



COVID -19 03/2020

## Announcement

### Preventive Measures for COVID-19 Infection

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According to the report on COVID-19 situation released by Department of Disease Control, Ministry of Public Health, there is a large number of COVID-19 infected patients and outbreak of infection in various countries of the global regions. Additionally the national committee on communicable diseases has agreed to list COVID -19 as dangerous communicable disease. The Company shall thus introduce preventive measures as a safety and social responsibility. These measures are:

1. Employees' or sub-contracted employees' travel to or transit in the countries or administrative regions with a risk for COVID-19 infection as listed by the Ministry of Public Health shall not be allowed or given approval until further notice by Ministry of Public Health.

In the event where it is reasonable or essentially necessary to inevitably make a travel to or have a transit in such countries or administrative regions, employees shall notify the reasons or necessities to responsible Director as the case maybe for consideration, in case the employees' or sub-contracted employees' is require to attend to those country for company business purpose, the approval from MDs is required. Upon the employees' arrival in Thailand, employees shall perform as instructed in Item 2.

2. Employees or sub-contracted employees who travel to or have a transit in the countries or administrative regions with a risk for COVID-19 infection, no matter on the Company-approved or personal trips,

2.1 Employees or sub-contracted employees are not allow to come to work in the company premises after arrive back to Thailand for 14 day. During that period it shall be considered as work at work and shall not be taken as absence or leave

2.2 Employees or sub-contracted employees shall be recommended to undergo the COVID-19 screening and surveillance process at the hospitals or clinics with equivalent standard for screening and surveillance as soon as possible.

2.3 Employees or sub-contracted employees shall immediately report the medical result to Division Manager and responsible Director via electronic devices such as Line, e-mail etc.

2.4 After the period of 14 days, Employees or sub-contracted employees shall return to the hospital to recheck and confirm the medical result that Employees or sub-contracted employees are free from COVID-19. The medical result must be sent to Plant Manager, Director and HR Director via electronic device for further consideration.

3. The company shall ask for cooperation to withhold or postpone for any invitations to foreign participants for learning, meetings, seminars and any activities relevant to the Company until further notice. In case the learning, meetings, seminars and any activities relevant to the Company is required and cannot be postponed, the approval from MDs is required.

4. The Company shall introduce screening measure for employees, subcontractors or visitors for entry to the Company's work premises. The measure shall incorporate temperature measuring of employees, contractors, visitors. In case there is suspicion of illness or fever, the Company reserves the rights not to give entry permission to the Company's work premises to employees, subcontractors or visitors.

5. As a safety and social responsivity, company also does not recommend Employees and sub-contracted employees who live in the same house / same areas travel to or transit in the countries or administrative regions with a risk for COVID-19 infection as listed by the Ministry of Public Health.

6. Employees shall strictly comply with this rule and regulation as well as the previous company announcement regarding to how to protect yourself and other from Coronavirus dated 28<sup>th</sup> January 2020

This Announcement is effective as of 24<sup>th</sup> February 2020 until further notice.

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Managing Directors