COVID-19 MANUAL, POLICIES, PROCEDURES & practices

NAME OF BUSINESS

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**COVID-19 National Crisis Helpline**

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**SUMMARY**

This manual comprises the operational controls, policies and procedures and management system descriptions in respect of COVID-19 .

[NAME OF BUSINESS] will ensure that the content of this manual is communicated to its managers, supervisors, and workers and a process will be implemented to communicate with workers who may fall into one of the categories of those who should not come to work.

There have been rapid developments surrounding the Covid-19 crisis and the relief options available. Amidst the confusion, we are doing our best to interpret the regulatory changes in a way that makes sense. The situation may change from day to day and the views expressed should not be regarded as legal advice. This document will be updated as matters develop.

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# INTRODUCTION

## COVID-19

COVID-19 is an infectious disease that is spread, directly or indirectly, from one person to another. Common signs of infection include respiratory symptoms, fever, coughing, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death, according to the World Health Organisation (WHO).

There is currently no known vaccine.

## Policies and procedures

Our organisation is required to take reasonable steps to ensure the health and safety of its workers and other parties at its workplace. With respect to COVID-19, that responsibility includes requirements of the Occupational Health and Safety Act 85 of 1993, Department of Labour requirements, and the implementation of policies and procedures to protect workers from the risk of exposure to COVID-19.

Our Policy describes the strategic direction or overriding principles that determine how we manage the COVID-19 Health and Safety requirements

Our procedures include step-by-step instructions. It is the document employees use to guide themselves as they actually perform work in real time.

## COVID-19 guidelines

The COVID-19 Infection, Prevention and Control Guidelines for South Africa are attached to this Manual and are explained to employees

## Workplace Occupational Health and Safety

We subscribe to safe working conditions and will comply with the requirements contained in the COVID-19 Occupational health and safety measures in workplaces COVID-19 (C19 OHS), 2020 issued by the Department of Labour 29 April 2020.

## \*Less than 10 employees

Should we have less than 10 employees, we will take the following measures:

* arrange the workplace to ensure that employees are at least one and half metres apart or, if not practicable, place physical barriers between them to prevent the possible transmission of the virus;
* ensure that employees that present with COVID-19 symptoms are not permitted to work;
* immediately contact the COVID-19 hotline: 0800 02 9999 for instruction and direct the employee to act in accordance with those instructions;
* provide cloth masks or require an employee to wear some form of cloth covering over their mouth and nose while at work;
* provide each employee with hand sanitizers (70% alcohol), soap and clean water to wash their hands and disinfectants to sanitize their workstations;
* ensure that each employee while at work washes with soap and sanitizes their hands; and
* ensure that workstations are disinfected regularly;
* take any other measures indicated by a risk assessment.

# COVID-19 REGULATORY COMPLIANCE OFFICER

An appropriate person must be appointed as a COVID-19 compliance officer in order to ensure compliance with requirements. The compliance officer must be sufficiently senior and adequately trained to be able to properly exercise his or her function. The compliance officer is:

|  |  |
| --- | --- |
| NAME: | POSITION: |
|  |  |

The compliance officer monitors and supervises and:

* Oversees the implementation of the Workplace Plan
* Makes sure the required standards of health and hygiene protocols are met
* Makes sure the risk assessment plan is strictly complied with

**The name of the compliance officer must be prominently displayed in a visible area.**

The compliance officer details are displayed in the following place:

|  |
| --- |
|  |

# \*WORKPLACE HEALTH AND SAFETY MANAGER (OHSA Directive) \*Not required if you have less than 10 employees

A manager to address employee or workplace representative concerns and to keep them informed and consult with the Workplace committee (if there is one) on the nature of the hazard in that workplace and the measures that need to be taken, must be appointed. The manager is:

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | POSITION | CELL | EMAIL |
|  |  |  |  |

POLICY

# COVID-19 POLICY

|  |  |  |
| --- | --- | --- |
| Policy Area | Health & Safety | COVID-19 |
| Status | Approved |
| Current Version |  | 2020V0518 |

This policy describes the measures implemented in the business in response to the COVID-19 crisis.

## Application

This policy covers all individuals working at all levels and grades, including managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual staff and volunteers (collectively referred to as staff or employees). All staff are responsible for compliance with this policy and for ensuring that it is consistently applied.

## Review of this policy

The policy will be annually reviewed, or more often if so required, to ensure that it meets legal requirements and reflects best practice.

## Policy

[NAME OF BUSINESS] is committed to establishing and sustaining a safe workplace, where employees are informed of the dangers involved in the work they conduct and are provided with safeguards and ways of mitigating risk.

There is an obligation under the Occupational Health and Safety Act 85 of 1993 (Section 8) to ensure the health and safety of workers at the workplace and places where work is being done.

In terms of COVID-19, this obligation includes protecting workers by following the orders of the Department of Health, the Department of Labour and any sectoral requirements and developing control measures to prevent worker exposure. These measures include the following:

## Risk

A risk-based approach to ensuring the health and Safety of workers and the general public will be adopted. Risks will be identified, and appropriate management of these risks implemented. Where possible risks will be avoided, and where this is not possible, they will be mitigated or transferred.

## Consultation and communication with workers

[NAME OF BUSINESS] will consult with its employees on health and safety matters relating to COVID-19. Employees are encouraged to express their views where this is conducive to the health and safety of workers or the workplace.

There will be clear communication with workers about control measures and clear direction and guidance about what is expected of workers.

## Safety measures

The necessary safety measures will be implemented in the workplace as required by the risk assessment and in accordance with regulation and that workers and the general public must comply with these.

Screening procedures will ensure that any person who poses a risk to the workplace will not be permitted entry or will be removed for testing if necessary.

## Cleaning and sanitisation

Procedures must ensure that the workplace is sanitary and hygienic and that staff practice safe hygiene practices

Potential means of transmission on surfaces will be identified and contact with those surfaces will be minimised.

