



CORONAVIRUS (COVID19)

AT COURTEVILLE BUSINESS SOLUTIONS PLC., OUR PRIORITY IS YOUR WELL BEING AND KEEPING YOU INFORMED

Valued Customer,

The World Health Organization (WHO) has declared the coronavirus (COVID-19) as a global pandemic, following the unprecedented spread across the world and very sad deaths occasioned by the virus. Our most sincere thoughts and prayers are with all families who have lost loved ones as we wish those infected speedy recovery.

At Courteville, we are closely monitoring the situation and are committed to ensuring the safety of our customers and employees. A number of the states in which we operate have recorded cases of coronavirus and we are following guidance from the respective governments, national health agencies and the WHO in order to control the spread of COVID-19.

I will like to share with you what we are doing.

THE PREVENTIVE MEASURES THAT WE ARE TAKING

We are committed to keeping our facilities and business office safe and have taken these actions:

OUR BUSINESS & EMPLOYEES

- Suspended all non-essential business travel and postponed and/or cancelled physical meetings
- Meetings are now held in virtual/digital format
- Evoking/testing our business continuity plan in the event that there is any lock down in any of our states so that we can continue to serve you
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- Emphasizing strong hygiene habits by frequent washing of hands with soap and water for at least 20 seconds each time or use of alcohol based hand sanitizers
- Employees are mandated to stay at home when they are, or feel unwell and self-isolate/quarantine for 14 days if they have been to a country with high confirmed cases
- Employees are mandated to work from home for twenty one (21) working days effective Friday the 20th of March 2020 till Monday 20th of April 2020 to enable them self-isolate within the period.
- Critical functioning staff in our operations, service teams are being accommodated in the company guest house within the premises for a period of twenty (20) working days, Effective 23rd of March 2020 till Monday 20th of April 2020 in order to reduce contact with their surroundings and the risk of them contacting the COVID19

AT COURTEVILLE BUSINESS SOLUTIONS PLC PREMISES

- Alcohol based hand sanitizers are for compulsory use by employees, customers and all visitors
- Crowd control and social distancing within our premises
- Tellers and front office employees attending to customers wear face masks with gloves and respect a minimum distance of 1 metre
- Heightened use of disinfectants to regularly clean the premises, as well as doors, table tops and other surfaces

CARRYING OUT TRANSACTIONS

If you do not wish to, you do not have to visit of our premises to carry out transactions:

- Use our digital platforms -
<https://verify.autoreg.ng>, <https://courtevillegroup.com>
- Call number or send Whatsapp messages : 08028994830,
0700COURTEVILLE



WHAT YOU SHOULD DO

- Follow any and all new measures that will be advised from time to time
 - Continue to follow basic protective measures recommended by WHO and the government agencies in your country to:
 - Wash your hands regularly with soap and water or use alcohol-based hand sanitizers regularly
 - Maintain social distancing of at least 1 metre
 - Avoid touching your face - nose, eyes and mouth
 - Practice respiratory hygiene by covering your mouth and nose with your bent elbow or tissue when you cough or sneeze
 - If you have fever, cough and difficulty breathing, seek medical care immediately
 - Stay informed and follow the advice given by your healthcare provider.
- This is an unusual, extraordinary and difficult period in time. At Courteville Business Solutions PLC we do understand that COVID-19 is impacting a number of people and causing others serious concern and anxiety. We will continue to stay abreast of the situation in order to adapt to changing developments for the good health and well-being of all our customers, employees and communities.

Together let's keep well and safe, following the instructions given to us by the world health experts for our better health.

Very sincerely,

Dr. Adebola Akindele
Group Chief Executive Officer