

COVID -19 ACTION PLAN





Background

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The disease causes respiratory illness (like the flu) with symptoms such as a cough, fever, and in more severe cases, difficulty breathing. The Coronavirus disease spreads primarily through contact with an infected person when they cough or sneeze. It also spreads when a person touches a surface or object that has the virus on it, then touches their eyes, nose, or mouth.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, TB, compromised immune systems (e.g. HIV) and cancer are more likely to develop serious illness. The symptoms range from mild to severe and can take between 2 to 14 days for symptoms to develop after exposure.

In response to the outbreak of the virus, the Government of Botswana has decided to deny entry into the country for all persons coming from high risk countries (as advised by WHO) such as China, France, Japan, Italy, South Korea, Spain and others. Citizens and residents of Botswana coming from such countries shall be quarantined for 14 days. During the above embargo on travel, no visas shall be issued at Ports of entry or respective embassies.

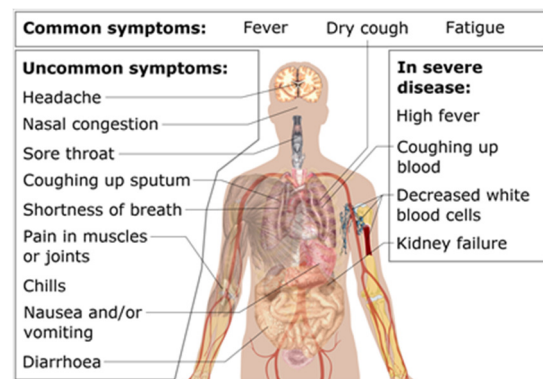
Minergy Coal currently supplies coal to companies in South Africa and Namibia. The spread of this pandemic will have far reaching consequences for Minergy Coal as a business. Minergy Coal has put together a plan to mitigate against the pandemic.

Causes of Infection / Spread

The COVID-19 virus can be spread through contact with certain bodily fluids, such as droplets in a cough. It might also be contracted by touching something an infected person has touched and then touching your hand to your mouth, nose, or eyes.

Symptoms

Symptoms may include:



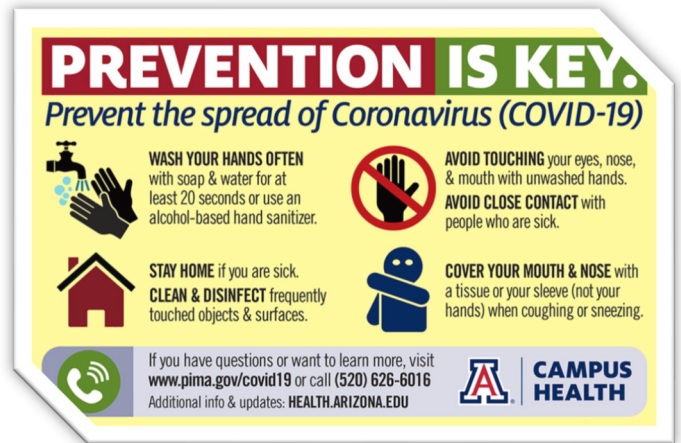
- fever (A person is considered to have a fever when he or she has a measured temperature of at least 38 °C)
- cough
- shortness of breath

Those with weakened immune systems may develop more serious symptoms, like pneumonia or bronchitis.

Prevention of Infection

As a new virus, the Corona Virus has no treatment at this stage. The best remedy is thus prevention. To prevent the spread of the virus, people are requested to:

1. Wash your hands with clean water & soap for at least 20 seconds regularly & after touching any surface, coughing or blowing one's nose.
2. Dispose of tissues into toilet, dustbin or into a packet for later disposal into a dustbin.
3. Avoid touching your nose, eyes or mouth as much as possible.
4. Drink water frequently
5. Sanitize your hands as often as possible.



