

## General Announcement (FY2019/022)

2020-02-25

Countermeasure against the coronavirus: BCP Phase I actions

预防冠状病毒的对策: BCP 第一阶段的举措

JSR HR

Please be kindly informed that the following measures were determined as the measures for the phase 1 of BCP against the spread of the Coronavirus infection. Your actions based on the measures would be highly appreciated.

以下措施已确定为 BCP 第一阶段为防止冠状病毒感染传播而采取的举措，请知悉。我们将非常感谢您根据这些措施采取相应的行动。

### Contents

主要内容

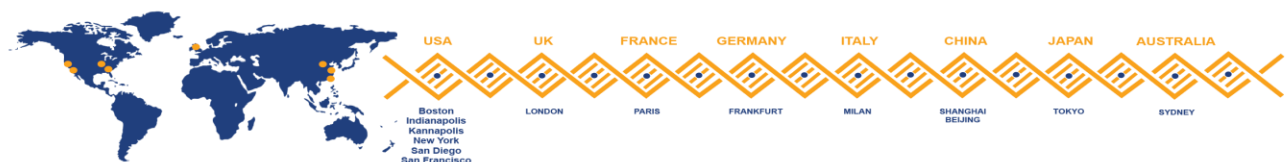
#### 1. Measure for day workers:

对于雇员的措施:

- We recommend to avoid the busy commuting hour by using the current HR rule (flex, working at home).

我们建议使用当前的 HR 规则(灵活，在家办公的工作方式)来避免上下班高峰期。

- As the test case when we are forced to work from home continuously due to further



expansion of the infections, we approve to work from home beyond present rule “1 day per week” limitation, however the works executed from home should be clearly defined by the dept. manager. Regarding the attendance management of the work from home, please report the start and end time by email and register as reported. Please keep in mind, to avoid an excessive work.

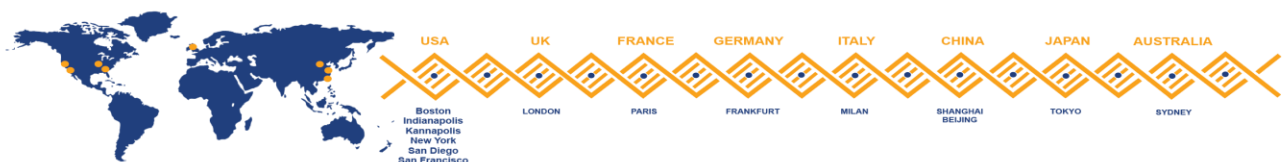
由于疫情感染的不断扩大，我们不得不在家办公。我们也认可在家办公的工作方式，但不能超过目前规定的“每周 1 天”的限制。并且，在家执行的工作应由部门经理明确规定。关于在家工作的考勤管理，请以邮件的形式汇报上班时间和下班时间，并按报告登记。请注意，避免工作过度。

- As preparations for further expansion of the infections, please identify in the respective departments that the jobs which inevitably be executed at the office and the employees who have to execute such jobs.

为后续感染的进一步扩大作准备，请在相关部门中明确哪些工作必须要在办公场所进行以及哪些员工必须执行这些工作。

- In principle, the followings are prohibited; business trip to the domestic customers, the brokers, the other JSR's offices and an attendance to domestic/overseas' external conferences and training sessions. If the attendance is mandate, then the officers in charge need to approve it. In case of the business trip, please make any effort to reduce the possibility of the infection spread (ex. Holding a meeting outside JSR/counterparties' place).

原则上，禁止去到国内客户、代理商、其他 JSR 办事处出差，以及参加国内外会议和培训。如果此次出差是强制的，那么需要主管人员批准。如果需要出差，请尽一切可能减少感染传播的可能性（例如，在 JSR/其他合约方所在地以外召开会议）。



- Regarding the outside Japan (excluding China, HongKong and Macau) business activities, including the business trip to customers, brokers or other JSR offices and the attendance to conferences and training sessions, the respective business divisions should well consider the necessity of those activities and the approval of the officers responsible for the business is required when execute. (As announced in Feb 24, the business trip or visit to China, HongKong and Macau should be postponed or cancelled.)

关于日本境外（不包括中国、香港和澳门）的商业活动，包括对客户、代理商或其他 JSR 办事处的出差和参加会议和培训，各业务部门应充分考虑这些活动的必要性并且执行时需要业务负责人的批准。（如 2 月 24 日宣布的，商务旅行或到访中国，香港和澳门应延期或取消。）

- In principal, without any urgency, meetings or trainings with a large number of attendees should be postponed. For the meetings with urgency, it needs to be held with the approval by the officer in charge.

