

## **Information Bulletin COVID-19**

**General Information to all our customers and partners**

status 16-Mar-2020

Dear customers and partners

The emergency situation generated by the spreading of the Coronavirus (COVID-19) has imposed us, to take appropriate measures aimed at ensuring the protection of our employees' health, and at the same time, to safeguard the continuity of the service that we owe to all of our customers.

Here we share the preventive actions introduced:

1. A work group has been established to coordinate the activities related to this emergency situation according the directives from the Swiss government and with continuously monitoring the situation and assuring constant information to all DUAP employees.
2. Hand disinfection dispensers have been installed in all, common areas of the company, together with guidelines on correct behaviors and habits to follow for the benefit of everyone's safety.
3. Employees' business trips, of whatever type, have been cancelled or postponed to a future date. We recommend to using the digital communication tools.
4. External visits to DUAP have been limited to the absolute minimum. In this case, a mandatory detailed self-declaration is required to enter DUAP premises.
5. Cleaning and disinfection activities inside of the factory plant have been strongly enhanced. Appropriate countermeasures have been taken in order to limit the contemporary presence of employees in common areas.
6. Our employees are requested to avoid mass events and to respect the rules of social distancing in public areas.
7. For a greater peace of mind, all of the staff has been advised not to come to work in case they have a cough and/or a cold and/or fever.
8. Meetings with customers/suppliers are held in remote, assuring a smooth execution of our operations. Smart working activities are progressively strengthened, and for every function a shift organization is being implemented.

At the moment all of DUAP's activities are functioning, with some unavoidable difficulties but without any problem of raw material and components sourcing.

We will continue to closely monitor the situation, to strive to protect the safety of our employees and to guarantee the smooth execution of our activities in the service to our customers.

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