



HR-220714

HR MEMO

To: ALL MEMBERS OF STAFF
From: Human Resources & Corporate Affairs Director
Date: 14th July 2022

Subject: RAISING CASES OF COVID-19 ACROSS THE COUNTRY

Management wishes to inform all employees that as per the government update on Covid-19 cases, it has been noted that the number of new covid cases as well as new covid deaths has started raising.

As such, Castel Management wishes to encourage all employees to remember the need to **continue practicing the basic safety prevention measures**, - always **WASH** your hands, **WEAR** a mask (in high-risk areas), and always **WATCH** your social distance.

Subsequently, all employees are being reminded that as soon as you have any flue and fever signs, please go for COVID-19 testing in your respective regions through coordination with the HR department.

We ask ALL employees to declare their COVID-19 test results to HR. We need to be transparent and protect ourselves and those around us.

Meanwhile, the **Covid-19 Crisis Team will re-convene** at the direction of the Coordinator, to assess the current situation and give further directions and updates.

* **Let's Stay Safe** at all times.



Gloria Zimba
Human Resources & Corporate Affairs Director