



Copyright Society of Botswana

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26<sup>th</sup> March 2020

**RE: TO ALL OUR ESTEEMED MEMBERS AND VALUED STAKEHOLDERS**

**REF: COPYRIGHT SOCIETY OF BOTSWANA PREPAREDNESS AND RESPONSE PLAN REGARDING CORONA VIRUS (COVID 19)**

The threat of Corona Virus continues to be of great concern. As the news regarding COVID – 19 changes daily, we feel obligated to inform our Stakeholders on how the Society is preparing for any potential disruptions to our normal operations. Like all of you, we are concerned about the pandemic. Since the situation is rapidly evolving, we feel compelled to take seriously the responsibility to make prudent choices for the wellbeing of ALL.

1. COSBOTS Board and Management, are closely monitoring developments relating to the global Coronavirus (COVID-19) outbreak.
2. Our primary concern is for the health and safety of our valuable stakeholders and as such we will increase communication on COVID-19 (including our approach to managing the associated risks) and the provision of up to date information to our COSBOTS members, employees, clients, service providers and all other key stakeholders.
3. Members and Clients are advised to avoid visits to COSBOTS offices and to utilise our online platforms. Visit us on our website [www.cosbots.com](http://www.cosbots.com) to register, declare new works and to apply for licenses for use of copyright works.
4. Members and other key stakeholders can also call the office on **+267 392 8055** on weekdays between 0800hrs and 1700hrs. This will likely see a higher volume of calls to our officers, and we are preparing internal systems for this eventuality.
5. COSBOTS has in place rigorous business continuity processes and practices. These are rehearsed and planned on a regular basis. All our plans are designed to ensure effective business continuity and the integrity of our systems and processes ensure the safety and wellbeing of our members, staff and customers.

#### **EVENTS AND COMPANY ACTIVITIES**

1. Effective immediately, COSBOTS Board has made an informed decision to suspend all scheduled company wide events and gatherings until further notice.
2. We encourage the use of available technology (such as video and audio-conferencing tools) to conduct internal and external meetings.

3. The Distribution and Documentation team will be working tirelessly to ensure that distribution 12 is done amid these trying moments.
4. We will also be sending out communications about various elements of this plan which we will also post on our website and other official online platforms.

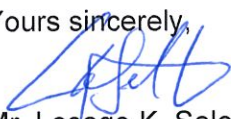
## **COSBOTS PREMISES**

1. Management has implemented business travel restrictions, as well as self-isolation where appropriate. We consider this a prudent step to limit possible exposure of our employees and customers.
2. Staff has been instructed to inform management on any personal cross border travel and to undergo medical examination upon arrival. However, emphasis has been that where possible, all unnecessary cross border travels be avoided at all costs.
3. Any member of staff infected or quarantined will be provided resources including laptops so they can work from home to ensure that we are able to provide seamless service to all our members and other stakeholders.
4. COSBOTS premises are kept clean and disinfected at all times. In a continued effort to keep all visitors that have urgent business to do at our premises safe, we have deployed hand sanitiser around the office.
5. Everyone who enters and leaves COSBOTS premises will be required to register to allow for any contact tracing where necessary.
6. To reduce overcrowding, members of Staff have been advised to take leave and shift work has been introduced for the remaining minimal numbers of staff members.
7. Contractors and Suppliers are encouraged to provide remote services, where possible.
8. Finally, COSBOTS management has set up a team which will assess and closely monitor the situation, report to the executive, and respond appropriately to arrest any conceivable risks.

COSBOTS management understands that these significant steps may cause inconveniences and discontents to all our valued stakeholders. We however commit ourselves to providing the best possible service during this challenging time and wish you all good health.

Thank you for understanding and patience.

Yours sincerely,



**Mr. Lesego K. Selotate**  
**CHIEF EXECUTIVE OFFICER**