Workspaces must be kept clean and hygienic at all times. All work surfaces and equipment must be disinfected before work begins, regularly during the working period and after work ends. A routine cleaning procedure will be implemented to ensure this.

## Personal hygiene practices

All persons in the workplace must practice good personal hygiene, including keeping hands clean and sanitised, conforming to cough and sneeze etiquette and keeping their personal workspace and surroundings clean and hygienic. Staff may not share stationery etc.

## PPE & Safety equipment

All staff will be issued with appropriate PPE, including facemasks, which are required to be worn at tall times. We supply all necessary PPE to our staff at no charge, in compliance with the Occupational Health and Safety Act section 23.

## First Aid

First aid requirements as per the Health and Safety Act will be complied with, including having a compliant first aid kit and sufficient eye wash bottles. \*Where more than five employees are employed at a workplace, the employer must provide a first aid box or boxes at or near the workplace which must be available and accessible for the treatment of injured persons at that workplace. Where more than 10 employees, a trained first aider must be present

## Training and Awareness

All staff will be trained in applicable policies, procedures and practices and safety measures.

## Right to refuse unsafe work

[NAME OF BUSINESS] acknowledges workers’ right to refuse work if they believe it presents an undue hazard.

An undue hazard is an ‘unwarranted, inappropriate, excessive, or disproportionate’ risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

In these circumstances, the worker should begin by reporting the undue hazard to management for investigation who would then need to consider the refusal.

Unresolved issues must be reported to the Department of Labour.

## Transmitting unverified information

Distributing unverified information may contribute to unnecessary panic, stigma, discrimination, poor control implementation and a negative perception of [NAME OF BUSINESS]

Any transmission of unverified information relating to COVID-19, or any information relating to the infection status of any person, or confidential measures implemented to address the COVID-19 crisis is not allowed, whether this is done in a business or personal capacity.

## Breach

Employees have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others.

Breach of this policy or any procedure will be dealt with under the Disciplinary Procedure and may be treated as gross misconduct which could result in dismissal.

COMMUNICATION PLAN

# COMMUNICATIONS PLAN

An emergency communication plan ensures proper communication during a crisis. Communications must be properly co-ordinated to ensure that there is synchronicity.

We will remain up to date with the latest information and requirements for COVID-19 and its prevention, while always checking that the original source of the information is an established and qualified provider. We will constantly monitor and follow the advice and guidance from relevant authorities such as the World Health Organisation (“WHO”); the Department of Health (“DOH”), the Department of Labour and the National Institute of Communicable Diseases (“NICD”). Constructive input from staff is encouraged where this can improve on existing controls.

An appropriate manager will be appointed to address employee or workplace representative concerns and to keep them informed.

\*In any workplace in which an health and safety committee has been elected, management will consult the committee on the nature of the hazard in that workplace and the measures that need to be taken. **\*not required for workplaces with less than 10 employees**

We will communicate clearly with workers about control measures, new risks, policies and procedures and will provide clear direction and guidance about what is required and expected to keep the workplace safe. This can be done by way of applications such as “whatsapp”, a forum for answering workers’ concerns, internet-based communications, etc.

The participation of workers and their representatives in OSH management is a key to success and a legal obligation. Staff will be consulted on health and safety matters relating to COVID-19 where this is appropriate or required. As staff are most likely to know about the risks of their work, involving them will help build commitment to this process and any changes. Constructive staff views relating to the risk measures implemented and their effectiveness are welcomed. Staff must, as a minimum, know:

* Safety measures implemented
* Access procedures
* Hygiene measures
* Social distancing requirements
* PPE requirements
* When to stay away from the workplace.
* What action to take if they become unwell.
* What symptoms to be concerned about

Workers will be provided with information that raises awareness of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms.

Key points will include the importance of staying away from work even in the event of having only mild symptoms or having to take simple medications (for example Paracetamol or Ibuprofen) which may mask the symptoms of COVID-19.

It is important to :

* Have updated staff contact details and numbers
* Keep staff informed with accurate and important information and remain connected
* Stop the spread of misinformation
* Use proper communication tools

The communications plan will operate as follows: **Example**

|  |
| --- |
| * All staff will be inducted using an induction manual
* A whatsapp group will be created for workers and staff to voice concerns or questions
* Daily meetings will be held to discuss compliance, changes and amendments to safety requirements and any other pertinent matters
* Intranet postings will reinforce the messages
 |

## Posters and notices

Posters and notices promoting respiratory hygiene have been implemented as follows:

|  |  |
| --- | --- |
| Entrance |  |
| Exit |  |
| Kitchen |  |
| Ablutions |  |
| Etc. |  |

## Memos

The following memos will be used:

|  |
| --- |
|  |

## Emails:

The following will be implemented:

|  |
| --- |
| A cautionary COVID-19 message will be added to every staff member’s email signature |

# STAKEHOLDER COMMUNICATION PLAN

There must be clear and continuous communication to all internal and external stakeholders and customers regarding the current business continuity plan, processes or procedures that might change and the way forward regarding the mitigation of the risks. Our stakeholder communication plan is as follows: **example**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STAKEHOLDER | WHAT MUST BE COMMUNICATED | WHO | HOW | WHEN |
| GENERAL  |
| Clients | Entry screening requirements | Door manager | Verbally and in register | Before entry |
| Clients | Hand sanitiser use with agents | Agent | Verbally, signage | At table |
| Clients | Cough and sneeze etiquette | Poster | Signage |  |
|  |  |  |  |  |
| COVID-19 INFECTION |
| Authorities | Notification of infection |  |  |  |
| Clients | Notify clients who have been in contact |  |  |  |
| Staff | Notify staff who have been in contact |  |  |  |
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WORKPLACE PLAN

# WORKPLACE PLAN

In terms of Regulation 16(6)(b) of the Disaster Management Act 2002, every organisation must develop a COVID-ready Workplace Plan for the phased in return of employees to the workplace, before the workplace is opened and before serving the public. (“workplace plan”).

The plan must be appropriate for the size of the business, the number of persons at the Workplace and must be documented, approved and be available for inspection.

