



16<sup>th</sup> March 2020

Dear Valued Client,

**RE: Notification of ELO self-isolation for the next 14 days**

Due to the recent presidential announcement, in terms of the covid-19 outbreak in South Africa, ELO management have taken a decision, in light of good citizenry to have staff self-isolate for 14 days. Please be aware that no ELO staff have tested positive for the virus, however we are taking this precautionary step to minimize the potential spread of the virus. This period will begin as of today, with immediate effect. Kindly be advised that all staff will have the necessary tools to work from home during this period, as ELO consulting is fully digital in terms of its software provided to clients.

Kindly be advised that all contact with clients will be limited to either email, telephone or video conferencing. If a client urgently requires our assistance, and needs to come into the office, we will be happy to assist, but please ensure that this is strictly by appointment, and you will be required to follow our health and safety protocols.

We thank you for your continued business relationship and support, and are taking such measures to ensure that we adequately service you into the future.

Should you have any concerns, please feel free to contact me.

Yours Faithfully.

**Mario S. Redlinghys**

**Director- ELO Consulting**



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