

17 March 2020

Dear FTI Delegate

With the World Health Organization's characterization of **COVID-19** as a pandemic, we would like to keep you informed of our commitment to business continuity.

As an education-based organization, FTI has taken guidance from the relevant government and industry institutions, such as the Department of Education and Department of Health. For now, the focus is on containment of the virus and our role is ultimately to stop the further spreading of the virus, within our environments. We are assessing the situation daily and will adjust our actions in line with the government departments above.

As of 16 March 2020, 15h00, all class schedules remain as planned and we ask that you continue to attend these classes, unless communicated otherwise. We will update you if there are any changes in the coming days and weeks.

1. ON CAMPUS DELEGATES: FTI Johannesburg premises

If you are a delegate currently attending class in our JHB campus, please note the following precautionary measures:

- All offices and lecture rooms will display information on the recognition of symptoms, guides for prevention and information on assistance that is available. Please read and follow all information displayed.
- All FTI lecture rooms will be thoroughly cleaned every morning and at the end of each day, specifically the hard surfaces in the room. Please strictly adhere to the no food and drink policies for classrooms and follow all posted instructions on behaviour and hygiene practice.
- The canteen will similarly follow strict codes of hygiene practice. In sites where we have outsourced the catering, we have already been in contact with the caterer.
- Hand sanitizers will be made available in building entrances and at the entrance of each lecture room. Please ensure you use the sanitizer whenever passing these entrance/exits.
- All bathroom facilities will display good hygiene and cleanliness instructions. Please follow these on every visit to the bathroom.
- Any person showing symptoms, will be asked to seek assistance. If you witness any other delegates showing symptoms, please guide them to the senior staff on site.

2. OFF CAMPUS DELEGATES: Cape Town, Port Elizabeth, Durban and other external sites

If you are a delegate currently attending class in one of our external sites, please note the following:

- FTI is contacting all hotels and conference centers where we have current bookings for classes. We will ask all organizations for information on their precautionary measures and discuss our alignment.
- Any rules or conditions at the site you are visiting. If you are concerned about any of the sites, please do not hesitate to contact FTI.
- Take the above listed precautions towards hygiene practices, in any event.

PLEASE NOTE THE FOLLOWING IMPORTANT STATEMENT

Please do not attend class if you meet any of the following criteria:

1. During the past 14 days, you have either been to, or in close contact with someone who has traveled from mainland China, Iran, Japan, Hong Kong, South Korea or Italy.
2. Have been in close contact with a person who has been diagnosed with COVID-19 or is exhibiting COVID-19-like symptoms.
3. You are currently experiencing any of the following symptoms: Fever (>100.4° F, 38°C), cough, difficulty breathing.
4. You are currently under quarantine as prescribed by a doctor or public health authority.

If you answer “yes” to any of the above:

- 1. *Please notify FTI contact via email or phone, of your situation. We will work with all affected delegates to postpone your programme to a later schedule.***
- 2. *Call the office of your health care provider before you go and tell them about your symptoms. They will give you instructions on how to get care without exposing other people to your illness.***

For more information on the virus, contact:

The NICD (National Institute of Communicable Diseases)

24-hour toll-free number: 0800 029 999.

We are committed to working with all our stakeholders in the difficult time. Please contact one of our senior directors, if you have any concerns.

Yours sincerely

Michael Mann

Acting General Manager