The Covid-19 Prevention and Mitigation Plan requirements issued by the Minister of Employment and Labour must be complied with as a minimum, however where there is a sectoral determination which is more onerous, then these apply. These stipulations will be over-and-above existing health and safety protocols.

For small businesses, the plan can be basic reflecting the size of the business. while for medium

and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.

The Plan for medium and large businesses must include the following:

* The date the business will open and the hours of opening
* The timetable setting out the phased return -to -work of employees, to enable appropriate
* measures to be taken to avoid and reduce the spread of the virus in the workplace
* The steps taken to get the workplace COVID -19 ready
* A list of staff who can work from home: staff who are 60 years or older and
* staff with comorbidities who will be required to stay at home or work from home:
* Arrangements for staff in the establishment:
	+ sanitary and social distancing measures and facilities at the entrance and exit workplace
	+ screening facilities and systems
	+ the attendance -record system and infrastructure
	+ the work -area of employees
	+ any designated area where the public is served
	+ canteen and bathroom facilities
	+ testing facilities (for establishments with more than 500 employees)
	+ staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work)
	+ Arrangements for customers or members of the public, including sanitation and social distancing measures.

WORKPLACE RISK

# WORKPLACE RISK ASSESSMENT

The Occupational Health and Safety (OHS) Act of 1993 (OHS) read with the Hazardous Biological Agents Regulations issued in terms of section 43 of the OHS obliges the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. We are committed to implement measures in the workplace to prevent exposure to COVID-19.

Our organisation must review current risk assessments before implementing control measures considering the new hazards posed by exposure to COVID-19 in the workplace.

## Risk Identification

A risk assessment must be conducted to identify the possibility of viral contamination in the workplace. The risk assessment must identify and assess risks to the health and safety of employees and anyone else who may be affected. This means identifying the likelihood of staff or other persons contracting CoVID-19 at work and implementing appropriate measures to control that risk.

Staff are encouraged to identify and report any new or changed risks as soon as these are identified, so that controls can be implemented to manage these.

## Risk treatment

Management of risks will be in line with the overall responsibility of the country to keep all individuals safe and create a safe working environment.

We will try to eliminate the risk, and if this is not possible, the most effective protection measures will be implemented.

Safeguards will be based on the severity of the risk, regulatory requirements, how practicable the control is, and cost. A less effective safeguard will be implemented when more effective solutions are not practicable.

The effectiveness of implemented procedures and safeguards will be continuously monitored to ensure that the best level of protection is provided. Regular inspections of the workplace must be done and unsafe or harmful conditions must be remedied without delay.

Senior management must take responsibility for managing the impact of the COVID-19 on the business and regularly review whether the approach being followed adequately addresses all the identified risks and ensures fair treatment to all customers at all times.

# SPECIAL CLASSES OF STAFF

Staff who are high risk or who reside with high risk persons will be identified and appropriate measures implemented to address additional risks. Risks will be identified based on the worker’s age and health. Particular attention has been paid to vulnerable staff, customers and the general public (such as, those who are pregnant, those with impaired immunity, those aged over 60, and those on secondment or working away from home / travelling for work purposes).

Staff with health issues and co-morbidities have been identified and measures implemented to reduce the risk of infection or contamination. Staff who are over the age of 60 have been identified and measures implemented to reduce the risk of infection or contamination.

Risk mitigation includes work from home, not being exposed to risk areas, additional PPE, stringent social distancing, including single use offices and whatever other measures which may be necessary

## Staff with known or disclosed health issues (high risk)

Special measures must be implemented for employees with a known or disclosed health issue or multiple health issues (“co-morbidities” such as chronic conditions including hypertension, high blood pressure, lung or heart problems, asthma, diabetes, or who are undergoing cancer treatment or some other immunosuppression and pregnant workers and being overweight, asthma and heart disease etc., or any conditions which may place them at higher risk of complication or death. These staff will be required to:

* Stay at home (paid/ unpaid leave)
* Work from home

In order to identify high risk staff, all staff will be required to complete a health declaration/ health questionnaire before being permitted back at work. Anyone who has any health issues must consult their medical practitioner to establish whether this poses a higher risk of complications or death in the event of COVID-19 infection. The following staff are high risk:

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **ROLE** | **EMPLOYEE** |
|  |  |  |
|  |  |  |
|  |  |  |
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Staff who are not able to work from home will be permitted back to work under strict social distancing and hygiene conditions. The following measures have been implemented to reduce the risk to these persons:

* Staff will be permitted to work from home where this is possible
* Staff must wear medical grade facemasks at all times
* Staff will not deal with the public etc.

## Employees over 60 years of age:

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **ROLE** | **EMPLOYEE** |
|  |  |  |
|  |  |  |
|  |  |  |
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The following measures have been implemented to reduce the risk to these persons:

* Staff will be permitted to work from home where this is possible
* Staff must wear medical grade facemasks at all times
* Staff will not deal with the public etc.

##

## Staff who co-habit with persons in high risk occupation classification

Staff who co-habit with persons in high risk roles or occupations may pose an additional risk, and will be flagged for additional risk measures including:

* Enhanced symptom screening
* Requirement of additional risk measures when at home
* Confirmation daily of health status before coming to work
* Confirmation daily of health status of high risk persons with whom staff member is co-habiting

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **ROLE** | **EMPLOYEE** |
|  |  |  |
|  |  |  |
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# STAFF IN OTHER PROVINCES, METROPOLITAN AREAS AND DISTRICTS

Employees returning to work must be phased in, to manage employees returning from other provinces, metropolitan and district areas. The following persons are currently in other provinces, metropolitan and districts,

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **ROLE** | **EMPLOYEE** |
|  |  |  |
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Measures taken to phase in the return of these employees includes the following:

|  |
| --- |
| Each staff member must carry their work permit and ID with them at all times |

# OCCUPATIONAL RISK

## Worker occupational exposure classification

Worker risk of occupational exposure to SARS-CoV-2 (the virus that causes COVID-19) varies from very high to high, medium, or low (caution) risk. The level of risk depends in part on the industry type, need for contact within 2 metres of people known to be, or suspected of being infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being infected with SARS-CoV-2.

