



Date: 22 May 2020
To: All Staff
From: Group CEO Mr. Thulani Majola & COO Mr. Sham Maharaj, LTE COVID-19 Committee
Subject: Gradual Resumption of LTE Office Operations
Ref: M122/05/2020

Over the past 10 weeks, operations at LTE offices across the Country were abruptly interrupted as South Africa and the World reacted to the rapid spread of the COVID-19 virus. Many in the formal economy including LTE Staff had to adapt to working remotely amidst closure of offices to comply with lockdown regulations. South Africa is poised to move to Level 3 Lockdown restrictions by the 31st of May 2020 which will allow for a greater degree of economic activity and business operations.

In light of the above, LTE Consulting has made extensive operational changes in line with Government regulations to curb the potential spread of COVID-19 in the workplace by spacing workstations further apart, making available masks and sanitizers, as well as strict office access protocols.

The following office access protocols will apply with immediate effect

1. **Temperature Screening** - From Monday the 25th of May 2020, all members of staff will be required to undergo Temperature Screening twice daily; on arrival before resuming work and after lunch. Those with suspected high temperatures will not be allowed to enter the office. They will be required to monitor their temperatures before they can be allowed back. This will apply to all offices across the Country. Branch Managers are to ensure full compliance to this protocol. All offices are to ensure they have the adequate equipment before allowing staff back to offices.
2. **Staff & Visitor Registry** – Offices are to keep a register of all members of staff and Visitors entering and leaving the LTE office premises, consisting of full names, ID, contact number, arrival and departure times. Filing of this information to be done on a weekly basis in line with Government regulations.
3. **Staff with Declared Medical Conditions** – The HR Department has provided all HODs with guidance on how staff with Declared Medical Conditions will work; in line with best practice and recommended occupational health and safety protocols. *(see memo M121 for reference)*
4. **Work Schedules** - Comprehensive work schedules developed with the various Heads of Departments (HODs) will be shared with staff on an on-going basis to provide guidance on who needs to be at the office and when, to allow for a distinct balance between working from home and the office. Communication will be key amongst all in addressing emergency unscheduled visits to the office.



5. **Personal Protection Gear** - LTE will provide masks 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 at all times. Hand sanitizers will be placed at convenient places throughout the offices such as at reception, in bathrooms, kitchens and at printers, etc. including in all vehicles.
6. **Use of Office Kitchens** – Staff will not be allowed the use of Office Kitchens. Staff can bring their own ready-made Tea and coffee in a flask if they so wish. Social gathering in the kitchen 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.
7. **Cleanliness** - 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 especially bathrooms.
8. **Use of Company Vehicles** – Staff are discouraged from booking company vehicles, but to rather use their own vehicles and submit personal expense reimbursement forms to claim for the expense. Where unavoidable, a maximum of 3 members of staff are allowed to use a twin cab vehicle and must wear masks and gloves at all times. The vehicle is to be sanitized before use by any other party. Sanitisers will be made available on all Company vehicles.
9. **Social Gatherings**- All forms of social gatherings are prohibited in the workplace. Only sanctioned official Company meetings will be allowed with adequate social distancing observed at all times. The use of technology (such as zoom or teams) is encouraged for meetings.

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 you supervisor or with Head of Human Resources Ms Babalwa Zibi.

Only cooperation and observing the protocols provided will assist us in keep the spread of COVID-19 at bay at LTE.

Regards.

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