

Information Corona

Date
March 19th, 2020

Dear Sir or Madam

Our reference
PP/ALLG

Since this week at the latest, the pandemic caused by the coronavirus has led to severe restrictions in both private and business environments. Festo intends to respond to the corona crisis in an appropriate and responsible manner. In recent weeks, our specially installed Festo task force has been working hard to minimise the risk of infection within the company, to ensure the functionality of our operations and to maintain production and supply to our customers. Health protection is a primary concern. Business operations at Festo will continue with appropriate measures, which we would like to explain in more detail in this letter:

1. General Business Activities

Festo is maintaining its production operations. The punctual delivery of our products to our customers is still our claim, which we want to fulfil even in times of crisis. We have taken appropriate measures in production and assembly. It is essential that our supply chains deliver on time and in the required quality.

2. Expectations of Suppliers

- We continue to expect punctual delivery or compliance with SMI limits.
- Festo must be informed proactively and immediately if there are delays in delivery or other problems.
- Meetings are to be held via telephone conference.

3. Deliveries

In order to minimise the internal risk of infection and in order to ensure the functionality of the company in operational terms, the procedure at the gates was adjusted. Please inform your drivers, that everybody approaching the gate will be asked about his travel history. If somebody has been to a risk area, he or she has to follow special behavioural rules. The rules are individually designed for every site and will be communicated at the gate. In principal it is goal of Festo to receive goods as usual.

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4. Miscellaneous

In order to slow down the spread of the virus, stricter hygiene measures were introduced at all locations and participation in internal and external events was reduced to a minimum. Business trips between Festo locations are currently suspended.

In addition, visits from our side to suppliers and visits to suppliers at our sites are currently not desired / only permitted in absolutely exceptional situations.

At the moment we cannot predict the strength with which the pandemic will hit us, especially in Germany. Should there be any official closures of production facilities, we will inform you of this.

In the current situation, the health of your and our employees has top priority. Let us therefore implement the necessary measures together.

Yours sincerely

i. V. 

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