



CORONAVIRUS (COVID-19)

COURTEVILLE BUSINESS SOLUTIONS PLC. HEAD OFFICE REOPENS

Dear Valued Customer,

We are pleased to inform you that Courteville Business Solutions PLC Offices, shut during the lockdown is now reopening in phases to ensure that we provide you with our limitless services that you are accustomed to, while maintaining health and safety standards to protect you and our employees.

We ask for your understanding throughout this period as we implement the following:

TRANSACTION HOURS

Transaction hours will be from 9am-2pm.

PERSONAL PROTECTION

Your safety remains our top priority; that is why we will provide hand sanitizers and carry out individual temperature checks.

Please ensure you wear your masks to protect yourself and those around you. Wearing facemask is a mandatory requirement to access public places including our premises.

We shall also collect details of each visitor or customer to the premises for record purposes.

Please continue to comply with the standard precautionary measures:

- Wash your hands with soap and water
- Do not shake hands



- Clean and disinfect frequently touched objects and surfaces

Our on-site staff have also undergone intensive trainings and undergone a first level screening for infections before resuming for work.

PHYSICAL DISTANCING

This has been scientifically proven to curb the spread of the virus. Hence, we have ensured that transactions within the Head Office are carried out at safe distances with you and others and our security personnel will be coordinating the flow of customer traffic to ensure safety. We urge you to play your part; please be patient and cooperative with our Head Office staff and security personnel.

We also encourage you to use our online channels:

www.courtevillegroup.com, customerservice@courtevillegroup.com and info@courtevillegroup.com and call or send Whatsapp messages via 08028994830 during this period.

If you feel unwell and experience possible COVID-19 symptoms (fever, cough and difficulty breathing) contact your health provider or the NCDC on 08009700001

Thank you for your continuous patronage.

Stay safe.

Very sincerely,

Dr. Adebola Akindele
Group Chief Executive Officer