



亞元科技對於新型冠狀病毒防疫對策及說明

Jan. 30th, 2020

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● 因應新型冠狀病毒疫情，亞元科技全面啟動相關防疫機制

一.各廠區及台北總公司已實施措施

▶ 丹陽廠/石排廠/宜昌廠

1. 內部控管，進行人員流動資訊統計及監測。
2. 進行環境消毒，體溫管理及人數清點，截至目前為止確認未有病例。
3. 非本地員工返回工作崗位者，要求進行14天隔離管理後，才能進入工廠復工。
4. 人員體溫超過37.5度或是有呼吸症狀，需防護隔離就醫。

▶ 台北總公司

1. 全體同仁、訪客、個戶進入辦公室需配合量體溫及使用酒精消毒，若有發燒情形則不得進入辦公室。
2. 面對客戶之第一線同仁，需全面配戴口罩。
3. 在公共區域備有酒精消毒並加強清潔及消毒。
4. 非員工不得進入辦公室，如有必要則在指定區域討論。

二.持續進行以下管控措施

➤ 丹陽廠/石排廠/宜昌廠

1. 返鄉員工於防疫期間定期回報，進行管理。
2. 聯繫廠區周邊醫院，必要時安排醫療支援。
3. 做好廠區通風及定期消毒，定期進行體溫測量等必要措施，若出現確診或疑似病例，立即通報管理機關/當地醫院，安排妥善治療並隔離14天。
4. 防疫期間，返工員工須進行廠區前述14天隔離管理。

➤ 供應商管理措施

1. 要求供應商進行防疫及人員管理。
2. 要求供應商暫停來訪，並請供應商優先通過電話、郵件、微信通信軟體等線上方式進行討論。

三.復工安排/後續交期/持續性管理措施

❖ 大陸工廠配合當地政府延遲復工政策

丹陽廠2/10復工；石排廠2/10復工；宜昌廠2/14復工。

❖ 防疫期間，對於出貨造成影響，亞元將於復工後，全力安排補回，並對防疫期間定期更新狀況並提報貴公司。

❖ 持續管理措施

持續進行前述區管理措施。

2019-nCoV Infection Prevention

In response to the 2019-nCoV, AtechOEM has initiated prevention measures as follows.

What we have done:

- Three factories located in China (ADY: DanYang, ASP: ShiPai, AYC: YiChang)
 - We keep cross-checking and monitoring the physical status of all employees located in China (DanYang, ShiPai, YiChang).
 - We implemented environmental disinfection, measured temperature periodically and checked head-counts. For now, there is no confirmed ill personnel.
 - We request non-local employees to isolate themselves 14 days before entering factories to work.
 - If any employee whose temperature exceeds 37.5 degree C or who has respiratory difficulty symptoms, we will request him/her for immediate self-isolation and go to nearby hospitals at once.
- Headquarters in Taipei
 - We request all employees, visitors and individuals to be measured temperature and sterilized with alcohol before entering office. If any fever symptom, the one(s) will be prohibited to enter office.
 - For those who need to have on-site visiting with clients, we request them to wear masks.
 - We have done alcohol disinfection and enhanced cleaning for public areas in office.
 - Non-employees are prohibited to enter office. If necessary, they are allowed to discuss within specific areas.

What we continue doing:

- Three factories located in China (ADY: DanYang, ASP: ShiPai, AYC: YiChang)
 - For those who still stay in home-town need to regularly report their physical status.
 - Contact hospitals nearby the factories and request for medical support if necessary.
 - We keep performing necessary measures such as to ventilate the factory, do regular disinfection, take frequent temperature measurement, etc. Once a confirmed or suspected ill employee appears, we will notify local management and hospital to arrange immediately for proper treatment and isolation for 14 days.
 - During the epidemic prevention period, for the employees return to factories, they will need self- isolate before resuming to work as mentioned previously.
- For vendors management
 - Aside from above-mentioned necessary measures, we will communicate with vendors via phone call, E-mail, IM software (such as wechat, LINE), video conference-call...etc.to minimize visiting during the epidemic prevention period.

What we will keep doing and recovery plan for subsequent schedule:

- Our three factories follow local government's regulation about resuming to work:
 - ADY: Feb. 10th ; ASP: Feb. 10th ; AYC: Feb. 14th
- The unexpected coronavirus outbreak sweeping China (and many countries) caused postpone of factory schedule.
 - We will endeavor to pull in after factories resuming to work. Also, we will report you the latest status regularly if having further updates.
- We will keep monitoring status of all employees to follow above-mentioned measures.