



THE COVES GOVERNING BODY NPC  
ASSOCIATION INCORPORATED UNDER SECTION 21 COMPANY  
REGISTRATION NUMBER: 2003/010909/08

P.O. Box 973, Broederstroom, 0240  
Tel: 012-207 1465 – Fax: 086 542 0628 – Email: admin@thecoves.co.za

25 March 2020

RE: Coronavirus (COVID-19) Lockdown Period as declared by the South African Government; 26 March 2020 – 16 April 2020.

Dear Covers,

The Coves does not intend to overwhelm you with constant information on the current Coronavirus pandemic as it is within everybody's ability to follow the matter through the various media platforms.

In the light of the National Lockdown measures introduced by Government, The Coves will continue with on-going efforts to prevent the spread of the virus. We have been instructed by the NW Cluster Police Commander to enforce the measures outlined below. We have also consulted our legal advisor regarding this matter, and were advised to adhere to all the measures as stipulated. If any changes arise, we will communicate with you accordingly.

Please take note of the following measures that have been implemented until further notice:

**1. Recreation**

- 1.1 All common areas and facilities will be closed.
- 1.2 Social distancing MUST be adhered to at all times as defined by Government in that all individuals will not be allowed to leave their homes except under strictly controlled circumstances.
- 1.3 NO ONE will be allowed to walk freely in the Estate, including residents and school children. This also includes walking dogs, bike riding, jogging, boating etc.

**2. Maintenance**

- 2.1. All non-essential services are halted.
- 2.2. A team of 3 will be based at The Coves for the 21-day period to perform the duties below and to address any estate breakdowns.
- 2.3. The following services will continue ONLY on the indicated days:
  - Water Reticulation – permanently.
  - Electrical reticulation – permanently as supplied by Eskom/Impact Metering Services.
  - Sewer Plant operation – permanently.
  - Security infrastructure maintenance; including perimeter fences
  - Refuse collection – (Wednesdays)
  - Recycling collection – will be stopped for the lockdown period to minimize movement on the Estate.

**3. Domestic and Garden Workers; including essential Support Staff**

- 3.1 No outside domestic/gardener/gardening or pool contractor will be permitted to enter the estate during the lockdown period.
- 3.2 If you require your outside domestic worker or support staff member to stay on the premises, you will need to register them with the management office on/before Thursday the 26<sup>th</sup> of March 2020 before 12h00.
- 3.3 Employers of live-in workers will be responsible for their transport to the shops if needed; no pedestrian access will be granted.
- 3.4 No live-in domestic or gardener is allowed to walk between different properties on the estate.

**4. Contractors Gate**

- 4.1. The contractor's gate will close for all contractors/service providers from Thursday the 26<sup>th</sup> of March 2020 at 18h00 until Friday, the 17<sup>th</sup> of April 2020, or later if the lockdown period is extended.
- 4.2. Only emergency services contractors such as plumbers and/or electricians will be allowed to access through the main gate. Prior approval must be obtained from management.

## **5. Visitors to the Estate**

5.1. No visitors will be allowed access.

## **6. Deliveries**

6.1. No deliveries will be allowed to enter the estate, and Security will not accept any deliveries at the Main Gate.

6.2. Should a delivery arrive at the gate, the resident will be contacted to drive to the gate and receive the delivery outside the Main Gate.

## **7. Security Services**

7.1. Security Services will continue as per normal.

7.2. For any assistance – contact the Helpdesk on 012 207 156; available 24/7.

7.3. Daily telephonic checks on the elderly will be done by Security and will be noted. If you require a daily check-in call, please register with Chantal – [helpdesk@thecoves.co.za](mailto:helpdesk@thecoves.co.za) / 012 207 1561 by Thursday the 26<sup>th</sup> of March 2020 16h00.

7.4. The Security Team will stay onsite for the 21-day lockdown period. The squash court and certain sections of the Clubhouse will be converted into temporary accommodation facilities to accommodate them.

## **8. Management Office**

8.1. The Coves office will also be on lockdown and certain staff will be working from their homes. For any further administrative assistance during this period, you can contact Martin Heyneke on [manager@thecoves.co.za](mailto:manager@thecoves.co.za) or Caieta Grobler on [community@thecoves.co.za](mailto:community@thecoves.co.za).

8.2. The management team (operational) will be on full standby for this period and will visit the estate to ensure the security and essential services are up to standard.

## **9. General**

9.1. Continued sanitising procedures are in place at the Main Gates.

9.2. Morning health checks will be conducted on the Security Team and The Coves staff; including temperature checks.

9.3. Emergency continuity procedures in place for the supply of the core services mentioned in paragraph 2 above.

9.4. Emergency continuity procedures in place for the supply of Security Services.

9.5. Residents who employ gardeners or domestic workers are requested to continue educating their employees with regards to constant and basic personal preventive hygiene.

9.6. The Coves and Westlake have agreed to various emergency service assistance to each other if required.

The Coves is constantly monitoring the situation and wish to ensure residents that we are doing everything in our power to stay abreast with efforts to prevent the spread of the Coronavirus (COVID-19).

Together we can minimise the impact on our community.

Please take note of the Government Information leaflet attached.

Kind Regards

The Coves Board of Directors and Management

### **Directors**

A McGregor, A Shannon, D Keeling, G Esterhuizen, J Barnard, J Fourie (Chairman), K  
Petty, M Fikkert, M Masemola, T Hutton