6. Avoid travel
7. Avoid sharing any instruments including
8. Pens and computer keypads
9. Truck drivers should keep hand sanitizer in their cabs and use it frequently – e.g. before and after going through the border control
10. Always wash hands well before eating
11. Maintain a healthy diet and take multivitamins to supplement diet
12. Get enough good rest each night
13. Practice social distancing – as expanded on below in the document
14. Specifically, for truck drivers – avoid picking up people on the road and giving lifts
15. Make use of PPE such as dust masks and wear goggles and gloves

Masama Coal Mine COVID-19 Action Plan

Masama Coal Mine is committed to the prevention of COVID – 19 infections or spread. The following is an action plan to prevent any infections to people encountering our activities, products and services.

a) Education and Information Sharing

1. All shifts shall hold toolbox talk discussions about the corona virus on the 23rd March 2020. The toolbox talk shall be led by the respective Safety Officers who have been trained on the corona virus. The toolbox talk shall discuss symptoms of the infection and prevention methods of infection as a minimum.
2. Demonstrate & briefs on the use of prevention methods for all employees
3. Provide education materials such as pamphlets for information sharing and on notice boards.



b) Provision of gloves, sanitizers and masks at the gate.



1. All security guards shall be provided with gloves, hand soap, masks and sanitizers for use as they are the first point of contact for all visitors coming into the operation.
2. Security guards to collect information of the visitors' areas visited in the past 14 days.
3. Security to be trained on prevention of the spread of the virus and use of sanitizers and masks.

c) Provision of hand soap and sanitizers at the toilets, ablution blocks and board room

1. Ensure that all taps at the ablution blocks and toilets have running water and hand soap is placed at strategic places in the toilets and ablution blocks.
2. Print and paste messages encouraging the washing of hands as an infection prevention measure.

d) All employees coming from affected high risk countries (WHO guidelines) to self-quarantine for at least 14 days before checking for symptoms and or reporting for work.

All employees coming from affected high risk countries to self-quarantine for at least 14 days and check symptoms before coming to work. All employees who show symptoms mentioned above should stay home until the symptoms are cleared.

Employees MUST get confirmation note of infection from the Doctor and submit same to the company.

e) Weighbridge employees to ensure use of PPE always.

1. Weighbridge operators must always wear masks and gloves to prevent infection. The operators must ensure that the pens used at the weighbridge are sanitized after every use.
2. Truck drivers to be confined to their trucks through the loading



Weighbridge operators to limit contact with truck operators as much as possible. Truck operators are the high-risk group as they traverse various countries most of which already have confirmed cases of COVID – 19.

f) Security

1. Security personnel will be provided with sanitizers, gloves and masks as a precaution to manage the spread of the coronavirus. They will conduct temperature checks to detect any suspicious cases.
2. When using the breathalyzers, employee will be provided with paper straws, which they should personally pull out of the straw container, blow into the breathalyzer throw the straw before disposing off the straw a container provided. Sanitization of the surfaces will be done regularly to minimize contact with

g) Limit travel



1. All employees are encouraged to limit travel and minimize exposure as much as possible. Employees who must travel are encouraged to apply all the prevention measures mentioned herein.
2. Employees must apply extra caution when visiting countries with confirmed cases.
3. No employee will be allowed to fly on company business.

h) Temperature check & quarantine bay



1. Temperature checks will be conducted on suspected employees and the security gate and at the First Aid Station. Masama Coal Mine First Aid station has been set up as a quarantine bay for any suspected cases. All employees and visitors showing symptoms of the infection shall immediately be transferred to the first aid room to wait for evacuation from the emergency service team (Scottish Livingstone Hospital). The Scottish Livingstone Hospital is on 24 hours alert for any suspected cases.

i) Limit visits

1. Masama Coal Mine shall limit visits to the operations for groups exceeding 5 people. The moratorium on visits shall apply to school groups, community leaders etc. All visits shall be authorized by the General Manager after assessing the merits of the application.
2. Employees are also encouraged to limit social visits. It is important to reduce the cycle of people one gets in touch with.

j) Avoid entertainment areas or crowded areas

1. Employees are discouraged from visiting crowded areas or entertainment areas as they can easily get infected from such places.
2. Suspension of gatherings for more than 20 people. In line with the government of Botswana recommendation for suspension of gatherings of more than 100 people, Minergy Coal shall not allow gatherings of more than 20 people at company meetings or workstations.
3. As recommended by the Government of Botswana, individuals are encouraged to maintain 2 to 3 metres between two people at any given time to minimize chances of transmitting the virus.

