




STAFF CIRCULAR 17 OF 2020

**TO** : **All Staff**

**CC** : **EXCO**

**FROM** : T. Z Sakala   
**Chief Executive Officer**

**DATE** : 18 March 2020

**SUBJECT** : **COVID 19: PREVENTATIVE MEASURES**

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In the face of real threat of COVID-19 virus which is already affecting many across the world and some of our neighbouring countries, Management has made a decision to escalate prevention measures.

The following is taking effect immediately:

1. No personal visitors are allowed at all business premises
2. No handshaking
3. Clients shall be discouraged from visiting the Bank during the outbreak period. However, those who do not take heed to this call are to report to reception for clearance before being allowed to access the Bank.
4. Every staff member is expected to go through sanitization at the entrance of all buildings.  
**This is Mandatory**
5. For internal meetings, video and teleconferencing must be used. Reduce Paper Exchange. Online communication should be adopted and extended to our clients, who shall be encouraged to visit the Bank only when necessary.
6. The use of hand sanitisers and regular hand washes with **SOAP is mandatory** in the workplace.
7. The Bank shall **regularly disinfect work touchpoints**. This includes computers, POS machines and door handles

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8. You are being encouraged to use the staircases instead of elevators. However, elevators will be disinfected hourly.
9. All work-related air travel, workshops, seminar attendance have been suspended. Any local travel shall require the express approval from the CEO.
10. All staff are being requested to declare all personal cross border travel before any trip. We however strongly discourage this at this point. The Bank may require employees who would have travelled to self-quarantine away from work until medically cleared. The Bank may request for proof of travel upon completion of quarantine period.
11. Hygiene standards in the workplace have to improve especially in public facilities which include elevators, toilets and kitchens. **Regularly disinfect**
12. Staff members and their families are seriously discouraged from attending large gatherings in their personal capacity.
13. Staff members are also being encouraged to take prudent measures to ensure that they have basic necessities at home especially those who have standing medical conditions.

**Suspected Case?**

Immediately contact your doctor or seek guidance from the Corporate Services and Human Resources Department (CSDR).

Thankyou