**Very high** exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, post mortem, or laboratory procedures.

**High** exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID-19 patients and Medical transport workers (e.g. ambulance personnel and porters) moving known or suspected COVID-19 patients in enclosed vehicles.

**Medium** exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

**Lower** exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with SARS-CoV-2, nor frequent close contact with (i.e. within 2 meter of) the general public.

Roles will be analysed to assess their risk and appropriate risk mitigation, including PPE will be implemented to address each level of risk. Examples of PPE include: gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate. The following classifications apply: e.g.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BRANCH | NAME | OCCUPATION | RISK | PPE |
|  |  | Regional Manager | Low |  |
|  |  | Manager | Low |  |
|  |  | Sales Representative | Low |  |
|  |  | Cleaner | Medium |  |
|  |  |  |  |  |
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RESUMPTION OF WORK

# Phased return to work

A phased approach to “return to work” provides time for the workplace to be properly equipped to manage the COVID risk. Return to work must be done in a way that avoids and reduces risks of infection. There must be strict health protocols, and social distancing rules. The return to work measures will enable appropriate measures to be taken to avoid and reduce the spread of the virus in the Workplace.

\* Businesses and other institutions with more than 100 employees must, where possible. make provision for minimising the number of employees at the workplace at any given time. through rotation, staggered working hours, shift systems, remote working arrangements or similar measures, in order to achieve social distancing and to limit congestion in public transport and at the workplace.

## Phase 1 return to work date: ……………………

Operations will resume as follows:

* A limited team of employees and/or contractors will access the premises to prepare for the start-up in line with COVID-19 risk mitigation measures.
* All staff will be properly inducted on the Health and Safety measures implemented
* Sanitisation procedures at all sites will be strictly applied to ensure that all work surfaces, and equipment are disinfected before the business is opened, and regularly cleaned during the working period
* All work surfaces and equipment will be regularly cleaned during the working period
* Access to the business premises will be restricted to ensure that there will be a maximum of one employee or customer per every ……….. square metres of floor space
* The following areas will be restricted to customers:………………………………..
* Personal contact will be kept to a minimum and under very strict hygiene and social distancing conditions in line with the Regulations.
* Access to the business premises will be restricted to limited number of customers under very strict hygiene, screening and social distancing conditions in line with the Regulations.
* Physical distancing measures will be implemented inside the premises as well as outside
* Remote sales will continue for those potential customers with access to online services.

Phase 1 of the workplace plan entails the following workers returning to the workplace, in order to resume operations. These persons have been selected due to being:

* Essential for the provision or resumption of services
* Low risk
* Live in local district
* Unable to work from home

|  |  |  |
| --- | --- | --- |
| **NAME** | **ID** | **ROLE** |
|  |  |  |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO. STAFF** |  | **% TOTAL STAFF** |  | **SQM @ PERSON**  |  |

##

## Phase 2 return to work date: ……………………

Operations will resume as follows:

* Sanitisation procedures at all sites will be strictly applied to ensure that all work surfaces, equipment and stock are disinfected before the business is opened, and regularly cleaned during the working period
* There will be a maximum of one employee or customer per every …… square metres of floor space
* All staff will be properly inducted on the health and Safety measures implemented
* Personal contact will be kept to a minimum and only on appointment under very strict hygiene and social distancing conditions in line with the Regulations.
* The majority of business will be done remotely via the internet or e-Commerce or telephone. Where possible, electronic, or virtual signatures will be used
* Face to face meetings at the premises will be conducted on appointment only under very strict hygiene and social distancing conditions in line with the Regulations. .
* Access to the business premises will be restricted to limited number of customers under very strict hygiene and social distancing conditions in line with the Regulations.
* Remote sales will continue for those potential customers with access to online services.

Phase 2 of the workplace plan entails the following workers returning to the workplace, in order to resume operations. These persons have been selected due to being:

* Support for the provision or resumption of services
* Low risk
* Unable to work from home

|  |  |  |
| --- | --- | --- |
| **NAME** | **ID** | **ROLE** |
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| --- | --- | --- | --- | --- | --- |
| **NO. STAFF** |  | **% TOTAL STAFF** |  | **SQM @ PERSON**  |  |

## Phase 3 return to work date: ……………………

Operations will resume as follows:

* The business will operate with up to 100% of employment
* There will be a maximum of one employee or customer per every …… square metres of floor space
* All staff will be properly inducted on the health and Safety measures implemented
* Personal contact will be under very strict hygiene and social distancing conditions in line with the Regulations.
* Face to face meetings at the premises will be conducted on appointment only under very strict hygiene and social distancing conditions in line with the Regulations. .
* Access to the business premises will be under very strict hygiene and social distancing conditions in line with the Regulations.
* Remote sales will continue for those potential customers with access to online services.

# WORK PERMITS

The CEO or his designate must provide workplace staff with a permit in the correct format.

Employees may only leave home to go to work (where this is permitted), buy permitted goods or obtain permitted services or exercise as allowed. When travelling to or from work, employees must have a written permit in the correct form and format. Every staff member who returns to work, from home or otherwise, must be authorised by the CEO or a person designated by him on a “work permit” (Form 2 Annexure A). The format and wording of this document may not be altered in any way.

The document must be on a business letterhead and must be signed by the CEO or his authorised representative. No staff member may return to work unless they have a permit.

The correct details of the employee must be included in the document. Every staff member issued with a work permit must check the details on the document and confirm receipt as well as correctness.

The following persons may issue work permits:

|  |  |  |
| --- | --- | --- |
| **NAME** | **ROLE** | **CONTACT** |
|  |  |  |
|  |  |  |

The following staff have been issued with work permits:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPARTMENT** | **NAME**  | **ID** | **ADDRESS** | **DATE ISSUED** |
|  |  |  |  |  |
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Staff must carry their permit and their ID with them when commuting to or from work, or when travelling for work purposes.

