

Official Company Response to the Lifting of the State of Emergency by the Government

Excerpt from our website: <https://www.tanseisha.co.jp/news/info/2020/post-33526>

We would like to extend our deepest condolences to all people infected with the novel coronavirus and to those whose lives have been affected by the spread of its infection. We would also like to express our gratitude and respect to medical professionals and those supporting social contribution in these challenging times.

Following the nation-wide lifting of the State of Emergency issued by the Novel Coronavirus Response Headquarters in our government, TANSEISHA will be implementing the following response measures accordingly.

Our measures

Regarding work style both in and outside of company facilities.

- Employees residing in areas where the State of Emergency has been lifted are recommended to continue teleworking from home.
- All of our sites nationwide will take the necessary steps in infection prevention after ample consulting with clientele.
- All employees are recommended to utilize online communication and to establish proper settings and limitations (ex: restricting participants) when in-person communication is necessary.
- All employees will make sure to confirm the wishes of our clientele when working outside or during business travels. All overseas business travels will in principle be prohibited.

Regarding measures in our offices

- We will continue to implement physical distancing and incorporate flexible working styles that do not limit working locations.
- We will strive to keep all shared facilities and rooms well aerated, equipped with

sanitizer and make adjustments to seating arrangement, length of use and number of people as necessary.

Regarding visits to our company offices by guests and clients.

We will take the following measures to ensure safety and prevention of infection.

We ask for your cooperation and understanding in refraining from physical visits and in-person meetings at our facilities. We would appreciate all meetings and forms of communication to be held remotely through online services. We kindly ask guests to consider contacting our representative for any questions you may have regarding communications and meetings.

For those who do visit our facilities we ask for your cooperation with the following.

- Please wear a mask at all times.
- Please use the alcohol sanitizer provided at our front lobby desk.
- Please keep distance between you and other visitors while waiting to be attended to in the lobby and waiting area.
- We may restrict the number of people allowed in one meeting room at a time.

We kindly ask people who have the following symptoms to refrain from visiting our facility.

- Those with cold symptoms and/or fever.
- Those who are feeling sluggish and have trouble breathing (or other symptoms of the novel coronavirus).
- Those who have been in close proximity to people who have been infected or suspected of infection in the past 14 days.
- Those who have, or have been in close proximity to people who have been overseas in the past 14 days.

TANSEISHA representatives will be wearing a mask when welcoming all necessary visits to our facilities. We ask for your understanding and cooperation.

If you have been confirmed to be infected with the novel coronavirus or have been in

close proximity to someone who has, whether discovering so before or after your visit, please let our representatives know as soon as possible.

Time Period

As of Monday, June 1st

*If any changes arise to the above measure we will make an official announcement accordingly.

We will continue to keep all of our clientele and business partners informed as timely as possible and strive for clear and active communication.

We will strive to prioritize the safety of our employees and concerned parties to reduce all possible risks in and outside of our facilities and will work closely with our group companies to provide necessary response measures. At the same time, we will continue business as usual by utilizing tools, IT networks and other systems that support working remotely.

Again we humbly ask for your understanding and cooperation during our adjustments.

■ “MAKE SPACE NOW, CREATE SPACES TOMORROW”

We are currently promoting this motto to invoke our strong wishes to one-day work side by side again after the virus has resided to continue creating spaces that move the soul and inspire imagination.

<https://www.youtube.com/watch?v=8EA32XO9ZxM>

We would appreciate your understanding and cooperation.