

## **METZ CONNECT Zhongshan Ltd., Status 4<sup>th</sup> of February 2020**

To whom it may concern,

We are writing to inform you about our special arrangements regarding the recent corona virus in China. As you all follow the news, we will focus on what METZ CONNECT Zhongshan Ltd. is planning in order to ensure Health and Safety for all employees and stakeholders. In addition, we will give you an outlook concerning our planned supply of your products.

Our Chinese manufacturing plant is located in Guangdong province, Zhongshan, Sanxiang Town. 150 people are working there. As of today we have no case of infection.

Last working day for all employees was 23<sup>rd</sup> of January, 2020. The planned start of production after CNY holiday (3<sup>rd</sup> of February, 2020) is postponed to 10<sup>th</sup> of February, 2020 according to the requirement of the local government.

### **Situation in Zhongshan /Sanxiang:**

813 cases of novel coronavirus infection are reported in Guangdong province. Zhongshan 31 cases (out of 1.5 Mio population) and Sanxiang Town 5 cases (Last updated on 4<sup>th</sup> of February, 2020, 6 pm; Centre for health protection Hong Kong).

56 employees are still in Sanxiang -they didn't travel within China. Approximately 100 employees will be back to work on 10<sup>th</sup> of February. Other employees will be planned back step by step.

6 employees of our factory are still blocked within Hubei province.

### **Inside action of METZ CONNECT Zhongshan Ltd.:**

We are already preparing equipment and guidelines for all employees:

1. Stop all cross-border travel and international trips.
2. Any travel must be approved by Top Management.
3. All employees are required to sign a declaration form when they come back to work after CNY about their travel destination and sign the instruction for daily hygiene.
4. Check temperature before entering the office/factory
5. Clean hands before they enter the office/factory with sanitizer
6. Regular (4 times per day) documented cleaning and disinfection of washing rooms and toilets
7. Everyone wear face mask (production and office)
8. Employees are not allowed to come to work if they have temperature above 37.3 degrees. For those at borderline like 37 degrees, need to recheck after 4 hours.
9. Security room of Building A is prepared as an isolation area, for those with abnormal temperature will be immediately isolated there.
10. Use flexible meal times to avoid the risk of cross infection.
11. To limit the risk of infection, home office will be considered for some staff ( 1 Staff /1 office)

### **Supplier situation:**

Key supplier confirmed to start working on 10<sup>th</sup> of February, open orders finished before CNY or they have safety stock.

### **Delivery situation:**

We start production on 10<sup>th</sup> of February.

Based on all the information today, consider safety stock and goods already in transit, there will be no influence to the customer deliveries.

All this information is written according to the status of 4<sup>th</sup> of February. We will keep you updated in the coming days with more details that all of you can make reliable plans for products and travels.

### **Useful links:**

AHK China Guangzhou

<https://china.ahk.de/news/news-details/german-chambers-3rd-update-information-on-coronavirus-outbreak>

Centre for health protection Hong Kong

<https://www.chp.gov.hk/en/features/102465.html>

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