

Dear valued Clients,

Like so many of you, we have spent the last several days and weeks learning about the coronavirus (COVID-19) and how it is impacting our world. For the Commission, that means understanding how it affects our employees, customers and communities, and then making the necessary adjustments to our work and operations.

We have one simple objective that guides us: keeping you and our employees safe. This has been at the center of our conversations every step of the way. With that in mind, we have made several decisions in response to the threat of the coronavirus.

We have ramped up cleaning services at our offices in Georgetown and around the country and have added hand sanitizers and hand washing areas at the front entrances and at all cash registers. Sanitizers and cleaning items have also been placed near workstations and counters so that employees can keep themselves and their immediate work area continuously cleaned.

We are closely following the threat assessment protocols of the World Health Organization (WHO) and the Government of Guyana (GoG) on the steps we can take to help prevent the spread of the virus. We have shared specific instructions with our employees on the importance of washing their hands and staying home if they feel sick or are returning from recent travel. As per GoG directives, we will ask employees who have traveled overseas or have been exposed to others who have traveled overseas to self-quarantine for 14 days.

A strict Social distancing policy for our employees is in place, and we have canceled meetings with large gatherings, again to do what we can to help prevent the spread of the disease. Importantly all field inspections and Surveys services continue to be suspended until further notice and only essential staff members will be working on a rotational basis to provide necessary services to clients.

If you don't feel well, or choose not to visit one of the Commission's offices, we are ready to serve you through the following means;

- Phone: (592 226 6490)
- E-mail: <u>info@glsc.gov.gy</u>
- Facebook: Guyana Lands and Surveys Commission
- Website: <u>www.glsc.gov.gy</u>

We know that many of you have scheduled inspections and surveys, we will be happy to partner with you to reschedule these activities at no additional cost. Simply contact us via the means listed above, and we will take care of it at a future mutually convenient day.

We will continue to closely monitor the situation and do all we can to protect you and our employees as we hope for a swift end to this global pandemic.

Thank you