

# BIRGER.

## **BIRGER. Business Continuity Planning: Coronavirus (COVID-19)**

In the light of Coronavirus pandemic across the globe, kindly note the following steps which have been adopted by BIRGER. to ensure continuity of its activities and services.

The objectives of these measures are to:

- Limit the spread of the virus.
- Be ready in case authorities impose restrictions.
- Ensure all employees are aware of roles and responsibilities.
- Ensure ongoing services to our customers.
- Ensure continuity of BIRGER.'s activities.

The steps adopted by BIRGER. in connection with its Business Contingency Plan are:

1. Raise awareness of its employees to adopt good health hygiene practices to promote a healthy environment.
2. Place hand sanitizer dispensers and posters from Ministry of Health and Wellness throughout its offices.
3. Encourage its employees to take all precautionary measures, as recommended by WHO.
4. Recommend its employees to stay informed on the latest developments on this virus from reliable sources such as [WHO](#).
5. Suspend all overseas business travel with immediate effect.
6. Close monitoring of spare parts to ensure that demand is satisfied.
7. A drill will be rolled out on Wednesday 18<sup>th</sup> March 2020 to test its Business Contingency Plan with the following measures:
  - Flexibility and mobility including work from home or on predefined roster.
  - Restricted access to its offices and granted upon approval of request.
  - Daily reporting using remote conferencing tools, telephone and email.
  - Provision of transport facilities where necessary.
  - Ongoing Support at customers' premises.
  - Opening of store as usual until further notice to ensure delivery and reception of equipment, parts and other goods.

Regards,

**BIRGER.**

**T :** [230] 202 0200

**E :** [jocelyne.b@birger.technology](mailto:jocelyne.b@birger.technology)

**W:** [birger.technology](http://birger.technology)

**9** TERRITORIES

**3** CORE SERVICES

**1** NAME