



# Covid-19 General Statement

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**March 17**

Dear Partner,

On March 11 the World Health Organization classified the Coronavirus outbreak as a pandemic on the basis of its speed and scale of transmission. Almost 173,000 cases have now been reported to WHO, from 152 countries and territories. These are unprecedented times and our top priority is the health and safety of our customers, suppliers, own personnel and their families.

Although BuzziSpace is operating as 'Business as usual', we decided to reduce face to face interactions and meetings. We will continue to do so in the upcoming weeks, while monitoring the situation in the countries we operate on a daily basis.

Current actions in place:

## 1. Sales and Marketing events globally

- Visits to our HQ, production site tours, acoustic tours, lunch and learns or breakfast sessions on site or in showrooms during the months March, April and beginning of May are cancelled and will be rescheduled to a later date.
- We will take further decisions by mid April about the scheduled events in May and June.
- Seminars and trainings will still take place or can be scheduled via webinar or Microsoft Teams. Feel free to reach out to your local BuzziSpace contact.

## 2. Business Continuity

- Depending on the Covid-19 impact in the different regions and the local guidelines, we've asked our people to work from home. Thanks to modern technology, we are fully operational and functional.
- Our production sites are up and running and we produce as normal a possible. We are confident we can guarantee current and future orders, even with the following guidelines in place:

Day and lunch breaks are spread in order to avoid people huddling together

Workers keep a distance of minimum 2 meters

Health precautions (such as thoroughly washing hands) are displayed at all entrances and relevant locations.

Employees that are not feeling well have to take sick leave

- Showrooms and office : Working in our offices is allowed, but only if public transport commute is avoided or outside of rush hours, and only after approval by the senior management.

### 3. **Travel policy**

- Travel has been restricted
  - Traveling to impacted regions is not allowed. For customer related urgencies, travel has to be approved by the senior management.
  - To retain our service to our customer (like sampling), working in our offices is allowed, but only if public transport commute is avoided or outside of rush hours.
- It goes without saying that our employees will respect the policies set in place by our customers as well.

Thanks for understanding and stay safe !

**#Weareinthistogether #WeCare**

BuzziSpace Team