



BUTTING: Corona virus update

Seriously and resolutely together for our clients and employees

Dear Ladies, dear Sirs,

the rapid spread of the Corona virus (COVID-19) during these last days is causing great concern and changes public life completely in Germany. In view of the actual development of this virus we are doing our utmost to protect the health of our employees.

At the same time we should like to maintain our corporate actions in order to process your actual and future orders and projects by keeping high quality standards and delivery schedules.

It is most important for you to know that our supply chains are still working and our production is running.

In order to achieve our goals we have taken several actions to stop proliferation:

- appointment of a staff group „Pandemic“
- strict implementation of distance rules
- reduction of personal contacts, e. g. avoiding contact during shift changes
- increased hygienic measures
- continuous evaluation and risk assessment based on actual data
- regular review of the supply chains
- coordination of emergency plans for each production area
- increase and intensification of cleaning intervals
- awareness-raising amongst the staff, visitors and subcontractors
- closure of the works canteen and changes in break times
- increased use of mobile work
- reduction of meetings
- travel ban on employees to designated risk areas, especially outside Germany

Should you have any questions, please call your contact persons at BUTTING.

Please be assured that BUTTING will do its best to continue processing your orders.
Stay healthy and take good care of yourself and your employees!

Yours faithfully,

Management
H. Butting GmbH & Co. KG