## 2020/04/21

## **Responses to COVID-19 infection**

In response to the request to reduce human contact by 80% to prevent from the spread of COVID-19 infection in the declaration of a state of emergency based on the revised Act on Special Measures, we are carrying out actions described below for the safety of all persons concerned and employees as the first priority.

[Measures currently being implemented]

- 1. Staggered commuting time or working from home depending on the work content.
- 2. Expanding utilization of web interviews and web conferences.
- 3. Regular ventilation of work sites, sanitizing and hand washing.
- 4. Daily checking up for employees' health.
- 5. Cancellation of travel overseas and self-restraint of domestic business trips.

We appreciate all our customers to refrain from visiting as much as possible and to make use of web conferences, telephone calls and emails. In addition, if you have contact details of specific employees, please contact them directly via mobile phone or emails.

We would highly appreciate for your understanding and cooperation in various measures for preventing from infection such as sanitizing hands and wearing masks whenever possible during visits and interviews.

We apologize for the inconvenience for a while, but we would keep taking necessary actions based on the government policy and status of infection, and we would consider the safety of all stakeholders first.

Note: Actions may differ depending on the group company.