

Measures taken against the COVID-19 Pandemic (Novel Coronavirus)

July 21, 2020
FUKUDA Co., Ltd.

To whom it may concern

Thank you all for your continued support of our products and services. Our hearts go out to everyone affected by the COVID-19 pandemic. We would also like to express our heartfelt thanks to the medical professionals and all others on the front lines in the fight against COVID-19.

Due the number of infected people within Tokyo increasing throughout July, FUKUDA has resolved to implement the following new measures from the stance of preventing infections both inside and outside the company. This is to further ensure safety - in addition to the measures already implemented at the Tokyo headquarters and Niiza office in Saitama.

◆ **Infection prevention measures** (Head Office, Niiza Branch Office)

In principle, we respectfully ask our customers and business partners to please refrain from all nonessential and nonurgent visits to our offices and plants.

- (1) Cancellation of in-person meetings (we recommended web-based meetings & conferences)
 - FUKUDA has decided in principle to cancel face-to-face meetings
 - Instead, we will actively utilize online meeting formats.
- (2) Urgent visitations (in the event where it is necessary for customers to meet at the company in person)
 - All appointments must be made in advance. FUKUDA reserves the right of refusal in the case of a visit without prior notice.
 - In the case of an approved visit, the number of attendees and the amount of time allocated may be limited. For all details, please check with the person in charge at the time of your appointment.
 - Please cooperate by wearing a mask, having your body temperature measured, and using the alcohol-based disinfection methods supplied prior to entering the building.
- (3) Deliveries and collections
 - Please ask about all admissions required for any short-term delivery work or collection of goods.
 - Please cooperate with any related companies so that the time required will not be extended any longer than necessary.

We apologize to our customers and business partners for the ongoing inconvenience, but we appreciate your continued understanding and assistance. Please stay safe throughout this period of continued uncertainty.

For any inquiries about the above, please feel free to contact us by telephone: +81 (0)3-3577-1111.