all current legal, Federal, CDC (Center for Disease Control), and New Jersey guidelines and directives regarding the COVID-19 pandemic for the benefit of all our employees is paramount in our minds. The changing and evolving directives have been challenging to keep up with; however, we have all done our best to conscientiously adhere to them for the continued successful operations of our business. Thank you to all our employees for helping to keep each other safe and for keeping up your efforts to help the company recover from the early closure and resulting loss of shipments. We are on a good path and provided our work and safety efforts continue both at RS and at home, we will be OK.

Our company has an Exposure Control Plan and Procedures in place to safeguard our employees. This is in accordance with NJ Governor Murphy’s Executive Order #122 of April 8, 2020, updated as Executive Order 163 of July 2020 and includes:

- Communication to all employees on COVID-19 symptoms per CDC in both in postings and memos
- Human Resources (HR) appropriate steps per CDC guidelines in each individual case where an employee:
  - Develops/appears to have symptoms consistent with COVID-19 illness
  - Tests positive for the virus
  - Receives a clinical diagnosis (presumed positive)
  - Has been in close contact with a confirmed positive person

[Workers are immediately separated and sent home upon arrival at work or if one becomes sick during the day. Employees will be promptly notified of any known exposure to COVID-19 at the worksite, consistent with the confidentiality requirements of the Americans with Disabilities Act and any other applicable laws. Worksite will be cleaned and disinfected in accordance with CDC guidelines when necessary and employee cleaning of one’s own workstation and equipment as needed throughout the day with supplies provided by company.

- Temperature screening (as of 5/11/20 there is NO legal requirement in NJ—but a recommendation) We will conduct no-contact temperature checks daily. Employees may report their own temperature on arrival if preferred.
- Office modifications such as increased ventilation and/or air filters will be considered and may be made as needed or recommended by CDC guidelines where practical, effective, and feasible. [Note: We have been proactive to ensure our air conditioning filters were changed in April 2020 and have also requested fresh air intakes be installed in the kitchen and rest rooms on the 2nd floor.]
- Sanitation materials
- Face coverings
- Gloves
- PPE (personal protective equipment) requirements in accordance with CDC recommendations for employees, service workers, and any visitors are supplied at company expense but may be supplied by employee if desired. These must be worn on the premises with, flexibility granted within a private office or where there is no interaction with others for a certain time in the workday.

[Note: the items below are NOT considered per OSHA PPE subject to formal standards.]

[RJ Executive Order by Governor Murphy effective July 23 REQUIRES everyone wear cloth face coverings inside and in outdoor spaces accessible to the public and businesses may decline entry to those not wearing a covering. Where company policies allow for flexibility regarding employees who may not be interacting with others for certain periods during the workday, they should ensure that individuals who are in prolonged proximity are wearing face coverings to reduce the risk of COVID-19 transmission. Employees must also wear gloves when in contact with customers or goods.]

- Social distancing of 6 feet to include workstation and conference room seating with video conferences as needed
- Requiring infection control practices such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal
- Limited sharing of tools, equipment, and machinery as feasible
- Restricting the number of individuals who can access common areas such as restrooms and breakrooms at the same time
- Limit all worksite meetings to fewer than 10 people
- Worksite cleaning daily of both general shared spaces (high touch areas) by a professional service

New Product Announcement

P/N 83041C

Part 83041C-1 is a wideband UHF bandpass filter designed to cover the 225-450 MHz bandwidth. The filter is unique in its advanced design techniques developed at RS Microwave which allow overcoming one of the most typical limitations of this type of wideband filters, i.e., the limited steepness of the lower transition band. 83041C-1 has an extremely high close-in rejection: the transmission at the lower edge of the passband goes from -0.4 dB at 225 MHz to -40 dB at 200 MHz (and then -50 dB below 190 MHz). On the upper edge of the passband, the signal is rejected down to -40 dB at 450 MHz, and more than 50 dB attenuation is guaranteed up to 3.25 GHz (thus comfortably rejecting up to the 7th harmonic). Despite the very high close-in rejections at both sides, the insertion losses in the passband are typically maintained well below 1 dB. This 225-450 MHz bandpass filter is manufactured according to RS Microwave quality standards to withstand all the environmental conditions of military and avionics applications.
**Technical Conferences**

