



Dear Customers and Business Partners

Our best regards to all of you during these difficult times. We are making our best effort to protect our business and employees. However, as COVID-19 continues to present exceptional challenges for our health and economy, we hope you and your loved ones are safe and healthy.

We are all affected by the "COVID-19" problem and necessary measures are being taken worldwide to contain or delay the outbreak of the pandemic.

Most US and Europe-based automotive OEM's have announced plant shutdowns over the coming days related to COVID-19 concerns. For this reason, the Protev Group will be shut down from March 30th until April 20th, 2020. Nevertheless, we will continue to support our customers in their needs taking into account the following procedures:

- All internal and operational processes in our company have been aligned or adapted to the basic prevention recommendations of the World Health Organization (WHO).
- As a prevention, employees able to perform their daily duties remotely are already doing so, adhering to local Government instructions.
- Individuals doing onsite support must take all the COVID-19 recommendations including washing

their hands often, courtesy cough (elbow), avoid touching their face, and applying social distancing (1.8 m or 6 ft).

- Our complete team are available 24/7 to support our customers in any emergency.
- Our experts will continue sending Reports every week when possible and when the Project Plants continue to open.
- If a project must stop immediately, you will receive a summary explaining all future actions.
- Project Leaders and Zone Directors will be in touch with you via e-mail and/or conference call to inform about the project status.

We will take, without a doubt, further action should future developments require. Therefore, our team will keep you proactively informed.

Times like these test us, but for sure we will come out stronger once this is over. Our best wishes to you, stay safe, healthy, and enjoy your families!

Sincerely yours

Reiner Bluechel
CEO & Managing Director