



17 March 2020

To Maccauvlei Clients

## **COVID-19 CONTINGENCY MEASURES**

As the novel coronavirus (COVID-19) continues to spread across the globe, we are deeply concerned about its effect on you as our clients, and on our own people.

In a statement by President Cyril Ramaphosa on 15 March 2020, South Africa was declared to be in a national state of disaster.

While Maccauvlei has not been directly impacted by the virus yet, we are taking the situation extremely serious and putting measures in place to contain its spread. Our focus is on doing what we can to ensure the safety of our employees and visitors, insofar as this is possible, while still servicing our clients and continuing business to the highest standards possible in this circumstances.

For now, our offices will remain open, but we have taken various precautionary measures including:

- Restricting international and domestic travel by our employees;
- Requiring self-isolation by employees who have recently travelled overseas;
- Keeping our employees constantly informed of the ongoing situation; and
- Taking steps to ensure that our premises are properly sanitised and secured.

We will also support those who need to self-quarantine and have systems in place to facilitate remote working to maintain a high level of business continuity.

We ask that you help us by choosing to meet remotely via video or telephone conferencing and to avoid coming to our offices for meetings, particularly if you have recently travelled outside of the country or have been in contact with someone who recently travelled abroad.

As part of our preventative measures and in the interest of health and wellness of all our stakeholders, we have decided to **postpone all Public programmes** which was scheduled from **23 March until 1 May 2020**. Training will resume as normal pending the status of the COVID-19 virus at that time. An amended Public and In-house schedule will be distributed as soon as we have more clarity regarding the COVID-19 risks.

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**MACCAUVLEI**

Should matters drastically improve before the 1st of May, we will communicate such and Public training will resume earlier.

We will communicate individually to all **Public** and **In-House** clients who are affected during this period regarding the commencement of training (23 March – 1 May 2020).

Maccauvlei Management team will continue to monitor the situation as it develops and may modify our response as appropriate. If the situation deteriorates to the point where we need to close office in the interest of protecting our employees, clients and the wider communities, we will do so.

We will advise you of any further developments as the situation evolves.

Please take care as you and your organisations navigate through these difficulty times.

Kind regards,  
Christo van Hoek  
Acting General Manager  
Maccauvlei Learning Academy

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