

May 25th, 2020

Office operation after the coronavirus state of emergency lifted

To Our Precious Clients and Partners:

In line with the announcement by the Japanese Government and Tokyo Metropolitan Government that the coronavirus state of emergency was lifted, Midas starts to apply new workstyle instead of going back to the previous style, and would like to share the following policy.

In case that the statement of emergency is declared again, we will internally discuss how to cope with it and may go back to the style that all need to work from home.

Maximum head count target @office: 50%

Continue to work from home and allow staff to choose where to work; work from home or work @office

When working @office, best efforts to avoid the three Cs (Closed spaces, Crowded places, and Close contact settings) including staggered commuting

Rules @office

- ✓ Check your health conditions before commuting
- ✓ Wear mask
- ✓ Keep 2M distance
- ✓ Avoid sitting face to face
- ✓ Leave doors open when meeting rooms used if possible and make sure that maximum head count capacity is not exceeded
- ✓ Try to work at the same work point a day to minimize disinfection procedure
- ✓ Disinfect after using shared work point
- ✓ Put acrylic desktop panels to secure personal desk area
- ✓ Prepare a hygiene counter with disinfection goods, etc.
- ✓ Not gather for lunch
- ✓ One-way In/Out route between common area and tenancy area to minimize contact opportunity
- ✓ Wash hands, etc. to keep clean

Rules when working outside of office

- ✓ Keep social distancing and avoid the three Cs (Closed spaces, Crowded places, and Close contact settings)
- ✓ Check the updated information and the related government's announcement when business trip to a distance place is requested

Midas will keep a close eye on the COVID-19 situation and will all the take necessary actions as part of CSR.

We would highly appreciate everyone's understanding and cooperation.

Takeyoshi Komatsu, President
Midas Company, Ltd.