**No staff member may return to work unless they have a permit.**

## Staff register

An updated register of staff details, including name, ID, role, telephone, email, address and next of kin details and staff risk classification will be kept. This is required to issue workplace permits and can be used to facilitate tracing and contact next of kin should there be an incident at work.

**ANNEXURE A FORM 2 – WORK PERMIT**

Regulation 16(2)b &28(4)

*(on letterhead)*

**YOU MUST CARRY THIS PERMIT AND YOUR ID WITH YOU AT ALL TIMES.**

**If you are travelling to work and do not have your ID, or this permit, you will have to go home and this will be deemed “no work, no pay”**

I, being the head of the institution, with he below mentioned details:

|  |  |
| --- | --- |
| **Surname** |  |
| **Full Names** |  |
| **Identity Number** |  |
| **Contact details** | **Cell nr** | **Tel nr (work)** | **Tel nr (Home)** | **E-mail address** |
|  |  |  |  |
| **Physical address of institution** |  |
|  |
|  |

Hereby certify that the below mentioned official/ employee is performing services in my institution:

|  |  |
| --- | --- |
| **Surname** |  |
| **Full Names** |  |
| **Identity Number** |  |
| **Place of residence of employee** |  |
|  |
|  |

Signed at**:** on this day of 2020.

 Official stamp of institution

Signature of head of Institution (CEO)

# EMPLOYEE ROTATION ARRANGEMENT

Where fewer than 100% of employees will be permitted to work at any given time the following rotational arrangements have been implemented to facilitate the return to work of staff who will not all be working at the same time.

|  |
| --- |
|  |

# WORKING FROM HOME

Allowing staff to work from home reduces the risk of exposure and infection and creates additional floor space. Where possible, workers who are able to work from home will be enabled to do so. The following staff members can work from home:

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **ROLE** | **EMPLOYEE** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

Staff who work from home still fall under the Health and Safety Act. There is the risk that the home working environment is deficient in many aspects compared to the workplace and may require adaptation.

The extent to which the home environment can be adapted will vary according to the situation of the worker and the time and resources available for adaptations.

Where staff work from home, the proper procedure must be followed. This means that:

* a health and safety risk assessment must be conducted and
* the workplace must be adapted to comply with Health and Safety requirements.

**Example:**

Staff should set up a workstation at home that applies good ergonomics, such as good posture and frequent movement, as far as possible. Staff should take regular breaks (around every 30 minutes) stand up, move and stretch.

Where items from work are taken home, such as computers, monitors, keyboards, mouse, printers, chairs, etc, a record of this should be kept, with serial numbers and locations. Short term insurers should be notified where work items are taken to “work from home” environments in order to ensure continued cover.

Support in the use of IT equipment and software may be required. Tele and video conferencing tools may become essential for work, but may be problematic for workers not used to them.

Good communication must be maintained at all levels that includes those working from home. This ranges from the strategic information provided by top-level management to line managers’ duties, and routine social interaction among colleagues.

Staff may feel isolated and under pressure, which in the absence of support can lead to mental health problems. Effective communication and support from management and colleagues and being able to maintain informal contact with colleagues is important. Regular staff or team meetings will be held online or employees that can be present at the workplace will be rotated if a gradual return to work has been initiated.

Procedures to ensure required productivity and safety for staff who have family members to care for will be implemented

Worktime boundaries will be set and communicated clearly in terms of when staff are expected to be working and available.

If staff cannot work from home and are not required at the workplace, or are too high risk to be at the workplace, [NAME OF BUSINESS] can request that these persons take their annual paid leave during this time. Where a staff member no longer has paid leave available, unpaid leave may be taken.

## Staff working in private residences

Health protocols and social distancing measures must be adhered to.

## Worker obligations

In addition to the obligations of employees under the OHSA, every worker is obliged to comply with Health and Safety measures implemented

# WORKPLACE CONTROLS

## Occupancy limits

The number of persons at any time in any room must be limited with due regard to social distancing, personal hygiene, disinfection and other safety measures. The floorspace of the workspace must be determined in square meters. The floorspace is:

……………………………….square meters. The total floorspace must be divided by 1 ½ sqm to determine the maximum number of persons in the premises at any one time. A maximum of : ….…………………………… persons is permitted at any one time within the premises. This is broken down as follows:

|  |  |  |
| --- | --- | --- |
| AREA | SQM | # PERMITTED PERSONS |
| Reception:  |  | SQM / 1.5 |
| Office 1: |  |  |
| Office 2: |  |  |
| Office 3: |  |  |
| Store: |  |  |
| Bathroom 1: |  |  |
| Bathroom 2: |  |  |

## Closed off areas

The following areas have been closed off as a measure to ensure the safety of staff and the general public:

* Conference rooms

## Ventilation

There must be proper and safe ventilation in the workspace. We must keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

Where reasonably practicable, we have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feedback in through open windows

Ventilation safety in the premises is as follows:

* High-efficiency air filters have been installed
* Ventilation rates in the work environment have been increased
* We ensure that filters are cleaned and replaced in accordance with the manufacturer’s instructions by a competent person.
* Windows and doors will remain open

# MEASURES TO MINIMIZE CONTACT WITH MEMBERS OF THE PUBLIC

We have the responsibility to ensure that customers keep a distance of at least one and a half metres from each other and that all directions in respect of health protocols and social distancing measures are adhered to.

The following measures have been implemented:

## Physical Access

Where appropriate, the customers’ and the public’s access to the worksite will be limited or restricted to access only certain workplace areas. The following areas are accessible by staff only:………………………

* No children are permitted in the workplace
* Customers and members of the public are only permitted at designated times
* Screening of all visitors happens at entry
* No person is permitted entry without a facemask, and physical and social distancing is required at all times

##

## Physical distancing

* Limiting the number of persons into designated areas at a time
* Queuing controls
* Occupancy limits will be posted on lifts, stairs and other small spaces.

