MEMO

16th March 2020

TO: ALL EMPLOYEES
FROM: OPERATIONS DIRECTOR

SUBJECT: COVID-19 (CORONA VIRUS) OUTBREAK IN KENYA

In light of the recent positive COVID-19 (Corona Virus) cases presented in Kenya, where currently three (3) patients have been quarantined in Nairobi, I would personally like to outline the mitigating steps that the management on Weld-Con is employing to ensure the safety of all our employees in both sites and offices.

1. Management will distribute adequate stock of hand sanitizing gel to all sites for use for all personnel. Project managers will ensure that hand sanitizer dispensers are placed in appropriate locations on site. Employees are encouraged to use the sanitizing gel before and after using the biometric machine and before and after handling all tools on site.
2. Any staff member on site suspected of showing COVID-19 symptoms will be isolated and required to go for further testing at the government provided facilities. This member of staff will only be allowed to return to work once cleared by their doctor with written instructions.
3. All staff buses will have hand sanitizer dispensers on board. All passengers boarding the bus will be required to clean their hands with sanitizing gel.
4. The staff buses will be disinfected before and after transporting passengers using liquid spray disinfectant.
5. Face masks will be made available for all passengers on the bus. Employees will receive fresh masks in the morning and fresh masks in the evening for their return journey. Upon arrival to site, used masks must be discarded into a designated containment where they will be destroyed.
6. All sites will all be supplied with adequate stock of hand soap/detergent for employees to use for handwashing.
7. Sites will be supplied with disposable drinking cups for water. This is to avoid any contamination of utensils in the event that any single employee is contagious.
8. HSE officers on site will be sensitized on the COVID-19 characteristics and on the best practice of social distancing. This in turn will be communicated to all staff through tool box talks, brochures/posters and live demonstrations by the safety team.
9. With immediate effect Weld-Con initiated alcolow tests will be suspended from sites to avoid contamination from the instrument.
10. All sites will be provided with a changing room schedule where smaller groups of staff will be allowed to change into our out of their PPE at the start and end of the day. This is to avoid over crowding and unnecessary contact. All PPE must be left at the work place in order to avoid contamination of the same at home or en-route to work.
The success of the measures implemented by management can only be achieved with equal support from all staff in maintaining high levels of personal hygiene both at home and in the workplace. The following steps must be taken by each employee in order to mitigate the risk of spread of the virus in the event of contamination:

1. Employees must ensure that hand sanitizer is used frequently especially when coming into contact with equipment and material that is being handled by multiple people.
2. Employees must disinfect all handtools with the provided disinfectant upon receipt from stores and before returning this equipment to stores. If colleagues on site will be sharing certain tools, the same disinfecting process is encouraged.
3. Employees should ensure the use of hand gloves and face masks at all time on site.
4. Shaking hands with colleagues or any unnecessary personal contact between colleagues should be avoided.
5. All employees must use hand sanitizer gel before and after using the biometric machine.
6. All drivers must disinfect their vehicles after use. A deep clean of the vehicle cabin, steering wheel, gear lever, window lever etc. must be conducted after use of the vehicle.
7. Employees must thoroughly wash their hands after use of the toilet facilities before returning to work.
8. Employees are encouraged to ensure that the source of food during lunch time is prepared in a hygienic manner and utensils provided have been adequately sterilized with detergent and with boiling water.
9. Offices should be disinfected regularly using the disinfectant sprays and each office employee should be responsible to clean their individual work station on a regular basis. Sharing of stationary, work spaces and computers is not encouraged.
10. Encourage all clients and subcontractors to take the same measures being taken by our own employees in maintaining hygiene on site.

Management is currently working diligently to roll out further procedures to implement and enforce the above mentioned measures and should be in effect within the next 24-48 hours. These further procedures will be communicated to you by the Corporate HSE Manager.

We would like to once again express the management commitment to mitigating the risks associated with contraction of the virus in any of our worksites and facilities. A high level of employee cooperation and self awareness is required for the safety of all our staff.

Personnel are also encouraged to remain calm during these uncertain time. Be aware that there will be plenty of false rumors circulating and over-sensationalization of actual events.

Yours truly,

Alim Bhaa

Operations Director