

## INTERNAL MEMO

**To:** All Employees  
**CC:** MD  
**Subject:** CORONA VIRUS

**From:** Company Secretary  
**Date:** 8.05.2020

Dear Staff,

It gladdens our heart to know that you and your household are safe in these hard times.












It is noteworthy that Government and her relevant agencies have continued to release guidelines and safety measures to generally stop the spread of the dreaded Corona Virus and ultimately end the pandemic.

As the lockdown restriction is relaxed in various measures, it is tempting and very easy to get carried away by the air of freedom and the excitement to meet with and reconnect with loved ones, friends and work or business colleagues.

It is very important, however, to remember that while the lockdown may have been partially relaxed, Corona Virus is not on lockdown and is in fact, more active than ever; a proof of which is the numerous new cases reported daily. Worse still, there is yet no vaccine or cure currently recognised by the World Health Organization and other relevant agencies.

Faced with such challenges, it becomes obligatory and indeed our collective responsibility to actively and consciously protect ourselves and minimise the spread of the virus.

In this regard, the following are important tips and simple habits to practice:

-  Corona Virus is real. It has no known cure yet, and anyone can get infected.
-  Corona Virus is not a propaganda or a ploy to make money.
-  Corona Virus does not move; people spread it. Stay at home, unless it is necessary that you go out.
-  Use medically recommended facemasks to minimise the spread of Corona Virus.
-  Washing your hands regularly with soap and running water helps to prevent Corona Virus.
-  Where water is not available, use an alcohol-based hand sanitizer to sanitise your hands regularly.
-  Avoid crowded places. Such places increase chances of viral transmission if there are people already infected.
-  Always maintain at least six (6) feet distance between yourself and others.
-  Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then properly dispose of the used tissue immediately.
-  It is suggested that paper money can transport live flu viruses for up to 17 days. Always use alternative channels for your transactions.
-  If you feel unwell, or have fever, cough or find it difficult to breathe, stay indoors and call the Nigeria Centre for Disease Control (NCDC) 24/7 toll-free line 080097000010 for immediate attention.

Stay safe!