

## CLIENT COVID-19 PREPAREDNESS AND MEASURES TAKEN SURVEY

At BDO Namibia, the wellbeing of our employees is important to us. As such, we have committed to implementing measures to ensure the safety of our staff during the COVID-19 outbreak.

We trust that you understand that we act out of caution and expect that you have similar measures in place within your own organisation.

We therefore request that you to share the following information with us, by filling in the below table and submitting necessary documentation with this form:

1. Your preparedness plan and any measures you have implemented to reduce the risks associated with COVID-19.
2. Confirmation of whether anyone in your offices has tested positive for COVID-19, and the measures taken.
3. Confirmation of whether anyone in your offices has travelled to a high risk country within the past 21 days.
4. Consideration of alternate ways of working for BDO staff e.g. remote working, for the remainder of the engagement.

ITEM FOR FEEDBACK	YES/NO	DOCUMENTS ATTACHED TO SUPPORT
1. BUSINESS PREPAREDNESS PLAN AND MEASURES IN PLACE		
2. ANY CASES IN YOUR BUSINESS? MEASURES TAKEN		
3. ANYONE IN YOUR OFFICE HAS TRAVELLED WITHIN PAST 21 DAYS?		
4. ALTERNATIVE WAYS OF WORKING FOR EXTERNAL SUPPLIERS		

I hereby declare that the above information is a true declaration of our companies preparedness, and travel habits over the past 21 days.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

Please send back this form as well as any necessary supporting documentation to your BDO Namibia relationship partner, or you can send to [health@bdo.com.na](mailto:health@bdo.com.na)

