



INCLUSIVE & AFFIRMING MINISTRIES

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18/03/2020

IMPORTANT NOTICE

THE GLOBAL SPREAD OF COVID-19

Considering recent events, IAM would like to implement measures to minimise the spread of COVID-19.

IAM Team

- All staff will work remotely from 19 March - 15 April, where after the situation will be assessed.
- All international travel is suspended until further notice.
- All national travel is limited, and all national flights are suspended until further notice.
- As far as possible refrain from using public transport.

Partner engagements:

From this point forward, IAM will be limiting the number of face-to-face meetings and engagements. We will primarily engage or meet online using zoom or skype as far as possible. Only if necessary, face-to-face meetings will be conducted. This should not affect our aim to deliver exceptional work as per our personal 2020 Plan of Action (POA).

If a face-to-face meeting is required, we kindly request that the guidelines below be followed by both our staff and the partners:

Meetings

- Consider whether a face-to-face meeting or event is needed. Could it be replaced by skype, zoom or any other electronic platform.
- Scale down the meeting so that fewer people attend. We propose no meetings greater than 10.
- Ensure that all participants in the meeting have washed their hands for 20 seconds prior to the meeting commencing.
- Ensure all delegates are seated at least one meter apart.
- Names and contact details of all meeting participants should be retained for at least one month. This will assist health care authorities to trace those who have been exposed to the virus in the event that one of the staff/attendees become ill shortly after the meeting.
- If someone should contract the virus shortly after the meeting, IAM and/or the participant should inform all involved.

IAM office

- All partners, visitors and employees entering IAM's office must wash their hands upon entering the premises.
- Refrain from personal contact e.g. hand greeting or hugging.
- Cover your cough or sneeze with a tissue, dispose of the tissue in the relevant waste bin.
- Clean and disinfect frequently touched objects and surfaces - including laptop or workstation - using a regular household cleaning spray or wipe.

We would like to thank you in advance for assisting in minimising the spread of the virus. Please do not hesitate to contact us if you have any queries or concerns.

Keep Safe and Stay Healthy!

All the best from IAM Management