June 8, 2020

Dear valued customers and partners,

Vitzrocell wishes health and safety of all our stakeholders including customers, suppliers, Vitzrocell staff and their family members across the world, and business to be continued in sustainability.

Now Vitzrocell is sending 17th circular letter since Feb. 24th and we are informing continuous operation with complete quarantine and proactive preparation without any issue or changes. We will continue to support valued customers' businesses without any disruption.

As the summer season approaches, a heat wave of over 30 degrees is already occurring in many regions, and there seems to be expectations that the spread of the COVID-19 could be minimized. As the number of new confirmed cases has recently shown, the COVID-19 is still highly contagious and the increase in the number of confirmed cases has not been reduced at all regardless of the hot weather. Rather, it is said that since indoor activity increases and air conditioning increases rapidly in the summer, droplet infection in the air caused by air conditioner creates conditions for more active transmission of the virus. Therefore, experts say that since temperature and humidity are only auxiliary variables for infectious diseases, we should continue to follow the regulations of daily quarantine such as washing hands and wearing masks along with maintaining social distance.

According to Vitzrocell’s “Plan D” which has been in operation since last week, some of the guidelines have been partially eased but the fundamental guidelines below remain as they are until December this year.

Vitzrocell Risk Mitigation Stage : “Plan D” (Jun. 1st ~ Dec. 31st)

   - To protect health and wellbeing of precious employees and family members.
   - To protect Vitzrocell facilities and Smart campus clean by preventing virus intrusion.

2. Internal Announcement of government alert: “Severe crisis stage” (Monitoring all potential patient status)

3. Mandatory body temperature check for all employees & visitors. (Thermal camera / Thermometer)

4. Minimizing external activities (under prior approval)
   - Education or Training program / Local or overseas business trip / face to face Meetings etc.
- Employee working-at-home program. (Expanded to all pregnant women and employees with weak immunity.)

5. Supplied protective kit (facial masks, emergency medicine, stretching rope etc.) to all employees.
   - To be supplied to the customers and partners who are exposed to risk as a 2nd stage.

6. Regular Quarantine & disinfection activities for Incoming material, all manufacturing facilities & offices etc.

7. On-line war room opened to instantly communicate among working level, managers and CEO

8. Indoor exercise suggestion (CNN article)

   All employees must memorize and be acquainted.

10. Monthly mock exercise on assumption of coronavirus cases occurred in the facility.


12. Shared a short video emphasizing the importance of social distancing (Youtube)
   (https://www.youtube.com/watch?v=q8D0uh-2Twe&feature=share)

In addition to the above mentioned measures, Vitzrocell keeps trying to find and execute adequate preparations to protect our asset as well as valued customers' business and these will be continued until the pandemic situation is finally over.  We always welcome your advice and we’re willing to share our ideas as well.

Should you have concerns or questions, please feel free to reach out to us any time.

Thank you for your continued trust in Vitzrocell.