

Business Continuity Plan

All efforts will be made to continue to provide our Audit Assurance Services. As such the following guidelines have been enacted so that staff can work in a safe environment:

- A maximum of two staff members will be allowed to work in a specific work area (office space).
- The use of virtual platforms (MICROSOFT TEAMS, ZOOM, BLACKBOARD COLLABORATION) to conduct meetings with relevant stake holders.
- The use of virtual platforms to conduct staff/team meetings.
- Staff will make use of electronic files (subject to availability) without physically being at the entity being audited.
- Staff remain accessible via telephone, and other data services including WHATSAPP.
- Telecommuting to be explored as a viable option as the need arises. In such instances staff will sign a Telecommuting Agreement that guarantees the work to be accomplished during the period.
- The directives from the Ministry of Health will be communicated and implemented in a timely manner.