

## SACN BUSINESS CONTINUITY MEASURES IN RELATION TO COVID-19 OUTBREAK

In response to the National State of Disaster declared by President Cyril Ramaphosa in relation to COVID-19 on Sunday 15 March 2020, the South African Cities Network (SACN) is committed to ensuring that there is business continuity while protecting the health and safety of all its employees and stakeholders. The current circumstances require extraordinary measures to curb the spread of infections. In response, the SACN Management team has formulated key guidelines and practices that will be applicable with effect from 18 March 2020 to 18 April 2020. The following will apply:

**Availability:** SACN staff continues to be available within the normal working hours i.e. 08:00 to 17:00. Work has been done on strengthening our IT Capabilities to enable remote working operations and maintaining our service level agreements.

- 1. Meetings and Events:** In line with the National Department of Health guidelines, face-to-face engagements will be limited to essential and critical meetings. All other meetings will be conducted through teleconferences and video conferencing. In circumstances that require face-to-face meetings, the number of participants will be limited to the recommended 100 participants and the necessary precautionary measures should be applied.
- 2. Travel:** Non-essential travel is discouraged for Domestic travel and prohibited for International travel. Travel will be limited only to what is regarded as necessary in the context of critical requirements and in adherence to applicable risk management processes and adherence to safety measures.

Further communication and updates will be provided on a regular basis.

### 3. Contacting the SACN:

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