



**government  
printing**

**Department:**

**Government Printing Works**

**REPUBLIC OF SOUTH AFRICA**

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20 March 2020

## **REF: CORONAVIRUS – GPW BUSINESS CONTINUITY PLANS**

Dear Valued Customer

The President of the Republic of South Africa, Mr C Ramaphosa, recently declared a National State of Disaster as a response to contain the spread of the epidemic in the country, following the outbreak of COVID-19 commonly known as Coronavirus. Guidelines were subsequently issued by government to ensure consistent implementation of measures, for the containment/ management of Coronavirus (COVID-19) infections.

I would therefore like to assure you that GPW is committed to creating a safe working environment for all employees. In order to ensure the continued mitigation of the possibility of the spread of Coronavirus (COVID19), GPW continuously monitors the developments regarding COVID-19. The safety of our employees, customers and clients is at the top of our priority, while continuing with our business operations.

We would like to share specific steps that we've immediately taken to help mitigate the risk of COVID-19 across all our business operations. The following guidelines are in effect immediately until indicated otherwise, to ensure the hygiene, health and safety of all our officials and customers:

- We are taking every precaution necessary to ensure good health and safety of our employees and customers, hence we have started implementing the precautionary and hygiene guidelines stipulated in the DPSA circular no 7 of 2020.
  - We have cancelled all international business travel, and domestic business travel will only be conducted if absolutely essential.
  - We have postponed all events requiring mass gathering for the foreseeable future.
  - Hand sanitizers, face masks, hand gloves have been issued to officials
  - Hand sanitisers have also been made available for customers and suppliers at all reception points throughout the GPW buildings.
  - Social distancing is being recommended and practiced in all GPW offices, factories and warehouses.
  - We are committed to supporting all our customers in continuing business as usual, and also with product/service related enquiries as quickly as possible.
- In order to ensure business continuity;

- All fast moving stock items and standard stock are currently readily available and our continuity of supply at present is unaffected. However, we do request proactive forward planning and back-to-back orders on bulk requirements in order to ensure supplies are delivered as required.
- We will use virtual communication portals such as Skype, to engage with clients and suppliers if one-on-one meetings or conferences are out of the question.

Yours sincerely



**MS A. FOSI**  
**ACTING CHIEF EXECUTIVE OFFICER**

DATE: 20/03/2020