

MEMORANDUM

To: All Staff
Cc: Executive Management
From: Head of Human Resources
Date: 5th May 2020
Subject: SUPPLEMENTARY MEASURES FOR PREVENTION OF COVID-19

Reference is made to our earlier communication dated 24th April 2020 on the above subject.

Management would like to remind all employees to continue adhering to all measures for the prevention of Covid 19 as earlier advised i.e. use of Personal Protective Equipment (PPE) e.g. putting on masks, use of soap and sanitizers for hand hygiene at all times whilst within the banking premises and measuring of body temperature for all people entering banking premises.

As a supplementary measure, I write to advise that effective immediately, banking premises will be subjected to disinfection through chemical sprays on each day before opening and after working hours. Service Centres and Head Office shall be required to maintain a register for purposes of confirming that measures are being religiously followed.

All responsible managers for implementation of these prevention measures will further be required to report any interaction with suspected Covid -19 cases through any of the following Committee Members;

Austin Thunde ; 0888995500
Tamanda Longwe ; 0999374405
Harold Phiri ; 0999248539
Gracious Changaya ; 0888325598

All staff members are being reminded that Covid -19 is real and we all need to stay safe.

Please feel free to contact me in case of need for further clarification.

Please be guided accordingly.



AUSTIN THUNDE