

THE COMPUNNEL COVID-19 RESPONSE

Given the evolving and spreading nature of COVID-19, Compunnel, in partnership with its organizations Infopro Learning, Compunnel Digital and Compunnel Staffing, is taking decisive action to protect our employees and clients. Our goal is to keep everyone safe and healthy, while continuing to provide our clients with the same level of support and care that they have received over the past 25 years.

We are incredibly happy to report zero cases of COVID-19 across the group and we have done everything in our power to keep it that way.

We are constantly monitoring the COVID-19 situation and below is an update on what we are doing to ensure employee safety and business continuity:

Compunnel Covid Task Force

- Formed task force to actively monitor the situation and take necessary actions in consultation with external agencies. Executives from Infopro Learning, Compunnel Digital, and Compunnel Staffing are included in this task force, along with a least one executive from each geographic region.
- Launched a dedicated internal microsite for our employees that explains all relevant updates, including information about controlling the spread of COVID-19
- Leveraged partnership with OpenSesame to provide access to free COVID-19 eLearning content
- Created COVID-19 support line for all internal employees
- Daily & weekly reports released to all employees
- Responds immediately to all changes in Government policies

Encouraging Social Distancing:

- 100% Work From Home across all global locations
- Invested heavily in IT infrastructure to boost security and performance of remote employees
- All work-related travel has been cancelled until further notice
- Communication channel has been centralized to a single platform and deemed mandatory for all internal communication
- Webcam sharing highly encouraged whenever possible

Response to Reported Sickness:

Any signs of illness, whether exhibiting COVID-19 symptoms or not, must be immediately reported and documented by our dedicated Coronavirus task force during this special time.

If employees show symptoms or feel sick, employees are required to:

- Stay at home and self-isolate
- Call a doctor, nearest hospital or communicable diseases hotline
- Inform a manager and COVID-19 support line on approved communication channel
- Request time-off and immediately depart for further examination and observation
- For cases confirmed to be non COVID-19, written confirmation must be provided by a Doctor
- For confirmed COVID-19 cases, you are required to be dismissed from all work-related duties entirely until confirmation of full recovery from doctor