



Fehraltorf, 3/23/2020

Measures Taken by Früh Verpackungstechnik AG to Prevent the Spread of the Coronavirus: UPDATE

Dear Customer,

As we already notified you in an earlier message, Früh Verpackungstechnik AG is doing its utmost to maintain our production supply chain and minimize the impact of the coronavirus on our workforce.

The following measures have already been taken:

- **Our pandemic team is meeting daily** in order to
 - Constantly gather information on the current situation at the national, cantonal and local level and take internal steps on the basis thereof
 - Coordinate the regular notification of employees
 - Maintain the supply of face masks and disinfectants
 - Monitor illness and suspected infection on a case-by-case basis and reduce the risk of infection
- **Hand sanitizer dispensers and hygiene advice:** Hand sanitizer dispensers have been set up by all entrances and at various places throughout the company in line with the latest recommendations of the Federal Office of Public Health. Staff training has been conducted and will continue to be conducted if practices need to be adapted.
- **Color separation of teams/shifts:** The members of the various shifts and/or teams have been issued with colored badges to prevent employees from different departments intermingling wherever possible and that so social distancing can be clearly applied. Where this is inadequate or the recommended minimum distances cannot be maintained, employees not working in clean rooms have also been issued with face masks.
- **Temporal separation of shifts** The start and end times of shifts have been amended so that arriving and departing employees no longer cross paths.
- **Replacement / working from home for administrative staff** Wherever possible, staff are working from home. Administrative staff whose on-site presence is required have had their workplaces reorganized so that there are no more than two employees per office. The assignment of offices has also been redefined on a risk basis to prevent employees with identical functions working in the same office at the same time.
- **Personal contact reduced:** Where feasible, direct contact among staff within the administrative and production departments has been reduced by adding further mailboxes and central repositories for samples and internal documents.
- **Cleaning and disinfection directives:** Tables and chairs in the cafeteria, the handles and knobs of vending machines, door handles and rails in stairwells are disinfected several times a day.

- **Gatherings prevented:** Distance markers have been placed by time clocks, the number of seats in the cafeteria has been reduced, the cafeteria has been expanded by the addition of a further room, and clear time slots have been introduced for breaks to ensure that minimum distances can be maintained. Administrative staff are not permitted to spend time in the cafeteria in order to further reduce the number of people present.
- **Employee information:** The applicable regulations are being conveyed both using central wall displays and by notification through line managers.
- **Reduction of and regulations for visitors/repairmen:** All visitors and repairmen are checked consistently with the aid of a health questionnaire, hand sanitizers and instruction in internal hygiene directives. Visits by customers, suppliers and repairmen have been reduced to a minimum.
- **Consistent health monitoring:** Every reported illness is reported and logged. If there is any doubt about the type of cold/illness suffered by the relevant person, he/she is kept away from the company. This also applies if a family member falls ill. All employees returning from overseas trips must complete a health questionnaire, irrespective of the country visited.

We are convinced that the aforementioned measures are proactively minimizing the risk of infection. They also enable us to constantly react to new and unexpected developments. The health of our employees and the continued timely fulfilment of our customers' orders are our top priority.

Please contact us if you require any further information.



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Peter Koemeter



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