



Date: 30 April 2020
To: All Staff
From: Group CEO Mr. Thulani Majola & COO Mr. Sham Maharaj
Subject: Protocol for LTE Operations under Level 4 Lockdown Restrictions
Ref: M119/04/2020

The COVID-19 Pandemic is having a profound impact on everyone, including individuals and businesses alike. Government has announced changes to lockdown regulations under Level 4 restrictions which will allow for partial opening of the economy as of 01 May 2020.

Note: under Level 4, it is recommended that all Level 5 protocol be observed as far as possible, and only if absolutely necessary should social engagement be effected.

In light of the above, LTE Consulting will resume work at all offices and identified project sites in line with published regulations for the Engineering Sector. In an organized and scheduled manner, staff will be able to travel to the office and various sites to perform critical functions, though working remotely will still be enforced. The following Protocols will serve as the first in a series of memos/communications on how we will proceed.

In view of the above, the subsequent Protocols will apply immediately;

1. **Screening and Testing** - From Monday the 4th of May to Wednesday the 6th May 2020, all members of staff will be required to undergo COVID-19 Screening and Testing before resuming work. Management understands that there is cost for testing, as such the Company will cover the cost of testing.
 - a. Testing at LTE Offices in Sunninghill will be done at the office.
 - b. East London and Bloemfontein staff will be informed when and where to go for testing.
 - c. To avoid a rush and overcrowding at the office on the first day, a list indicating when to come in for testing will accompany this memo.
 - d. Immediately after testing, you will be required to proceed home and only return after you have been informed of your test results. All tests and communication of results will be conducted confidentially by independent Medical Practitioners and released to the Company and individuals according to their Standard Protocol.
 - e. Should you elect not to be tested, the Company requests that you self-isolate for 14 days as from 04 May 2020, and produce a COVID-19 test certificate from an authorized Testing Centre on return. The Company will count the additional 14 days as unpaid leave.
 - f. Should any member of staff test positive for COVID-19, the relevant procedure will follow, as will be explained by the Medical Practitioner during testing.
 - g. Upon resumption of work at the various offices, all staff will be undergo temperature screening every time they come to the office. This is not negotiable.

LTE will still require all other members of staff to work remotely. The Company will however monitor staff productivity more closely to ensure that deadlines are met and monitor closely that the quality of work is not compromised, with regular reports given to Senior Management by all HODs.



2. **Work Schedules** - A comprehensive work schedule will be developed with the various Heads of Departments (HODs) to provide further guidance on how we will work in relation to office and site visits. This will be an on-going exercise with regular communication sent to affected staff as to when they need to come to the office.
3. **Travel** - An LTE Travel Authorization Letter will be provided to all members of staff as per Government regulations under Level 4 restrictions. This letter is to be strictly used for purposes of performing company work; as such LTE will not take responsibility for staff caught using the letter for non-company related activities. The said staff member/s will also be subjected to company disciplinary processes should they misuse the letter. Staff are advised to carry hard copies of these letters and their IDs at all times when commuting to work and back.
4. **Office Protocol** – Working at offices is discouraged, however it is understood that some degree of office work will be required, as well as working on site.
 - a. Where staff normally work in close proximity, i.e. where social distancing cannot be practiced effectively, Office Managers will reallocate work spacing to ensure effective social distancing.
 - b. Provision of Masks and Personal Protective Equipment (PPE): LTE will provide masks and gloves to all members of staff and PPE to those members of staff working in identified high risk sites. The masks and PPE will be distributed from the office and in quantities that are in accordance with prescribed work requirements. All staff to wear masks and gloves at all times.
 - c. Hand sanitizers will be placed at convenient places throughout the offices at such as at reception, in bathrooms, kitchens and at printers, etc. including in all vehicles.
 - d. Tea and coffee will be allowed but individually only, social gathering is not allowed. This is intended to discourage staff congregating in groups in the kitchens and sharing utensils as this could potentially spread the virus should anyone become infected at any time.
 - e. Bathrooms will be regularly cleaned and stocked with enough soap and sanitizers to keep them as clean as possible. Staff are also requested to exercise increased levels of hygiene in all shared spaces and bathrooms, etc.
 - f. All offices and work vehicles will undergo deep cleaning and sanitizing before staff return to work. Users of Company vehicles are required to keep vehicles clean and regularly sanitized. Spray bottles with sanitizers will be placed in all vehicles.

Conclusion

LTE Management commits to follow procedures provided by Government to make the workplace as safe as realistically possible for all members of staff. This is in recognition of the seriousness of COVID-19 and its potential impact on staff should they fall ill. Leadership also recognises the importance of increasing productivity in a responsible manner to keep the business viable and in a position to save jobs. If you feel unsafe or unsure, please liaise with your supervisor or with Head of Human Resources Ms Babalwa Zibi.

As much as Management trusts you read and comply with the above procedures, above all we expect Team LTE to apply common sense, whether at work, at home or in public.

LTE has always been the pacesetter. Now more than ever, we all need to play our part to overcome the COVID-19 Pandemic and Build a Better Africa.

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