

May 2020

While the infection convergence of the new corona virus is not visible, including transactions, including KGK employees, The following measures shall be implemented to protect the lives and health of those concerned.

The implementation period shall be for the time being, and the situation shall be judged.

### Prevention of new coronavirus infection: Kyodo Giken Chemical Co., Ltd.

#### **【Shiki Branch】**

- Before going to work: Check for symptoms of suspected temperature detection and coronal infection at home
- Commuting: (train commute), Encouraged to wear masks, and devised to avoid congestion (free vehicles, etc.).
  - If commuting is remote, the time difference is also allowed by the person, in that case Members formulate a rotation plan and implement it.(Car commuting) • Use of company vehicles depending on the situation (implemented in a rotation)
- Work: Encourage disinfection at the in-house doorway and cleaning and disinfection after toilet use.
  - For the time being (when the situation at the request of each municipality is severe), the office shall be telework-centric, Self-imposed control of the outing business without the need.
  - If there are no visitors, use a separate table, etc., and the members do not approach each other as much as possible.
- Business trip: If there is an unavoidable need for business travel, use the free time zone as much as possible in the case of a train. And follow the instructions if there is an instruction from the customer.
  - Use company vehicles as much as possible to avoid crowds.
- Equipment and equipment: In the office, we devise a device that does not splash at the person in the face by the negotiation, etc. (Purchased or created separately)
  - Frequent disinfection of doorknobs, electric switches, recycle bins, handsets, tables, etc.

Response to visitors: The basics shall be accepted by prior appointment.

- Ask customers to wear masks, and the distance to face in the reception is usually  
They take a wide spread

**【Head office】**

Before going to work: Check for symptoms of suspected temperature detection and coronal infection at home.

Commuting: Most of them seem to have no problem sit down for their own car commute, but stop by convenience stores on the way wear a mask

- In the case of pick-up car use, all members wear masks.

Work: Encourage disinfection at the in-house doorway and cleaning and disinfection after toilet use.

(Office) • Encouraged to wear masks when working.

- The human distance at the normal time is taken and there is no problem, but the conversation in front in the case of the standing story etc. Avoid interval swells as much as possible.

(Drawing room) • When guests come, open the window and put it in a screen door, and encourage them to wear masks.

(Head Office Factory) • During work, after wearing a mask, work by taking enough distance from people.

- Thorough cleaning and disinfection after work breaks and toilet use.

(Food Hall) • For the time being, five to six diner users will not be met face-to-face as much as possible.

Equipment and equipment: Periodically disinfect anything that may be touched by multiple doorknobs, desks, handsets, etc.

**【Tomioka factory】**

Before going to work: Check for symptoms of suspected temperature detection and coronal infection at home

Commuting: There is no problem because everyone is commuting by car, but stop by convenience stores on the way encouraged to wear a mask.

Work: Disinfection at the in-house doorway and encouragement for cleaning and disinfection after toilet use

(Office) • Encourage disputing masks when working.

- The human distance at the normal time is taken and there is no problem, but the conversation in front in the case of standing talk etc. is avoided as much as possible and the interval is taken enough.

(Meeting room and drawing room) • All members of the meeting wear masks and take a good distance from the person.

- Replace the air as much as possible by making the window a screen door.

(In the factory) • During work, after wearing a mask, work by taking enough distance from people. Thorough cleaning and disinfection after work breaks and toilet use.

(Food Hall) • All the tables are positive, but the seats next to each other are free for one person ,If the number of people is large, use it by the time difference (10-20 minutes).

Equipment and equipment: Periodically disinfect anything that may be touched by multiple doorknobs, desks, handsets, etc.

- Disinfectant sat in each workshop in the factory, and frequently encouraged disinfection.