



QUALITY SKILLS
DEVELOPMENT &
TRAINING

Private FET College
Proudly advancing skills development

Dear Valued Customer,

I know that we are all watching the development of the coronavirus pandemic with feelings of concern and uncertainty. We all – the ETC family and the world in general – are in uncharted territory, and it is important that we remain calm, show solidarity and stand by each other in this difficult time.

We are also putting robust measures in place to **minimise disruptions** and ensure our business continues to run smoothly so that we can keep providing you with the peace of mind you deserve.

ETC will operate as normal whilst implementing the necessary protocols to curb the spread of the virus. This means that we have equipped all entry points, workshops, reception area and our customer services department with hand sanitisers and request all staff, learners and visitors to practice normal handwashing hygiene. By doing so, we will live up to our social responsibility to prevent the virus spreading further, while ensuring the business continuity that supports and enables our customers and the economies, we operate in. We suggest the following guidelines:

WHO lists several measures that can be taken to reduce your risk of infection these include:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain at least a one metre distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth.
- Make sure you, and people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, then dispose immediately.
- Stay at home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance.

We have also circulated the attached screening questionnaire to all learners, staff and visitors which will help us self-screen all who enter our premises.

Kind regards


Neil Harilal
CHIEF EXECUTIVE OFFICER

Directors: Messrs AN Mohamed (Chairperson), Mr M Odayat, Mr GM Andrews,
Mr JS Strydom, Ms PNN Mtila, Mr SR Piyoze, N.Harilal (CEO)

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**BUILDING &
CONSTRUCTION
MECHANICAL
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DRIVER TRAINING
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SUPERVISORY**

Physical Address
Spondo Street
Struandale
Port Elizabeth
South Africa

PO Box 14082
Sidwell
Port Elizabeth
South Africa

GPS Co-ordinates
-33.882209,25.562589

T: +27 (0)41 456 1616
E: training@etc.org.za

www.etc.org.za