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Website : www.ntinga.org.za

TO: ALL EMPLOYEES

FROM: CHIEF EXECUTIVE OFFICER

DATE: 17 MARCH 2020

SUBJECT: CORONAVIRUS (COVID-19) EPIDEMIC

The President of the Republic of South Africa Cyril Ramaphosa declared the global epidemic (Coronavirus) as the National State of Disaster on the 15 March 2020. Government of South Africa appealed to all South African Citizens to limit contact between persons and announced a travel ban from high-risk countries such as Italy, Iran, South Korea, Spain, Germany, the United Kingdom, the United States and China as of 18 March 2020.

As Ntinga O.R. Tambo Development Agency SOC Ltd we are in a process of procuring hand sanitizers which are currently out of stock from the suppliers and we envisage that they will be available to all sites by Monday the 23rd March 2020. We are also procuring protective equipment such as gloves and masks to ensure safe and healthy environment for all the employees.

As at 16 March 2020, there are 62 confirmed cases in the following provinces: Gauteng, Western Cape, Kwazulu-Natal, Mpumalanga and Limpopo. In the Eastern Cape there is no confirmed case yet as to date.

Symptoms

Persons with acute respiratory illness with sudden onset of at least one of the following: cough, sore throat, shortness of breath or fever [$\geq 38^{\circ}\text{C}$ (measured) or history of fever (subjective)] irrespective of admission status

All employees are urged to;

- Wash hands frequently with soap and water or hand sanitisers for a minimum of 20 seconds
- Cover nose and mouth when you cough or sneeze, cover with a tissue or flexed elbow
- Avoid anyone with flu-like symptoms

Ntinga O.R. Tambo Development Agency SOC Ltd: A Municipal Entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Mr. S.E. Mase (Chairperson); Prof. L.Y. Majova-Songca; Ms. U.N. Mkize; Mr. M. Msiwa; Dr. L.L. Ndobeni; Ms. N.S.N. Bam; Dr. N.T. Ndudane,
Ms. N.D.A. Ngewu; Mr. M.M. Pupuma; Mr. P.K. Pongwana (CEO)
Company Secretary: Ms. C. Mfana

- Minimise physical contact
- Use the elbow greeting, no shaking hands

To get more updated and correct information on **CORONAVIRUS (COVID-19)**,
Whatsapp "hi" to **0600123456**

To report any suspected case please contact the HR Department or the following Safety,
Health & Environment (SHE) Representatives who are based in all sites.

Head Office – Miss S. Skolo & Mr Ngonyama

Umzikantu Red Meat Abattoir: Mr G. Kumsha & Ms T. Masango

Kei Fresh Produce Market: Mr F. Zide

Adam Kok Farms: Mr Z. Fuzile

Ikwezi Holding Farms: Mr S. Buhlungu

Water Services: Ms A Qaba and Mr NL Mlambisa

Colleagues working together and acting responsible we can minimise and conquer this
CORONAVIRUS (COVID-19) pandemic.

Yours faithfully



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P.K. PONGWANA
CHIEF EXECUTIVE OFFICER