

4th May, 2020

RETURN TO WORK MEMO

Lidwala officially confirms that as per the regulations announced under Level 4 of the Covid-19 Risk Adjusted Strategy, we have resumed operations.

Lidwala acknowledges that the COVID19 pandemic has significantly changed the way in which people all over the world interact. Depending on which analysts' opinions you read, the COVID19 virus will be part of our lives for at least the next 12 months. A significant amount of people believe it will become a permanent feature of our lives. However, in order to survive, we will have to adjust and protect ourselves from the ravages of the disease.

Accordingly, the following adjustments will be required;

- Thermal scanning

All persons entering Lidwala's offices, will be scanned for a fever. Should a person refuse or have a fever above 38° C, the person will be refused access to the premises.

- Masks / face shield

When entering and working within the office environment, all visitors will be expected to be wearing face masks in line with government regulations.

- Social Distancing

Employees and visitors should maintain a safe distance between each other, even during meetings.

- Client meetings

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ISO 9001:2015 Certified

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- Meetings with Clients at their offices will continue. The safety requirements set out by Lidwala will be the set minimum requirement for employees, and should the Client have more stringent requirements, employees have to adhere.
- Meetings at Lidwala's offices will be subject to Lidwala's rules. Each and every visitor will be required to sign in with complete contact information to ensure traceability.
- Management reserves the right to:
 - Refuse access to the premises to any person showing sign of illness.
 - Should an employee in the office be COVID19 positive, the offices shall be closed and sanitized before they can be occupied again. All employees present will be instructed to self-quarantine.

Management will continue to monitor the situation and assess the risks posed by our business activities. They may adjust these rules and guidelines from time to time to mitigate identified risks and to comply with government regulations.