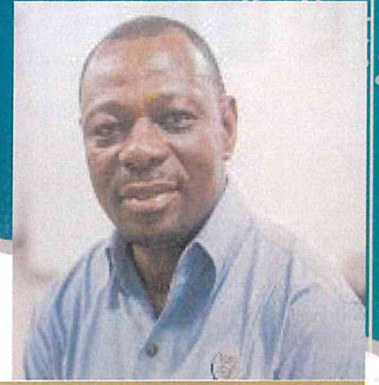


Note from the GM

Monday, 20 April 2020

COVID-19: Update on Preventive Measures



Dear Colleagues,

As you are well aware, the partial lockdown imposed on Accra, Tema, Kumasi and Kasoa has been lifted effective today 20 April 2020; however, confirmed cases of coronavirus in Ghana keep increasing. There is still no cure for the virus. This means that we need to protect ourselves by tightening our measures to prevent any infections and spread of the virus at our mine sites and in our host communities. While all earlier measures are still applicable, we have strengthened/highlighted some of the measures and included additional ones as follows:

- As part of the social distancing protocols, employees and contractors who are currently on leave will have their leave extended until further notice. The HR Department will notify those who are required to resume work.
- Leave forms will be completed on behalf of employees and contractors with accrued leave days.
- National service personnel and graduate trainees who are currently on leave will continue their leave until further notice.
- In view of the confirmed case in the Western Region, employees and contractors are advised to suspend all travels to Takoradi and its surrounding areas for the next three (3) weeks to allow the monitoring of the ongoing contact tracing. This temporary suspension is subject to review.
- Employees and contractors are also advised against travelling to Regions and cities where cases have been confirmed. These include but are not limited to Accra, Tema, Ho, Koforidua, Cape Coast, Kumasi, Tamale, Bolgatanga and Wa.
- The general workforce is advised against going to the beaches since they have been identified as hot spots for the spread of COVID-19.
- There shall be effective regulation of all visitors to the mine until further notice.

Employees are also reminded that:

- PS officers will continue to be on the board buses conveying workers to the mine. Workers are required to show their ID cards to the PS officer before boarding. This measure is to ensure that only Gold Fields employees and contractors board the buses.



safety



integrity



respect



responsibility



delivery



innovation

- Trained personnel will check the temperature of every worker with non-contact thermometers before they board the bus.
- Employees and contractors are reminded that it is mandatory to wear face masks before boarding the bus.
- Verbal discussions and interactions on the buses are suspended until further notice.
- Face masks must be worn during shopfloor and pre-shift meetings, and also in personal carrier (PC) vehicles.
- Employees and contractors must ensure that meetings are held in open, well-ventilated spaces and adequate social distance observed at these meetings.
- Employees and contractors will not be required to use the turnstile at the access gate. However, the turnstile at the CIL plant will still be in use, and disinfected after each use.
- Operators and drivers must disinfect their heavy duty equipment, vehicles and buses before and after their shifts.
- The self-isolation measures are still in place and shall be observed.
- The ban on all sporting events is still in place and shall be observed.
- Employees and contractors are strongly advised to observe strict personal hygiene.
- Employees and contractors showing symptoms of COVID-19 or who have come into contact with someone who has tested positive must stay away from site, and report to the site medical team by calling the COVID-19 emergency lines: 0501663812 or 0501663792.

Employees and contractors are strongly advised to adhere to the above directives. Disciplinary action shall be taken against anyone who flouts the directives.

Please note that the measures will be reviewed from time to time as we monitor the situation in the Western Region and the country. The general workforce will be updated on new measures as they become necessary.

Please continue to stay calm and wash your hands regularly.

Yours in Health & Safety,

Stephen Osei-Bempah

As always, please do not hesitate to email us with any thoughts that you may have at Stephen.Osei-Bempah@goldfields.com

