

18 March 2020

TO ALL HORTGRO PERSONNEL/INDUSTRY STAKEHOLDERS

COVID-19/HORTGRO RESPONSE

In this time of uncertainty, our number one priority is to ensure the health and safety of employees and their families and to comply with national/international directives and guidelines. We should not over-react, but stay calm and follow the guidance provided by the WHO (World Health Organisation) and our Government.

There is no “one size fits all” approach, but some decisive decisions are required to “flatten the curve” and limit any contact between individuals and groups as far as possible.

We have therefore decided that Hortgro employees will work remotely from 19 to 27 March 2020. Normal office hours to resume from 08:00, Monday 30 March 2020.

As we continue to monitor the ongoing developments related to COVID-19, we will ensure that our services remain available, whilst managing the risks based on the following principled “filter” or checklist:

- Avoid direct contact between people or with large groups.
- Differentiate between what is essential and non-essential, and between events and meetings.
- All non-essential industry/group meetings and events will be dealt with as follows:
 - All meetings/events scheduled from 18 March to 30 April 2020 will be cancelled or re-scheduled where required (every group/committee will be informed/contacted by the responsible Hortgro functionary by latest Friday, 20 March);
 - A decision will be taken by Friday, 17 April 2020 regarding any impact on events/meetings scheduled for May and June;
 - Flexible arrangements will be put in place for events scheduled for the period to end June with regards to alternative dates, deposits paid, etc.
- The Hortgro offices (Paarl/Stellenbosch) will be closed from Thursday, 19 March to Friday, 27 March – Re-open on Monday, 30 March 2020. The main rationale is:
 - Limit personal contact/exposure; and
 - Allow parents to put arrangements in place as from 30 March in cases where crèches/ after care facilities have been closed.
- It will be expected from personnel to be available for tasks/activities which may entail intermittent presence in the offices. This will be coordinated and agreed within the various line functions as some key functions/activities need to continue. Personnel should be available during normal working hours should their services or inputs be required at short notice.
- Employees are advised to mention any possible symptoms of flu (yourself or family) to their managers – this will be dealt with on a case by case basis. Where required a 14-day self-quarantine period and remote work arrangement will be agreed.

Directors: NDV Dicey (Chairman) - AG Petersen - JM Mashaba - P Sekhoto - AJ Smit
A Rabe (Executive Director)

- Social distancing and hygiene should be practiced in Hortgro offices (and at home) – the following guidelines should be followed:
 - It will be expected of personnel and visitors to disinfect their hands at reception - Alcohol based hand sanitizer is available at reception and throughout the Hortgro office;
 - Employees/Others are encouraged to frequently wash their hands with soap and water for at least 20 seconds;
 - Avoid greeting with handshakes and hugs.
 - High-touch surfaces will be/should be wiped down regularly with disinfectant.
- We will continue high level pro-active communications either as Hortgro, or as part of the wider fruit/agri community, relating to this issue.

The following **actions** will be put in place:

- We will inform individuals and groups who attended industry meetings in the past 14 days of people who may have been abroad or high risk to them in order for everybody to monitor themselves and in turn contact Hortgro (email to elouise@hortgro.co.za) should symptoms develop which may require further action.
- No international travel will be allowed for the period until end May;
- All non-essential domestic travel will be cancelled and/or postponed until end April;
- All meetings of outside groups until end April 2020 will be cancelled (Hortgro board/meeting rooms).
- If in any way possible, please make use of remote meeting options (e.g. Google HangOuts). Information available via e-mail from taryn@hortgro.co.za.
- Personnel and their families are encouraged to consider vaccinations for “normal” flu. Hortgro will pay for those opting for this – please arrange/agree with line managers.
- Personnel should also note:
 - The idea is to limit personal/group contact – this is not leave: You are on duty during normal working hours and must be available during such hours;
 - Many of us will still be in office – and it may be required that some employees would need to come to the office for certain key activities as agreed by the various line managers during the indicated 10-day period;
 - Those with children, should plan the rest of the school holidays and possibly beyond with regards to crèches and after care facilities being closed;
 - Line managers will revert with their personnel regarding work programmes/tasks to be executed;
 - We will continue to communicate with personnel and appeal to everybody to respond to this arrangement with responsibility and integrity.

Kind regards.



ANTON RABE
EXECUTIVE DIRECTOR