



April 6, 2020

OSG Corporation

Human Resources & General Affairs Dept.

OSG's infection prevention measures against Coronavirus disease (COVID-19)

To protect our customers and employees from infection and/or spreading of the Coronavirus disease (COVID-19), OSG Corporation has taken the following preventive measures:

1. Measures Pertaining Health Management

- Employees must measure their body temperature prior to arriving to the office.
- Upon arrival, body temperature is again taken by a medical staff (nurse, health manager, etc.).
- Employees with a body temperature of over 37.5°C are required to notify their manager and to stay home. If family members of the employee have a possibility of either being infected to COVID-19 and / or having close contact with a COVID-19 carrier, the employee is required to stay home and to report the situation to the company.
- Wearing a face mask within the office, as well as frequent hand wash is required.
- Proper ventilation of the office is required at least once a day.

2. Measures Pertaining Business Activities

- Employees are forbidden to attend meetings / seminars with over 10 people, whether held within the office or not.
- The use of public transportation, such as airplanes and trains, during an employee's domestic and / or international business trip is forbidden (using public transportation for daily work / sales activity is an exception).
- Employees who are using public transportation for commuting are required to avoid rush hours.
- Wearing a face mask is required when visiting customers.
- Meetings with customers and visitors should be postponed and / or rescheduled as much as possible. The use of telecommunication services, such as email, phone and video meeting, are highly recommended.
- Implement and promotion of flextime to allow employees with young children to cope with school closures



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- Sales staff should carry on with their sales activities by going and returning to each destination directly, and to avoid / minimize making trips to the office.
- Visitors are required to wear masks (to be supplied when necessary) and to disinfect hands using the installed alcohol disinfectant upon entering the facility.
- Alteration in floor layout to avoid close contact between employees (to minimize spending more than 30 minutes with another individual within a radius of 2 m) and promotion of telecommuting.

These measures are effective until the risk of infection of COVID-19 has subsided.