



18<sup>th</sup> March 2020

**To Our Dear Valued Clients and Business Partners**

As the world faces what has been declared a global pandemic - COVID-19, we at CompuLynx are continuing to observe the developments and are taking necessary steps to ensure the safety of our staff and continuity of our clients' businesses.

Just like in many other countries, the Government of Kenya announced drastic measures aimed at containing the spread of the COVID 19; including banning entry of travellers from any virus-hit country until 15<sup>th</sup> April 2020 and encouraging employers to allow staff to work from home.

Among other restrictions, these two decisions have seen the closure of the country's borders effective from 17<sup>th</sup> March 2020, and disruption in normal operations of many businesses in Kenya.

We have reviewed our Business Continuity Plan to ensure the safety of both our employees and Clients, as well as safeguard the continuity of support services to our clients.

**All Non-Essential Travel is on Hold**

We have to inform you that CompuLynx is obliged to put on hold all non-essential travel of employees outside Kenya until 15<sup>th</sup> April 2020 or as varied by the National Emergency Response Committee.

**Work from Home**

With effect from Monday 23<sup>rd</sup> March 2020, we have allowed the majority of our staff to work from home or remotely. Our Consultants that are working at clients' sites will be recalled from the sites but will continue to work from home in conjunction with the clients' teams and in alignment with the clients' schedules.

**It's Business as Usual with Enhanced Tools & Processes to support Work from Home**

Our staff have been equipped with the requisite tools and processes to ensure there is no disruption in our services to our clients. Our staff is fully available through online communication channels to continue to provide comprehensive services. However, in case of an emergency, our staff will be deployed on-site with all precautionary measures taken to provide critical services.

**Encourage Virtual Meetings as against Face-to Face meetings**

Further, we are encouraging virtual client meetings with clients and partners where possible; and we request such meetings happen remotely over call or video conference. Your account managers/ support team will proceed to plan for this.

Internally, we have taken various precautionary measures and put in place additional hygiene and safety practices to safeguard the wellbeing of our staff and visitors to our offices.

We thank you for your continued patronage and trust in CompuLynx, and express our commitment in support of your successful operations as we continue our journey of building and providing Technology for a Better Tomorrow.

Yours Sincerely,

Sailesh Savani  
**Founder & CEO**

KENYA

UGANDA

TANZANIA

U.A.E