

Marmoran

The Architects' Choice

3rd May 2020

Dear Applicators, Clients and, Suppliers,

We hope you are keeping safe and sane in these difficult times. Marmoran has been monitoring the developments with the COVID-19. We would like to inform you of the procedures we have put in place to lessen the spread of the virus. We are dedicated to playing our role in reducing the number of infections, and will adjust our processes as needed to support the South African government.

At Marmoran the well-being of our employees and clients is very important to us.

Under Level 4 Marmoran has obtained a permit to reopen as we provide essential services.

- Our factories and offices will open again from Monday 4 May.
- While we are now able to service any client, whether essential services client or other, both remotely and onsite, some of our people will continue to work remotely as far as possible.
- Sales Consultants will be able to courier A4 sample panels, provide zoom or skype meetings, and site inspections whilst complying with the governments guidelines of social distancing and PPE.
- Should you require any further information and/or product quotes, please e-mail your sales consultant or contact info@marmoran.co.za.

Please feel free to contact us should you wish to discuss anything further. We thank you, to our workers, employees, suppliers and clients, thank you. This time holds a lot of unknown and uncertainty, However, Marmoran is sure that we will over-come this together as a community and as a nation.

Stay safe all!

Marmoran has implemented the following measures to reduce the risks associated with the virus:

MARMORAN SERVICES (PTY) LTD

MARMORAN HOUSE, 16 TURF HALL ROAD, LANSDOWNE 7780, CAPE TOWN
266

BRANCH OFFICES:

•JHB: +27 11 887 0536

•DBN: +27 32 815 0619

www.marmoran.co.za info@marmoran.co.za

TEL: +27 21 797 4250 SA Nat. Enquiry No. 0861 627

Directors: MC Charles; V Charles

COVID-19: MARMORAN'S IMPLEMENTATIONS POLICY

1. ALL EMPLOYEES TO WEAR A MASK ON THE PREMISIS

A mask must be worn at all times. Staff/workers are encouraged to keep one meter and a half apart when communicating along with a mandatory sanitizing of hands.

2. ALL EMPLOYERS AND EMPLOYEES OTHER RESPONSIBILITIES

Employees/workers or any staff that are sick or have symptoms associated with the COVID-19 must notify the head of department or company director immediately. Symptoms include: fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing). Handshaking and other forms of physical greeting are discouraged.

Employees returning after travel to affected countries have been requested to self-quarantine for 14 days from the date of arrival back in the country.

3. SANITIZATION OF HANDS WHEN PASSING THROUGH IN/OUT OF THE MARMORAN ENTRANCE

Sanitization bottles (at least 70% alcohol content) and wipes are placed for use by the reception desk, workstations and entrances. Signs are placed on the walls as a reminder to sanitize.

A clear line is marked with tape on the floor, one meter and a half from the reception desk. This is to maintain distance between the receptionist and any employee/visitor. As a company, we are aware of the severity of this virus and the speed it rapidly spreads.

4. CONTROL OF HUMAN DISTANCING ON THE PREMISIS.

- *All employees have their own office space. If working together on projects, they must always keep a one meter and a half radius from others.*
- *Workers in production share a workspace but maintain the one meter and a half distance protocol.*
- *Signs and notices are placed on the wall indicating the number of people in that specific area at a time.*
 - I. *Only one person in the kitchen at a time*
 - II. *No more than two persons in the changing room at a time*
- *All employees are encouraged to use Zoom in replace of face-to-face meetings to avoid contact. If face-to-face meetings are necessary, all attendants must sit one meter and a half apart and wear a mask at all times.*

5. RECORDS OF INDIVIDUAL DAILY TEMPERATURES OF ALL PERSONNEL.

Anyone entering through the gate, Marmoran employees/visitors, to have their temperature taken by the security guard. These temperatures are taken using a professional temperature gun device.

6. OVERALL HYGIENE OF THE WORKPLACE

- *The workplace is cleaned daily by the designated cleaner for each company branch.*
- *All our offices are equipped with sufficient soap and hand sanitizer and all surfaces are regularly cleaned with appropriate disinfectant.*
- *All cutlery, mugs and kitchen utensils are washed after each use so no cross-contamination occurs when eating or drinking.*

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