

URGENT INTERNAL MEMORANDUM

Aerosud Confidential

To: ALL AEROSUD EMPLOYEES

28 April 2020

RETURN TO WORK ARRANGEMENTS AFTER NATIONAL LOCKDOWN

Dear Aerosud employee,

President Cyril Ramaphosa has announced that the nationwide lockdown will end at midnight on **30 April 2020**. In support of a risk-adjusted approach prescribed by the Government to return the economic activity in South Africa and also for the safety of our employees, Aerosud management is introducing a phased approach of returning employees to the workplace – also subject to Customer demand.

Under the Level 4 regulations, it is anticipated that Aerosud would be able to return to production levels of around 20% (maximum 50%) for the time being. The company will not be fully operational for the month of May and June due to Customer demand and Covid-19 impacts.

We fully understand that all of you would like to go back to your lives and return to work as soon as possible. However, we will need to do this responsibly. The phased approach will be as follows:

Management actions between Monday 20 April 2020 and 3 May 2020:

- 1.1 COVID-19 risk assessments on the current working environment.
- 1.2 Based on the assessment, controls will be implemented to reduce risk on-site and identify mechanisms to protect all employees.
- 1.3 The identification, purchase and deployment of specific new PPE and Operational Plans to support the safe return of all employees and a new Mode of Operation at Aerosud.

Notification to all Employees on Tuesday 28 April 2020:

- 2.1 A Notification (sms and/or email) will be sent to all employees which will include the specific date you are personally required to report for duty. Customer demand and essential services will take priority in the phased approach to return to work.

Phase-in period of Monday 4 May 2020 to Friday 8 May 2020:

- 3.1 Specific routing instructions will apply on entry into Aerosud facilities – please adhere to these.
- 3.2 On the day of return, all employees will undergo a detailed symptom and temperature assessment before they will be allowed to enter the worksite. (Some of these assessments will be conducted in advance via an online platform. Sister Lebogang will be the recipient of this information and it will be treated with the highest confidentiality.)
- 3.3 Employees that are cleared for site-entry, will report to their respective managers who will arrange a basic induction and training session related to COVID-19 in the workplace. The manager will also provide you with further instructions concerning work patterns and schedules for the coming weeks.
- 3.4 We understand that certain employees will be traveling back to Gauteng and would need some sort of travel permit. At this stage we have no indication what Government's policy will be in this regard. As soon as we have clarity, we will notify you.

In any uncertainty, please contact your Manager or supervisor to discuss any further detail.

Warm Regards and Stay Safe !

MJ Steyn obo Aerosud Management