The whole plan and strategy will be led by the Minergy Covid-19 Task team comprising of the Group CEO and Group CFO, Minergy Coal(Pty) Ltd Managing Director and delegated as per the attached RACI on annexure A.

Annexure A

RACI Table

COVID – 19 CRISIS MANAGEMENT			
Response	Recover	Thrive	Accountable
<ul style="list-style-type: none"> Institute strategic crisis and lead task force team Activate and empower COVID-19 Command Centre Itemize organizational vulnerabilities by impact and value Develop and launch Communications Plan and Strategy Activate and communicate Pandemic Preparedness strategy 	<ul style="list-style-type: none"> Activate recovery contingency plan if required Reflect on lessons learned and rebuild with resilience Formalize and update crisis and resilience playbook 	<ul style="list-style-type: none"> Institute crisis and resilience planning for business sustainability Update crisis playbook to reflect COVID-19 lessons learned Organizational design for resilience and flexibility Regularly refresh vulnerabilities assessment 	CEO



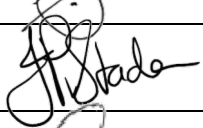
COVID – 19 CRISIS MANAGEMENT

Response	Recover	Thrive	Accountable
<ul style="list-style-type: none"> Identify supply chain risks and potential disruptions Develop contingency plans for operational disruption Understand demand and supply side shocks and develop inventory strategies to buffer volatility and risk Engage with key customers to support business continuity Reinforce loyalty by protecting and rewarding customers Secure commercial and financial support from customers Develop communication strategy with front line employees 	<ul style="list-style-type: none"> Establish multi-tier supplier network visibility to risks Collaborate with customers and suppliers to synchronize operations to priorities within constraints Manage inventory and cash flow through agile execution Review orders vs commitments and inventory Use advanced technology in customer communications Reset receivables cycle and collections process and KPIs 	<ul style="list-style-type: none"> Establish control towers to predict, sense and prescribe risk responses Restructure supply chain to improve resilience Implement Industry and Digital Supply Network (DSN) solutions to improve end-to-end visibility, synchronization, optimization, and agility Establish open communication channels with customers Evaluate capacity /capability to provide financial support Develop contingency plans for financial disruption Reimagine the operational model to strengthen customer engagement 	<p><u>MD/CFO/MM</u></p>

COVID – 19 CRISIS MANAGEMENT

Response	Recover	Thrive	Accountable
<ul style="list-style-type: none"> • Optimize corporate HR policy –leave, travel, global mobility Review employment contracts for potential issues • Implement and monitor safe / flexible working arrangements • Prioritize strategic choices and investments • Provide direction and control to operational teams to ensure compliance. • 	<ul style="list-style-type: none"> • Reimagine talent strategy and operating model • Adopt “above-the-bar” regulatory / governance protocols • Manage rapid employee return and ramp-up (future state) • Execute on strategic growth, partner and M&A ambitions • Review and supply resources as required to ensure compliance and alignment with Ministry of Health guidelines 	<ul style="list-style-type: none"> • Rework employment arrangements to reflect next normal • Employee education and training in crisis and resilience • Consider shape of business models and ecosystems of the future • Build scenario thinking / sensing into strategic decision-making • Ensure capacity and resources are available to ensure business continuity and sustainability 	<p><u>GM/FM</u></p>

SIGNATORIES

<u>Name</u>	<u>Designation</u>	<u>Company</u>	<u>Signature</u>
Morné du Plessis	Chief Executive Officer	Minergy Limited	
Martin Bartle	Managing Director	Minergy Coal (Pty) Ltd	
JP van Staden	Chief Financial Officer	Minergy Limited	
Siyani Makwakwago	General Manager	Minergy Coal (Pty) Ltd	