##

## Closed off areas

The following areas have been closed off as a measure to ensure the safety of staff and the general public:

………………………………..

##

## Physical contact

Physical contact between staff and members of the public, such as handshakes or hugs is not allowed. Where physical contact is required in terms of the staff member’s function, this must be done under strict hygienic conditions, using the correct personal protective equipment.

## Customer visits

* Customers only be visited when necessary
* Additional precautions will be taken when visiting high risk customers
* Social distancing is required
* Facemasks are required to be worn by the staff member and the customer
* Coughing and sneezing etiquette must be followed
* Hand hygiene must be in place

## Transport

Where public transport is used, staff are required to follow strict social distancing, use PPE and practice hygiene measures.

## Meetings

Meetings will be held on a face to face basis only where necessary and then these will be held under strict controls. There is access control and screening, social distancing, wearing of facemasks requirements and hygiene measures. Each staff member will be issued with hand sanitiser at their desk for use by the staff member and member of the public.

## Collection and Deliveries

Where collection and deliveries happen there is access control and screening, social distancing, wearing of facemasks requirements and hygiene measures.

##

## Contractors

Contractors must only be permitted onsite when necessary. Where this happens, there is access control and screening, social distancing, wearing of facemasks requirements and hygiene measures.

# ENTRANCE AND EXIT REGULATIONS

## Physical controls

Entrance and exit controls have been implemented as follows:

|  |
| --- |
| * Every person entering the premises must sanitise their hands before entering and must be wearing an appropriate facemask or covering
* Only 1 entrance will be kept open for customers
* Only 1 entrance will be kept open for staff
* The entrance is separate from the exit to the premises
* Customers must make appointments to come to the premises, and these will be staggered
 |

## Register

There is a mandatory signing of a register by all visitors and customers to the premises. No person will be permitted access without completing the register.

A register of the names and contact details of all staff working on site and persons visiting on site, including those attending meetings, will be kept for a period of at least a month, to assist with contact tracing

## Screening

All persons entering the workplace will be screened according to the screening procedure, to determine who will be allowed into the workplace or not.

Anyone entering the workplace must notify management if they have experienced a sudden onset of any of the following symptoms: cough, sore throat, shortness of breath or fever/chills (or measured temperature if available), in the past 24 hours. These are the current criteria for the identification of persons under investigation (PUI).

Anyone who experiences even mild symptoms (mild cough or low-grade fever 37.3 C or more) or have had to take simple medication (e.g. paracetamol, ibuprofen, acetaminophen or aspirin) which may mask symptoms, must stay away from the workplace and will not be permitted entrance.

Any person who has been in contact with a COVID-19 positive case within the last 14 days will not be permitted entrance. Should this be a staff member, the proper procedure will be followed for persons who have been exposed to a positive COVID-19 case.

## Symptom screening

Staff and any other persons who will access the workplace must monitor themselves before coming to the workplace to check for any COVID-19 symptoms. Where anyone experiences any of the symptoms, the person must immediately notify management and not come to work. The proper procedure for staff who experience any COVID-19 symptoms must then be followed.

Measures to screen workers who arrive at work to see if they have any symptoms associated with COVID-19 must be implemented, to check for:

* Fever
* Cough
* sore throat
* redness of eyes or
* shortness of breath (or difficulty in breathing)

in order for a decision to be made as to the staff member’s continued attendance at work.

Temperature screening of all persons entering and leaving the business premises must be implemented and recorded. Temperatures of ≥ 37.3°C require the proper procedure to be followed. Staff must also report any additional symptoms of:

* body aches
* loss of smell
* loss of taste
* nausea,
* vomiting
* diarrhoea
* fatigue
* weakness or tiredness

All staff, contractors and customers will be notified of this requirement in the following manner:

|  |
| --- |
|  |

## Physical distancing

A distance of at least 1 ½ meters must be maintained between all persons entering the premises. This is being controlled in the following way:

|  |
| --- |
| * Floor markings ensure the correct distance is kept
* No queueing is permitted
* There is limited access to customers with staggered appointments
* Physical barriers are in place
 |

## Biometric devices

Access points with biometric contact will be disabled, unless they are made "Covid-19-proof". This is done by:

|  |
| --- |
| * Sanitising the biometric unit before and after each use
* Ensuring that every person sanitises their hands before using the biometric device
* Ensuring that every person wears a facemask when using the biometric device
 |

## Hand hygiene

Hand washing facilities or sanitizer must be provided at every entrance to the premises, and everyone entering the premises must sanitise their hands before entry. This is controlled in the following way:

|  |
| --- |
| * All visitors and employees entering the premises must be requested to wash/ sanitise their hands on entering the premises
* No person may enter the premises without washing or sanitising their hands
* A register is maintained to record sanitising
* Spot checks are conducted to assess compliance
* There are stock control measures in place to ensure sufficient supply of soap/ sanitiser
 |

# PHYSICAL AND SOCIAL DISTANCING BETWEEN STAFF AT THE WORKPLACE

The following measures and procedures will be implemented to eliminate or minimise the risk of exposure:

## Physical contact

Physical contact between staff members such as handshakes or hugs is not allowed. Where physical contact is required in terms of the staff member’s function, this must be done under strict hygienic conditions, using the correct personal protective equipment.

