



Learn to Earn COVID-19 Interim Risk Management Plan

As Learn to Earn, we fully acknowledge the seriousness of the COVID-19 pandemic and understand our role in trying to keep down the infection rates. We have implemented a number of measures and restrictions, in line with the guidelines issued by the World Health Organization and the South African President's national addresses on [15th](#) and [23rd](#) of March 2020. We also see this time as an opportunity to focus on staff development and are looking at new and creative ways of all staff remaining engaged and productive, within the changed work context. This is so that once we are able to return to full operation again, we are better equipped and empowered to continue impacting the lives of the unemployed.

This includes the following steps:

- Suspended all classroom-based training activities from Tuesday 17th March until at least Thursday 16th April 2020. This is as LtE courses are very practical in application and online learning is not an accessible option for most of our students;
- Conducted various COVID-19 information sessions with all LtE staff and beneficiaries; and set-up additional communication channels; implemented a daily health status and behavioral declaration procedure for all those onsite and those going off-site; we are assisting staff with doing a baseline deep clean in their homes so that the 21 day lock down starts with a controlled environment;
- Revised Learn to Earn's training schedule for the remainder of 2020 (allowing for fewer administrative/non-training days later in the year and shortening selected training interventions slightly etc);
- Put a staff development and work contingency plan in place so that organizational development and training capacity building are ongoing:
 - o Training in MS Office 365 and Salesforce (M&E system training & updates)
 - o Research into curriculum/training material revision, as relevant
 - o Continuing with our annual 360° staff assessment & goal setting processes
 - o Research into relevant other role-specific online training options
 - o Continuing with various administrative duties off-site
 - o Closing off current financial year March'20 and budgeting processes for year 2021



- Implemented restrictions on customer numbers, stock handling processes and increased the hygiene regimes throughout LtE's trading operation, Fashion for Change, while suspending most of the Ground Up Business coffee trade. As per the national lockdown directive, all outward trading operations will be suspended from 27th March, until at least 17th of April. All back-end operations and staff development will continue remotely, as per the training division.

We remain deeply concerned about the impact of COVID-19 once it starts to spread to the communities we work in. For many, their living circumstances and prevailing infrastructure does not lend itself to an easily manageable or controllable environment for hygiene purposes due to shared waterpoints, shared toilets and reliance on overcrowded public transport. Given that living conditions include limited space between homes in the less formal areas, social distancing and isolation will be and is a major challenge.

While shutting-off the schools and other learning institutions has reduced some of the risks, those in the township are seeing their children at greater risk as they do not have suitable facilities to exercise isolation or social distancing as some with a regular house and property. The provided solution of online learning currently remains an option only for the privileged. The individuals we work with have virtually no access or at best limited access to personal computers or tablets nor affordable and reliable internet connectivity. Therefore, ongoing relevant and credible education for the most vulnerable, including on how to protect oneself and others in the face of this pandemic, is under threat. On the upside, the high prevalence of mobile phones and reduced data costs, does enable LtE to maintain regular communication with majority of our students, graduates and staff.

With the above factors and assumptions in mind, in particular that we will be able to resume training from 17th of April, Learn to Earn should be able to meet our training targets for the year. This will be monitored and assessed on an ongoing basis. One major source of uncertainty and an ongoing risk is verifying the health status of students returning to campus following the Easter holidays.

We humbly ask that you keep Learn to Earn staff and beneficiaries in your thoughts and prayers as we also continue to pray for our country and the world at large. May we face this challenge as best as we are able, united in our shared humanity and vulnerability.

Should you require any more information on any of the above, or should you have any creative solutions or ways of engaging with Learn to Earn within this changed context, please do not hesitate to contact either of us on our mobile phones (Roché +27 82 744 6910; or Aleks +27 82 734 1724).

**We seek to develop people, especially unemployed people,
socially, economically, emotionally and spiritually**



LearntoEarn[®]
Est 1989 A hand up not a hand out

Yours faithfully,

Neil Macdonald

Chairman

And,

Roché van Wyk

Director

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socially, economically, emotionally and spiritually**