**EuMW 2020:** In April meetings were held via ZOOM for the work in preparation of the originally planned October European Microwave Week (EuMW) on Microwave Components. This conference scheduled for Utrecht, Netherlands has been postponed until January; but, it may have to be virtually held due to travel restrictions. It is possible that the ADCOM (Administrative Committee) will meet in the UK in October for its pre-conference work if at all possible - yet to be determined. Drs. Snyder & Bastioli will be involved – whenever and wherever! Both are members of the TPC (Technical Program Committee) and Dr. S. is the sub-committee chair for Non-Planar Filters. Dr. S completed work on the IMS (International Microwave Symposium) management contract status for 2021-2023.

**IWS 2020:** The International Wireless Symposium in China, founded by our Dr. S., will be held in Shanghai, China bilingually (Chinese and English) in September instead of May. Unfortunately, attendance is impossible for us. This will be the 7th annual IWS in China and is in conjunction with China Microwave Week. This international forum is important for presentation and exchange of the latest technical achievements in RF, microwave and millimeter-wave components, circuits, and systems related to all the physical layer aspects of existing and emerging wireless systems and applications. It is always an opportunity for scientists, engineers and scholars specialized in the field of microwave and millimeter wave to present new ideas and learn from each other.

**IMS 2020:** MTT-S will hold its International Microwave Symposium 2020, originally planned for LA in June, on August 4-6 and virtually since was postponed due to COVID. The theme is Connectivity Matters. This is normally the centerpiece of an entire week dedicated to the microwave professional industry in the world’s largest gathering for them. Unfortunately, this most important forum for the latest research and advances and practices in the field will have to go on in this new way. Dr. Snyder along with Dr. Bastioli will be active participants as usual, even if on-line!

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**Milestones for 2020**

We have not been so fortunate as to celebrate together much this year, so it bears repeating our significant employee anniversaries for this year once again! RS Microwave continues to be appreciative of their loyalty. Congratulations to all on reaching these employment milestones.

- 35 years: Kevin Keck, Charlie Rupp
- 20 years: Rosa Kotevska
- 15 years: Zivorad Lekic, Vladimir Sirka, Violet Trajkovska, Alam Qadir
- 10 years: Simone Bastioli, David Lembo

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**Employee Input Wanted**

In the Company’s ongoing effort to improve productivity, we are asking for your input. We want to help employees perform their jobs in the most effective and efficient way possible. In addition to adhering to our written quality procedures for building filters, everyone has one’s own flair or way of doing things. We would like you to share with us YOUR ways!

We are looking specifically for any techniques you use to help you assemble, clean, paint, or tune your parts that you think is an improvement or might help a coworker.

- What tricks or tips have you learned or figured out?
- What have you learned NOT to do?
- What ideas do you have for improvement?

Suggestions boxes have been set out for submitting your input. We hope to reward employees whose suggestions have a positive impact on their department. You have nothing to lose and possibly something to gain, so let us hear from you!

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**Personnel News**

Our deepest sympathies to all who have suffered throughout this COVID crisis through illness and loss of loved ones. We wish you strength and peace in the aftermath and hope for only good things for you from now on.

Best wishes and blessings to Kathy on becoming a first-time grandmother with the birth of her grandson Braiden.

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**New Employees**

Welcome to Frank in Assembly and Lisa to our Finishing team. Guy joined us officially in the Lab in May after long term temping. Elizabeth joined us most recently in administrative support of our AS9100 quality program. We are happy to have you all and wish you much success!

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“Manufacturing is more than just putting parts together. It’s coming up with ideas, testing principles and perfecting the engineering, as well as final assembly.”

-- James Dyson

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