## Physical distancing for workers

Staff must maintain a safe distance of at least 1 ½ meters between them. Where this is not practicable, the following measures have been implemented:

|  |
| --- |
| * Impervious barrier are placed between workers (barriers can be purpose-made or improvised using items such as plastic sheeting, partitions, mobile drawers, or storage units. Things that are not solid or that have gaps, like pot plants or trolleys, or that create a new risk, such as from tripping or falling objects should be avoided.
* Desk space and seating has been re-arranged to ensure proper distancing
* Each staff member has their own office
* Workers who can carry out their tasks alone safely and who do not require specialised equipment or machinery have been isolated.
* Staff work alone in spare offices, staff rooms, canteen, or meeting room. Meeting rooms or other spaces that would not allow for the required spacing are not being used
* the encroachment on physical distancing will be kept as brief as possible, through planning the work task and providing instructions to workers and
* solid physical barriers will be placed between workers while they are working or
* Workers will be equipped with and trained on the proper use of appropriate personal protective equipment (PPE) (masks, gloves, eye protection, and so forth). PPE is the last form of protection and will only be considered after the other control measures: elimination or substitution, engineering controls, and administrative controls
* Staff must physically distance themselves in break rooms and when using lifts
* Using tape to mark of areas where workers can and cannot walk, or to mark off areas where workers may walk only in one direction (such as down an aisle or narrow corridor).
* Revision of work schedules or implementing work-from-home policies for some staff to limit the number of workers on site at a given time.
* Calculating the area of each workspace or floor and directing staff remaining in the office environment to stay at least 1 ½ meters apart to continue performing their duties.
* Rotating shifts (early morning, afternoon/evening), compressing hours, changing start and finish times, so that there are less staff in the office at one time or having staff doing one day on, one day off rotations.
* Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
* Flexible worksite and/or workhours implemented to reduce the number of staff at the workplace at any one time
* Staggered shifts implemented to reduce the number of staff at the workplace at any one time
* Return to work phased in
* Workplace measured to identify square meterage and maximum number of permitted persons
* Adaptation to workplace has been done
* Communal areas controls implemented
* Meeting protocol when face-to face
* Transport health measures implemented
* Flexible leave policies limit presence at the workplace, when needed.
 |

# SHARED FACILITIES

Staff should as far as possible remain within the premises during work hours.

The shared use of facilities, washrooms, canteens etc poses a risk of staff not maintaining social distancing, not wearing facemasks, and poor hygiene. Common areas at the workspace have been identified and measures implemented to ensure social distancing is maintained.

This is controlled by:

* Breaktimes have been staggered to reduce the number of people in a common area
* Staff must not eat, drink or smoke in the workplace, but use designated areas
* Staff must wash their hands before and after eating, drinking or smoking
* Eating utensils must not be shared, and must be properly cleaned after use
* No alcohol may be sold, dispensed or distributed.

###

## Clocking in area:

|  |
| --- |
| * Floor markings ensure the correct distance is kept
* No queueing is permitted
* Clocking in is done using a website application such as TimeStation
* Physical barriers are in place
 |

## Entrance:

|  |
| --- |
| * Staff are not permitted to congregate in the entrance area
* Customers are permitted access in a controlled manner and are immediately escorted to offices or meeting rooms
 |

## Locker areas:

|  |
| --- |
| * Locker areas will have restricted entrance over a staggered time period
* Floor markings ensure the correct distance is kept
* No queueing is permitted
* Lockers must be sanitised at least …….
 |

## Changerooms:

|  |
| --- |
|  |

## Toilets and washrooms

Adequate toilets and washroom facilities are provided and properly maintained as required by the Health and Safety Act. Washroom facilities for workers will have adequate facilities for good hygiene such as adequate supply of soap, water and toilet paper. These will be kept clean, properly stocked and in good working order.

Toilets must be monitored as part of physical distancing enforcement. This will be controlled by:

|  |
| --- |
| Place a sign on the main door indicating when one of the toilets is in use to ensure that only one person at a time enters.Occupancy limits will be posted  |

Enhanced and rigorous cleaning and hygiene practices will eliminate/minimise potential risk where practicable, including cleaning at least every …. hours.

Only paper towels are allowed in washrooms and restrooms, as the use of fabric towelling is prohibited.

Staff and visitors will be informed about the risk of exposure and good hygiene through increased signage and information.

## Meeting rooms:

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| --- |
|  |

## Kitchen facilities:

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| --- |
|  |

## Stairwells:

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| --- |
|  |

## Sickbay:

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| --- |
|  |

## Parking area:

|  |
| --- |
|  |

## Smoking area:

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| --- |
| Smokers are not permitted to share cigarettes, or disobey hygiene or social distancing measures implemented |

## Sharing of equipment, stationery and work tools

Staff must not use or share other workers’ facemasks, phones, stationery, or other work tools and equipment, and avoid sharing offices or desks when possible.

Where offices or desks have to be shared, they must be regularly cleaned and sanitised.

# PROCEDURE REVIEW

Tasks and functions will be analysed to identify areas where social distancing is problematic, and where possible, revised to address this. We will review worksite and job processes to ensure the best and most effective method of exposure control is in place, and to ensure appropriate distancing.

Work processes and other instances that cause workers to work within 1 ½ metres of each other or members of the public may be amended by postponing, re-arranging, or planning work tasks in such a way that workers are not required to work in proximity to one another, where this is possible.

The following processes have been reviewed and amended:

|  |
| --- |
|  |

# TRAVEL

We remain responsible for the safe transportation of workers. To ensure this, benefits and risks related to upcoming travel plans will be assessed based on the latest information available and risk mitigation measures will be implemented.

All flight travel is suspended until further notice unless absolutely necessary and flights are available. Business travel which is interprovincial will be organised based on necessity and availability.

Non-essential travel will be discontinued until it is safe to do so.

Travel between provinces, metropolitan areas and districts is allowed for workers who are carrying out work responsibilities as long as they have their work permit and their ID.

Movement in and out of hotspot areas may be restricted going forward.

