



COVID 19 – A Message from CIRA

Cairo, 24 March 2020

The global COVID-19 pandemic has altered daily life for people the world over. As education providers, we are especially aware of the turbulence that shutting down educational institutions globally has caused for families, but we believe that this is the right decision considering the seriousness of the outbreak. At CIRA we are vigilantly monitoring as global events unfold, and we are doing our part to maintain the safety of our people and the students we have been entrusted with. We are also proud to have activated our HSE and business continuity protocols while adhering to government directives to shut down our physical premises.

In the backdrop of government direction to shut down schools and universities until further notice, we will highlight below the action plan we have enacted to further mitigate the risks of the global pandemic, covering our responses in the areas of Educational Service Continuity, HSE, Transportation and Construction Services, and Human Resource practices.

Continuity of the Educational Process

- On March 15th, 2020 schools and universities were asked to shut down and to move classrooms online.
- Within 72 hours of activating the distance learning protocol, 100% of CIRA's schools and BUC had moved online
- The protocol ensures all teaching staff has proper training and tools required to deliver class materials, to manage and monitor virtual attendance and learning touch points and objectives, and to communicate the changes to parents and guardians in an effective and efficient manner.
- Continuity in Education is ensured at CIRA's schools and at BUC using internally developed LMS software and Microsoft Teams.
- All non-essential staff are now fully working from home, connected to the school and to students virtually
- CIRA's online communications' channels have been activated extensively to promote our Distance Learning protocol and provide further assistance to ensure portals' smooth accessibility for parents and students
- Open channel dialogue with the Ministry of Education (MOE) ongoing to ensure optimal alignment regarding school/universities continuation plan



COVID 19 – A Message from CIRA

- CIRA is proud that for the majority (20,000+) of students at our K12 segment at lower tuition price-points, CIRA has emerged a local champion and thought leader within its peer group by instating a Distance Learning Protocol and virtual migration with tools and training only matched by international school brands in Egypt.

Health and Safety

- 80% of CIRA's staff are officially working from home.
- 20% essential staff are now working on a rotational 50/50 shift basis
- CIR has issued safety gear guidelines and disinfection routines for staff handling cash
- CIRA has put in place strict hygiene routines for classrooms, lecture halls, workshops, and student stationary materials.
- Food at the cafeteria will be served in disposable plates and self-serve stations will be rolled out; in case of school's/university continuation
- Under HSE department supervision and guidance, CIRA has procured a list of PPE, disinfectant materials, and pumps and has begun a process of periodic disinfection of all institutional buildings as an added precautionary measure to the regular cleaning services

Transportation Services

- CIRA has taken the decision to halt all transportation services and to ground all buses immediately to curb the potential spread of COVID19
- Transportation workers will continue to receive their salaries in full.

Construction Services

- CIRA will continue to monitor the situation to ensure the safety of its contractors and the continuity of construction services amidst the COVID19 pandemic. Construction within the group can be summed up as follows:
- BUC Existing Campus:
 - o CIRA is on track to deliver six new faculties at BUC in the upcoming Academic Year 2020/2021. Construction work on the six new faculty buildings is complete as of Q2 '19/'20



COVID 19 – A Message from CIRA

- Remainder of construction work is related to finishing and fittings; CIRA has lowered headcount of on-site workers and is ensuring workers adhere to a rotating attendance and to strict disinfection protocols on campus
- Assiut University Campus:
 - Currently in Design Phase – relevant engineering teams are working from home causing no disruption to construction timeline
- West Campus K12 Expansion, BCCIS West and Saxony International School:
 - Currently in Design Phase – relevant engineering teams are working from home causing no disruption to construction timeline
- Regent British School in Mansoura:
 - CIRA has slowed down construction services temporarily on site and expects delays as a result.
 - CIRA has instating a rotating shift policy for workers and strict distancing and disinfection protocols for labor on-site
 - CIRA will continue to monitor the situation to come to timely and informed decisions as more information becomes available.

Human Resource Response

- CIRA recognizes that its greatest asset are its people, and has since enacted emergency HR policies that will be revisited accordingly and in due course as developments unfold:
- CIRA has communicated that it will be paying full-time and part-time staff in full, and for all staff members benefitting from internal installment programs for their children’s tuition fees (20% of staff), said personnel have been temporarily relieved from contractual deductions in the month of March,
- March salaries have been paid a week early to alleviate any financial squeeze felt by staff households resulting from the economic slowdown.

Forward-Looking Statements

This communication contains certain forward-looking statements. A forward-looking statement is any statement that does not relate to historical facts and events, and can be identified by the use of such words and phrases as “according to estimates”, “anticipates”, “assumes”, “believes”, “could”, “estimates”, “expects”, “intends”, “is of the opinion”, “may”, “plans”, “potential”, “predicts”, “projects”, “should”, “to the knowledge of”, “will”, “would” or, in each case their negatives or other similar expressions, which are intended to identify a statement as forward-looking. This applies, in particular, to statements containing information on future financial results, plans, or expectations



COVID 19 – A Message from CIRA

regarding our business and management, our future growth or profitability and general economic and regulatory conditions and other matters affecting us.

Forward-looking statements reflect our management's ("Management") current views of future events, are based on Management's assumptions and involve known and unknown risks, uncertainties and other factors that may cause our actual results, performance or achievements to be materially different from any future results, performance or achievements expressed or implied by these forward-looking statements. The occurrence or non-occurrence of an assumption could cause our actual financial condition and results of operations to differ materially from, or fail to meet expectations expressed or implied by, such forward-looking statements. Our business is subject to a number of risks and uncertainties that could also cause a forward-looking statement, estimate or prediction to become inaccurate. These risks include fluctuations in prices, costs, ability to retain the services of certain key employees, ability to compete successfully, changes in political, social, legal or economic conditions in Egypt, worldwide economic trends, the impact of war and terrorist activity, inflation, interest rate and exchange rate fluctuations and Management's ability to timely and accurately identify future risks to our business and manage the risks mentioned above.