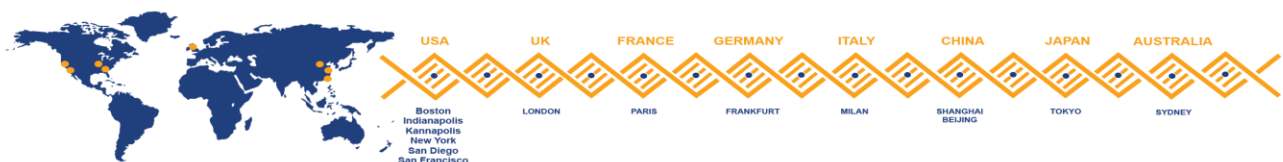
原则上，在没有任何紧迫性的情况下，应推迟出席人数众多的会议或培训。对于紧急会议，须经主管人员批准。

- Please voluntarily avoid any social gatherings with more than 10 people.

请自觉避免任何超过 10 人的社交聚会。

## 2. Body temperature check before coming to office:

上班前测体温:



- Please check and record the body temperature before coming to the office every day. If your temperature exceeds 37.5 degree Celsius, please stay at home or work at home with your superior's approval. If the sickness lasts four days, please contact “the center for the returners and the persons in close contact with the infected persons (external organization)” and report the result to your superior. The superior needs to report it to HR of the site you belong to.

每天来办公室前请检查并记录体温。如果您的温度超过 37.5 摄氏度，请待在家或在家工作，并征得上级的同意。如果上述症状持续 4 天，请联系“返回人员及与感染者有密切接触中心（外部机构）”，并向上级报告。上级需要向你所在公司的 HR 报告。

### 3. Measures for visitors:

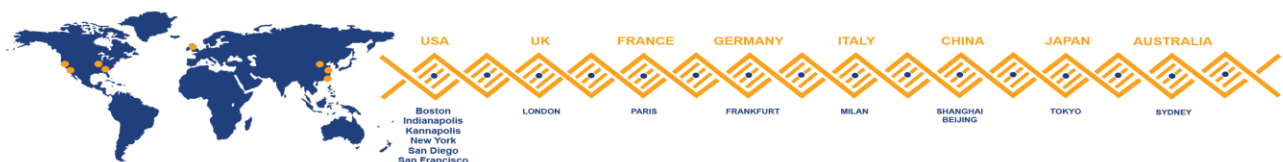
#### 对于访客的措施：

- We'll decline anyone's visit whose temperature is higher than 37.5C. It is posted at the reception to ask visitor's cooperation to measure body temperature.

凡体温高于 37.5 摄氏度的客人，我们将婉拒其来访。在接待处会张贴请客人配合测量体温的告示。

- Please preliminary notify to the visitors who already have appointment or will make appointment from now that we will decline anyone's visit whose temperature is higher than 37.5C and the visitor's body temperature will be measured by non-contact type thermometer at the reception.

请初步通知已经预约或将从现在开始预约的访客，我们将婉拒任何体温高于 37.5°C 的访客，并在接待处用非接触式温度计测量访客的体温。



- As a result of the body temperature measurement at the reception, if the temperature is higher than 37.5C, please gently notice to such visitor to leave from JSR office area.

根据在接待处测量的体温结果，如果温度高于 37.5C°，请温和告知来访者离开 JSR 办公区。

#### 4. In case any employees got infected with the coronavirus:

如果员工感染了冠状病毒:

- If infected, please focusing on curing the infection by following the instruction of the medical institution. If the medical institution orders the treatment period, the period will be treated as the paid vacation.

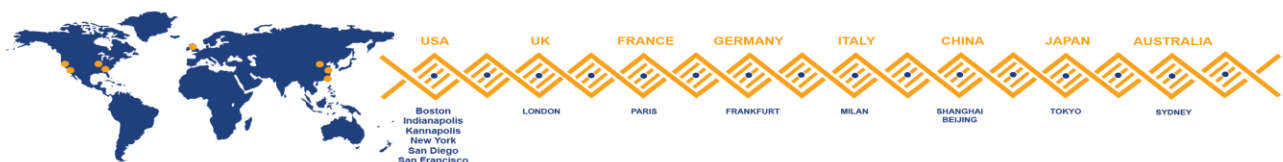
如果感染，请遵循医疗机构的指示重点治疗。如果医疗机构规定治疗期间的，则该期间将被视为带薪休假。

- If it's confirmed that you were in close contact with the infected person, it's highly possible that you will be asked the health observation by the authority. In that case, you need to stay at home until the health observation period ends.

如果确认你与感染者有密切接触，当局很可能会要求你进行健康观察。在这种情况下，你需要呆在家里直到健康观察期结束。

- If infected or in close contact with the infected person, it's possible that most of the employees in the dept. to whom the person belongs can't go to the office. Please, be ready for work at home (especially for PC access to the company data).

如果被感染或与感染者有密切接触，可能该人所属部门的大多数员工都不能去办公室。请做好在家工作的准备（尤其是电脑访问公司数据的准备）。



5. Information sharing system when the infection widely spreads:

疫情广泛传播时的信息共享系统

● We'll utilize not only J-Wing but also a safety confirmation service system provided by a security company (SECOM) in order to share this information with the employees.

我们将不仅利用 J-Wing，还利用安全公司（SECOM）提供的安全确认服务系统，以便与员工共享这些信息。

End.

