



COVID-19 Precautions

Dear Valued Clients and Staff,

At Insurance corporation of Afghanistan (ICA), we have longstanding tradition of adhering to the highest quality of care and comfort for our guests that make us one of the Leading insurance company in Afghanistan.

Our ethos and guiding principle also direct us towards a considerate interaction with our environment and community by following responsible business practices. We ensure service standards and management protocols for quality management, occupational health, and safety environmental management.

Major concerns have been raised globally due to the rapid spread of the novel Coronavirus (Covid-19)

Which the WHO has characterized as a pandemic. ICA express profound sympathy to those who are adversely affected and affirm our commitment to serve the community as best as we can in these uncertain times. We understand that the severity of the situation calls for prudent measures and precautions to be taken to contain and manage this crisis.

We remain committed to think about the safety and well being of our clients and staff. We have implemented a comprehensive response plan for all ICA properties that stringently follows the guidelines and directives from the WHO and CDC.

Keep in view the threat, the movement of our staff and clients in and outside the office premises. However, our office remains open. The office still open to the clients are operating within international health and safety regulator guideline from WHO and CDC that include:

- Provision and enforcement of hand sanitizer at all office areas
- Regular disinfection of every contact surface
- Disinfection in common areas (entrance checkpoints, working stations etc.)
- Temperature check for all staff and clients
- Dissemination of information material and multimedia messages to staff, clients, and vendors
- Emergency response protocol in line with WHI directive in case of detection of the Coronavirus on premises
- Stringent controls by occupational health and safety teams
- Constant cleaning and sanitization ICA office furniture and equipment

We are closely monitoring the situation and adapting our policies accordingly as always, we place the interest of our clients at the hearth of everything that we do.

We will continue to be flexible to ensure clients satisfaction, particularly in the current challenging environment.

Address: Naser KhusrawBalkhiBld, CharrahiSarsabzi, Taimani, Kabul – Afghanistan



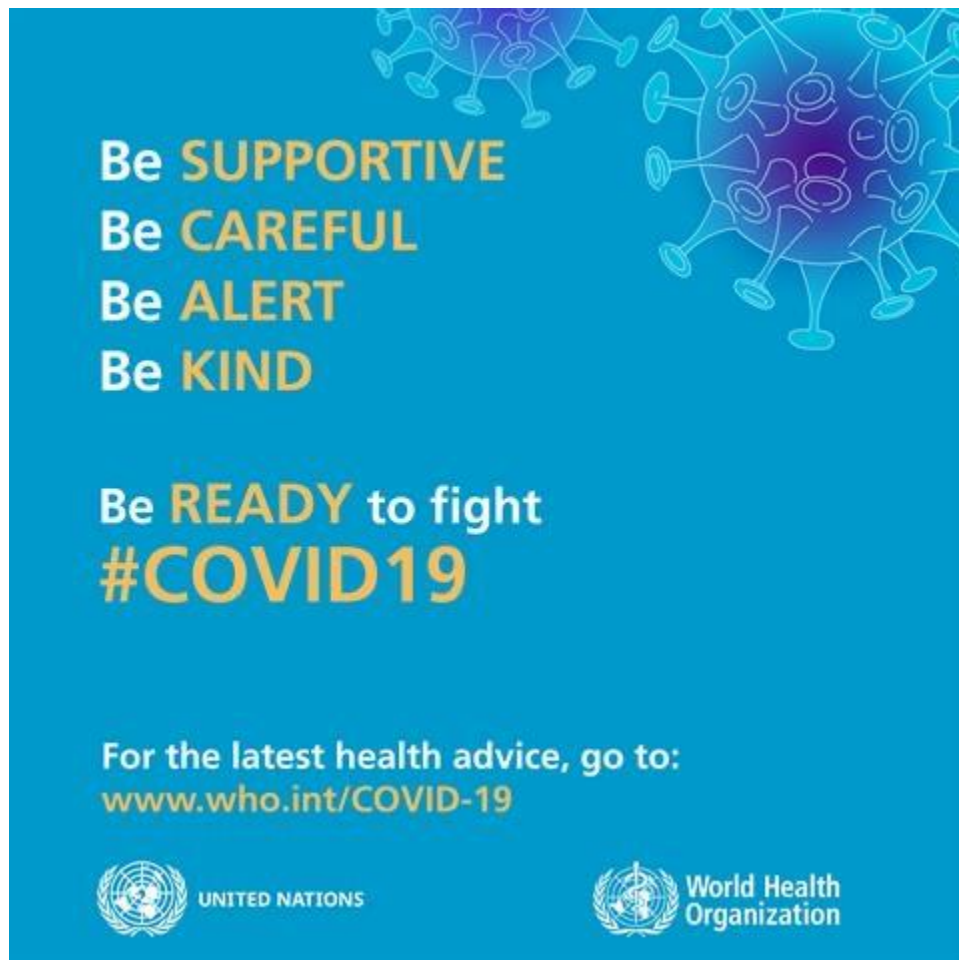
We remind committed to the serving you at every moment, and are ever ready to listen to you, learn from you, and support you in every way possible. Thank you for your support and loyalty towards our company.

We hope to see a return of safe and healthy times for the globe soon.

Warm regards,

Jamal Asfour

CEO



Address: Naser KhusrawBalkhiBld, CharrahiSarsabzi, Taimani, Kabul – Afghanistan

Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



World Health Organization

Yes. Respiratory viruses can be passed by **shaking hands and touching your eyes, nose and mouth.**

Greet people with a wave, a nod or a bow instead.

Should I avoid shaking hands because of the new coronavirus?



World Health Organization #Coronavirus #COVID19

9 March 2020

Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



Throw tissue into closed bin
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



Be **SAFE** from #coronavirus

if you are 60+ or if you have an underlying
condition like:



Cardiovascular disease



Respiratory condition



Diabetes

by avoiding crowded areas or places
where you might interact with people
who are sick.

Learn more to Be **READY** for #COVID19:
www.who.int/COVID-19

