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06 July 2020.

**Attention:** ALL STAFF AND STAKEHOLDERS.

**NOTICE OF ASA COVID-19 POSITIVE CASE-6 JULY 2020.**

ASA wishes to advise you that a positive COVID-19 case was confirmed yesterday evening, 5 July 2020. The employee was last in the office on 19 June 2020 and started having flu symptoms on 22 June 2020.

The facts are as follows:

- The employee is employed at Head Office in Brummeria, CSIR Campus.
- The employee was last at the office on 19 June 2020.
- The employee started having flu symptoms on Monday, 22 June 2020.
- The employee experienced difficulty with breathing and was admitted to hospital on Saturday, 04 July 2020.
- The employee was tested for COVID 19 and the test came back positive.
- The employee contacted the manager in line with ASA COVID-19 mitigation procedures.
- The manager invoked further communication procedures in terms of COVID-19 mitigation procedures.
- Communication to Executive Management happened in the morning of 6 July 2020.
- The names of the employees who were in contact with the affected employee on 19 June 2020 were taken down and they were asked to self-isolate.
- All staff is requested to stay at home, until further notice.

Next steps

- The offices will be closed and only opened once:
  - Decontamination is complete and certification has been received.
  - Contact tracing concluded internally and affected employees advised of quarantine procedures.
- The indication is that decontamination will be completed by Friday, 9 July 2020.
- Reporting of the incident will be communicated to all relevant stakeholders, including but not

limited to:

- Department of Employment and Labour.
- Department of Health.
- Department of Public Works and Infrastructure.
- Clients.
- All people who may have had contact with the employee.

Further communication will be made to stakeholders as other information comes to the attention of ASA.

*Joseph Odhiambo.*

Sincerely  
Joe Odhiambo  
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CEO  
Agrément South Africa