

# Safety and Remote Working Guidelines for COVID-19

Dear Valued Clients,

We at Averroes Advisory is fully committed to supporting everything we can to ensure safety and business continuity in all areas of operations and customer support amidst the pandemic challenges caused by the spread of COVID 19.



Averroes Advisory is closely monitoring every Government's announcements and taking all preventive measures in protecting our partners, clients, employees, colleagues and their families from the infection which is our utmost priority to limit the spread of the virus and to help in protecting the public health.

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## 1. Responsiveness and Action

We highly encourage all our employees to keep posted with all of the governments' announcement and follow suit.



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Government Communications Office

## 2. Travel Coordination

We request from employees to postpone their travel plans to and from Qatar until the ban is lifted for safe travel. We highly encourage them to do social distancing to protect themselves and the people within their environment.



### 3. Enhance Proper Hygiene and Sanitation

Employees are to follow the public's advice on preventive measures such as hand washing and the use of sanitizers regularly. Avoid unnecessary handshakes, avoid large gatherings outside or at home and loitering at parks and in public places.



### 4. Work Distance and Remotely

We have provided a work distance guidelines to all employees as an extreme measure to fight against the spread of the virus and at the same time to be at reach to all of our clients.



## 5. Communication and Meetings

We have prepared and implemented online application tools to continue communication and do meetings remotely.



Meetings and conferences



Cloud Storage & Document Sharing



Online Whiteboard

## 6. Averroes Services Are Always Within Reach

Our clients may conveniently and safely reach us through our emails and mobile phones. We operate online from 9am to 5pm, as usual, to reassure you that our team is dedicated to accommodating their inquiries and requirements.



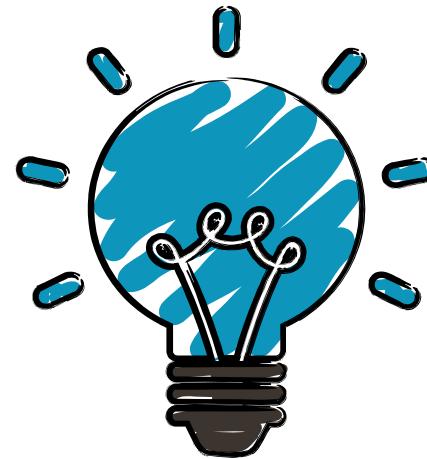
Email



Calls

## 7. Learning

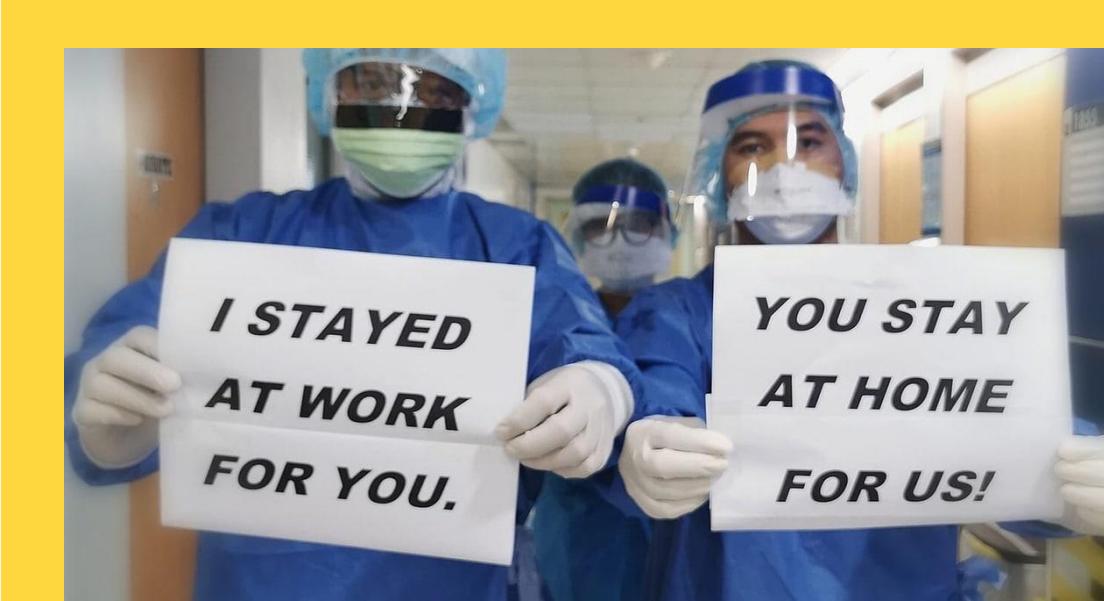
With remote working we can still be as productive as in-office yet save some time we spent in commuting, dealing with office interruptions and others. It is very important and highly encouraged to plan some time to learn and reflect. Employees need to name something he wants to learn and decide how he wants to do this, whether by online training, reading a book, internet articles.



## 8. Emergency Response and Preparedness

Any Employee who experiences virus-like symptoms should immediately contact the team, isolate themselves and seek medical treatment. This is vital to protect themselves and their families.





Let us  
help  
them.