



Barcarena, 23th March 2020

Subject: Activation of the Business Continuity Plan

Dear Partners,

In the current delicate public health context, we hope that every one of you is well.

LEF - Laboratory of Pharmaceutical Studies, in strict compliance with the standards issued by the competent public authorities, aims to maintain its normal functioning as far as possible, with the adoption of preventive and contingency measures to the spread of the SARS-CoV-2 virus (COVID-19).

We have been making every effort to minimize the negative impacts on our business, our customers, employees and other partners.

This communication intends to announce a set of measures already implemented at LEF which aim to promote the previously mentioned assumptions:

- Contingency Plan across LEF's entire activity, including the application of all appropriate rules of conduct and hygiene;
- Physical and human resources' adequacy plan, with special emphasis on the application of 2 shifts with staggered working hours, complemented with a permanent disinfection methodology;
- Plan to reinforce the supply capacity, in articulation with suppliers, in order to avoid disruptions in the provision of services;

Regarding working hours, we would like to reinforce that we will remain active, with the implementation of the aforementioned shifts between 06h00 and 20h30, safeguarding only the non-reception of samples between 13h00 and 14h00.

The announced measures will remain in place until the public health situation is normalized.

Notwithstanding the uncertainties arising from the current context, we reiterate our commitment to the pursuit of the best quality in service provision, minimizing impacts and ensuring, to the extent possible, adequate compliance with agreed deadlines and levels.

We are at your disposal to clarify any doubts.

#vencerocovid19

Best regards,

Fátima Godinho Carvalho