



Laubinger + Rickmann

GmbH & Co. KG
Feinmechanik, Maschinenbau, Elektronik,
Sondermaschinen und Anlagenbau

Gildestraße 20
48356 Nordwalde

Telefon +49 2573 9388-0
Telefax +49 2573 9388-50
mail@laubinger-rickmann.de

Letter to our customers

Ihr Zeichen

Unser Zeichen

Telefon

Datum
02.04.2020

Dear Business Partner,

The effects of the emergence and rapid spread of the coronavirus (COVID-19) affect all people and companies. Both private and working life is severely restricted and need to be changed significantly.

L+R as a company is aware of the fact that the safety and well-being of our families, colleagues, customers and partners have top priority.

Therefore, the following measures, among others, were taken in a timely manner:

- **Homeoffice:** We have arranged for the segmentation of teams and separation of selected employees with business-critical roles/functions. To reduce the risk of an entire team becoming infected, they work separately from each other and in the home office as far as possible. Team meetings take place in virtual form.
- **Division into shift groups:** In addition, we have divided all departments into shift groups that have no contact with each other. The aim here too is to keep the risk groups as small as possible.
- **Hygienic measures:** All employees are instructed to maintain the required safety distance and to follow the hygiene recommendations issued by the health authorities. Sufficient amount of disinfectant is provided.
- **Business travel:** We have restricted business travel of our employees. All the possibilities of virtual meetings are used instead. Exceptions are agreed with the management in consultation with our customers and in accordance with government regulations.



- **Installation and support:** Upcoming installation work will only be carried out in accordance with local government guidelines and restrictions. Services are carried out remotely or through service glasses as far as possible.
- **Company access:** Access by external persons is only granted after agreement with the management or the respective project manager and is subject to the established hygiene regulations.
- **Our suppliers:** Our business operations are supported by numerous important suppliers. We are in constant contact with all key suppliers to ensure that they take comparable measures to minimize risk and also meet their agreed delivery commitments.

We are always here for you and wish you and your employees including their families health and confidence!

With best regards

Laubinger + Rickmann GmbH & Co. KG

Thomas Thiemann
Managing Director