

# COVID-19 UPDATE



March 25, 2020

Dear **Valued Customer**

Here at Memcon our Team is closely monitoring the status and progress of the COVID-19 Pandemic and reviewing our operations worldwide daily.

All our operations including sales support, logistics and manufacturing around the world are “open for business.” Our facilities in Hong Kong and China having successfully overcome the first wave of COVID-19 are working as normal and supporting our customers around the world with their manufacturing needs.

Our facilities have already taken necessary precautions to protect our colleagues with social distancing introduced, working from home where practical, increased cleaning and hygiene facilities with all travel suspended.

We continue to review our precautions and procedures daily and will adjust and increase or improve the way we protect our colleagues as necessary.

Whilst we have no plans or wishes to close any of our facilities we do operate in uncertain times when we must consider first and foremost the health and safety of our colleagues, customers, stakeholders and follow any government regulation that is necessary to fight this pandemic.

As the number of cases continues to escalate globally and respective governments take countermeasures to control the spread of the virus it will be a natural effect that logistics and lead-times will become stretched and challenging so we would encourage all our customers to consider placing orders as early as possible to counter as much as possible the changes and delays that are likely to be created in the supply chain.

Our teams are available should you have any questions or require our help and assistance. We are available by email, office phone numbers are operational or by calling our individual cell/mobile phones.

We stand shoulder to shoulder with our customers and friends to fight this disease and united we will be successful and we will beat COVID-19.

Let us know if we can help you but most importantly please stay safe and healthy.

*Martin Gilbert*

Director

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