



Re: Human Swine Flu Contingency Plan

Recently, many researchers have advised that Human Swine Flu may become more widespread in the coming fall season. Hong Kong Food and Health Bureau urges people to be vigilant when it comes to this virus. Leo Paper Group is committed to protecting our employees and customers. We have launched a contingency plan and engaged a series of proactive measures to protect our employees and guests.

1. Swine Flu Action Committee

A committee aimed at the formulation and implementation of policies in relation to the Swine Flu Virus has been formed. Once a suspected case is reported on our premises, the Swine Flu Action Committee will be notified. The committee will investigate the case and decide on the appropriate action(s) to be taken. Chairman of the Committee is our Managing Director of our Heshan facility, Mr. Simon Fung. Members include: Mr. David Leung, Regional Operations Director, Mr. King Lai, Director of Finance and HRTD, Mr. Simon Leung, Director of GISS as well as representatives from our HR Department in Hong Kong and Head of our in-house Medical Center in Heshan.

2. Preventive measures

Hong Kong office

Public area and meeting rooms will be disinfected every two hours or after each use. Infrared thermometers have also been installed for spotting people with fever. If fever is detected in a person they will be provided with a face mask and advised to get medical attention immediately.

Heshan production site

Common facilities such as meeting rooms, work floors, door and hand-rails will be cleaned and disinfected daily. An ozone air cleaner will be used weekly to remove contaminants indoors.

3. Control of the spread of virus

Hong Kong office

Currently, anyone who has symptoms of a respiratory tract infection is encouraged to wear a face mask and consult a doctor promptly. Subject to medical advice, in general, a person diagnosed with a severe case of Swine Flu will be hospitalized. Patients diagnosed with a milder case will be allowed to recover at home.

Heshan production site

Presently, employees or guests with symptoms of a respiratory tract infection are urged to wear a face mask and consult a doctor promptly. Generally, a person considered infected with a severe case of Swine Flu will be hospitalized. For milder cases, subject to the order issued by concerned government bodies such as the State Swine Flu Control Centre or Center of Disease Control and Prevention, patients will be allowed to rest at home or quarantined in the dormitory until she/he is considered, by a physician, as fit to return to work.

Three zones have been cleared and assigned for quarantine or isolation purposes. The three zones include 18 rooms on two floors for guests; 64 beds for employees at a separate location plus the option of dormitory buildings set up as an isolation center. The isolation center will be utilized if the numbers of confirmed or suspected cases increases dramatically.

In general, all arrangements in Hong Kong and Heshan will be subject to guidelines or orders issued by the Center of Health Protection and the State Swine Flu Control Center respectively.

4. Workforce arrangement

Key members of different departments will be identified both in Hong Kong and PRC. They will be seated in an area separate from each other in order to avoid cross infection and, therefore, ensure business continuity.

5. Protective gear and medicine in stock

We have stocked over 100,000 face masks and sufficient medicine for 2 weeks' consumption for the general flu patient. Ample protective gear will also be available for care-takers.

6. Backup plan in case of an outbreak

In case of a serious outbreak, it will be arranged for staff to work from home. Our GISS Department has already tested our ERP system plus the information system and confirmed the feasibility of home/remote office arrangements.

If there is an outbreak in a particular building(s) in our Heshan production plant, workers will be set up to work in a temporary workshop located in other buildings in order to secure production. There are two canteens, Super Canteen I and II, which can support necessary arrangements in order to minimize the chance of cross infection.

[Updated on Aug 20, 2009]