



EXTERNAL MEMORANDUM

TO: ALL AFRICA UNION CARGO CLIENTS, SERVICE PROVIDERS AND PARTNERS

SUBJECT: Measures in Response to Corona Covid-19 Outbreak in Namibia

DATE: 25 March 2019

This memorandum serves as an advisory to all AUC Partners, customers and service providers with regards to AUC's response and measures to the Corona Virus COVID-19 pandemic.

The World Health Organization (WHO) has declared the COVID-19 virus as a Global Pandemic, urging all Nations to double up on efforts on prevention and containment of the virus. Namibia, as with many countries around the world, declared a State of Emergency on **17 March 2020** and implemented urgent measures to contain the spread of the virus. Since that date Namibia has now **7 confirmed** cases of the Covid-19 virus with a number of returning residents placed under quarantine in the Capital. Yesterday, 24th March 2020, Cabinet met to further deliberate on follow up measures and decided to strengthen the National Response, which, amongst others, include:

1. **All Government employees as well as those in the State-Owned Enterprises and Private sector are to operate from home for the next 14 days, except those providing critical services.** The categories of affected services will be announced in the next – Days.
2. The Public is urged to remain at home and avoid public gatherings at places such as bars, Shebeens, nightclubs and markets. The law enforcement organs to enforce these measures;
3. Internal travel restrictions will apply with respect to Khomas (Windhoek) and Erongo (Walvis Bay) Region, for a period of 21 days starting on Friday, 27th March and ending Thursday, 16th April 2020;
4. The following ports entry are closed for passengers
 - Oshikango
 - Katwiti
 - Wenela
 - Buitepos
 - Ariamsvlei
 - Noordower
 - Luderitz
 - Walvis Bay
5. Private health service providers must inform the Ministry of Health and Social Services immediately upon identify a suspected case;



From the region Governments such as Botswana, Zambia and Zimbabwe have started to implement moratoriums on traffic across borders, with the exception of essential commodities such as food, fuel and health related products.

In light of these measures by our Government and other Stakeholders, but more importantly our own responsibility towards the safety, security and wellbeing off all AUC Staff and partners, management met yesterday, 24th March 2020, to deliberate and decide on best measures to implement as a response to curb the spread of the Covid-19 virus and ultimately limit the risk of infection to our staff and all our partners. Following this session, the following measures has been adopted effective 25th March 2020:

1. With immediate effect AUC will implement a ***“work from home”*** scenario for all staff for a period of 23 days until ***Friday 17th April 2020;***
2. During this period limited offices hours at Head Office will be maintained;
3. The Depot will implement a shift structure where staff will only report for duty when so required;
4. ***All requests for services / bookings to be submitted 24 hours in advance to be received by 12h00 daily. This will assist in operational planning;***
5. ***Any bookings / request received after 12h00 will be moved to the following day;***
6. All face to face meetings with clients is suspended and these to be conducted either via telecom, video conferencing or email;
7. No visitors to our offices will be allowed;
8. Visitation to the Depot will be strictly controlled and only operational engagements will be allowed;
9. Full Personal Protective Equipment (PPE) consisting of masks and surgical gloves must be worn/used by all visitors when entering the Depot premises;
10. Hand Sanitizing / washing facilities will be made available to all visitors to the Depot;
11. Priority has been given to do a detailed cleaning and sanitizing at the depot which will be done on Saturday 28 March 2020 and repeated weekly for a period of 3 (Three Weeks)

COVID-19 is not only a threat to the lives of the Namibian People and the public health system, it also bears negative economic impacts threatening the survival of businesses and consequently jobs and livelihoods. During these trying times the key priority is to curb the spread of the disease whilst at the same time ensure that we maintain an operational level to serve our customers. Management will continue to monitor the situation and adept our response accordingly to, where possible, mitigate the effect these measures might have on our partners' business.



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A PROUD MEMBER OF THE AFRICA UNION HOLDINGS GROUP OF COMPANIES

Below are the contact details for all managers who will be available at all times should you have any questions or concerns.

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I call on all of us to practice the utmost care and safety during these trying times.

Yours Sincerely,

Clive M. Smith
Chief Executive Officer