

Blefa GmbH

Instructions concerning the coronavirus (COVID-19 virus)

Date: 17.03.2020

Dear Sir or Madam,

With this letter we would like to inform you about our precautionary measures to prevent the rapid spread of the COVID-19 virus (also known as coronavirus).

The health and safety of our customers, suppliers and employees is of the utmost importance to us. We have therefore decided to take the following measures, which are in accordance with the instructions of the World Health Organisation (WHO) and local authorities:

- Our employees will no longer take business trips until further notice.
- Personal meetings are to be avoided with immediate effect. Instead, our employees will use digital channels to communicate with our customers and suppliers until further notice. For this purpose, our employees have numerous tools for web conferences and telephony at their disposal.
- All participants should wash their hands before every meeting. Shaking hands and other forms of greeting with physical contact should be avoided.

These measures are our contribution to preventing the rapid spread of the virus and should also ensure that we can maintain production and thus meet our delivery commitments.

Thanks in advance for your cooperation.