General travel permissions:

* Work reasons: Staff can now cross provincial borders in a professional capacity if they have their permit and their ID.
* Moving house: Those going to a new place of residence have permission to travel under Level 3 if they have an affidavit from a magistrate or the station commander of a polices station – Form 6 Annexure A.
* Caring an immediate family member if they have an affidavit from a magistrate or the station commander of a polices station – Form 6 Annexure A.
* Going to school: Students who have to commute to and from schools can now move freely.
* Attendance of funerals: Allowed under conditions.
* Transporting mortal remains: Under strict medical guidelines, inter-provincial travel gives leeway to burials.
* Seeking medical treatment
* Leaving quarantine: Those leaving isolation away from their homes can return home without domestic limits.
* Movement of children: Children in co-parenting situations can now journey into different provinces to see each caregiver.
* MPs performing ‘oversight’ tasks

## PRASA Rail services to commence:

* Penaarspoort to Pretoria Central
* Cape Town Southern Line to Simonstown
* East London to Berlin
* Port Elizabeth to Uitnehage
* Any other commuter services

## GAUTRAIN

* Park Station to Hatfield
* Sandton to OR Tambo

## Ensuring safety during worker transportation

Where staff are required to travel locally to clients and for business purposes this will be done in line with low contact and high hygiene. In this instance, it is business as usual and we will be guided by our clients in terms of their ongoing needs and expectations

The hygienic conditions issued by the Minister of Transport must be complied with for all forms of transport. This includes the measures applicable to travelling using:

• Rail, bus and taxi services

• e-hailing services

• private vehicles

Staff must comply with instructions from local authorities where they are travelling. If, for example, they are told by local authorities not to go somewhere, they must comply with this.

Staff must not travel if they are not feeling well with any COVID-19 symptom. If any staff member feels ill, or experiences any COVID-19 symptoms while travelling, he or she must immediately return home and contact their manager. The proper procedure must then be followed.

## Accommodation

Staff who are required to travel for work purposes and require accommodation at a hotel, bed and breakfast, lodge, resort or guesthouse, may only do so with managerial consent, who will assess the risk before granting approval. Persons who do stay over at accommodation must observe strict social distancing and hygiene measures and closely observe themselves for any symptoms for 14 days thereafter.

## Public transport

Where possible, staff will travel alone in their vehicles in order to practice physical distancing.

Where public transport is used, staff should try to travel at off peak times where possible

All public transport operators must put measures in place to adhere to physical distancing to curb the spread of the virus. Physical distancing measures must be maintained during any trip.

All passengers and drivers must wear a face mask or an item covering his or her nose and mouth. No person will be allowed to use any form of Public Transport if they do not wear a face mask or an item covering his or her nose and mouth.

## Taxis and Buses

70% occupancy is permitted.

Staff must try and keep a safe distance between themselves and anyone who may be coughing and sneezing. If possible, staff should try to sit in the backseat and open a window. If possible, open the windows to improve ventilation.

Staff must handle their own belongings at all stages of the trip. Drivers can open and close their boot.

All operators must ensure that public transport vehicles are sanitized before each toad journey and after dropping of passenger. Operators must ensure that all public transport vehicles' doors and window handles, arm rest and handrails are sanitized after every load and passengers be sanitised before they enter the vehicle. Staff should check that operators are complying with these requirements.

Staff must wash hands with soap and water for at least 20 seconds or sanitise hands with alcohol-based hand sanitiser before and after travelling on public transport. Staff should carry sanitiser with them to ensure this happens.

Staff who travel will be issued with small bottles (50 - 100 ml) of alcohol-based hand sanitiser This can facilitate regular hand sanitisation.

## E-hailing services

The following risk mitigation measures apply:

## UBER:

Passengers must wear a cloth mask or face covering. Driver-partners are required to wear a cloth mask and sanitise the vehicle before every trip.

Limitations on passengers:

• UberGo, UberX, UberBLACK, UberASSIST, UberVIP: Maximum 2 passengers

• UberXL: Maximum 3 passengers

• UberVan: Maximum 4 passengers

## Staff who return from travelling to high risk areas

Staff who have returned from a high-risk area where COVID-19 is spreading, and who may have been compromised, should monitor themselves for symptoms for 14 days. Where any symptoms are experienced, the procedure for staff who experiencing any COVID-19 symptoms procedure must be followed.

# COMPANY TRANSPORT AND VEHICLES

## Company transport

The number of workers being transported at any one given time will be assessed and measures will be employed to ensure distance between workers is maintained. If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, other control measures, such as personal protective equipment (PPE) will be employed.

Where multiple staff are transported, measures taken includes:

* Hand-washing facilities or sanitising stations are available to workers as they enter and exit the vehicle. Staff must sanitise their hands before entering and after exiting the vehicle
* All staff must wear facemasks
* Staff must sit one to a seat, with riders staggered to allow maximum distance
* Staff numbers will be adjusted to minimise these per trip
* Larger vehicles will be used to ensure maximum spacing
* Multiple vehicles will be used
* High-contact surfaces within the vehicle(s) will be routinely properly cleaned. These include seatbelts, head rests, door handles, steering wheels, and hand holds.
* Where a suspected COVID-19 case is transported in the vehicle, the vehicle will be cleaned and sanitised

## Company vehicles

The following procedures will reduce the risk of COVID-19 infection:

* Hand-washing facilities or sanitising stations are available to workers as they enter and exit the vehicle. Staff must sanitise their hands before entering and after exiting the vehicle
* Staff who travel will be issued with small bottles (50 - 100 ml) of alcohol-based hand sanitiser This can facilitate regular hand-washing.
* All staff must wear facemasks
* No passengers are permitted, unless authorised
* Where passengers are permitted in company vehicles, they must wash or sanitise their hands before entering the vehicle, facemasks must be worn, and the person must sit at the back seat with all windows opened.
* High-contact surfaces within the vehicle(s) will be routinely properly cleaned. These include seatbelts, head rests, door handles, steering wheels, and hand holds.
* Where a suspected COVID-19 case is transported in the vehicle, the vehicle will be thoroughly cleaned and sanitised

# MEETINGS AND EVENTS

Face-to-face contact must be replaced with virtual communications, where possible

## In-person meetings

Where meetings or events are held, these must comply with Regulation and adequate risk controls must be implemented. There is a risk that people attending the meeting or event might be unwittingly bringing the COVID-19 virus to the meeting, or meeting attendants might be unknowingly exposed to COVID-19.

Facilities that increase physical distance between persons (e.g. drive through windows, or partitions) ensure that persons stay at least 1 ½ meters apart. The following measures have been implemented:

…………………………………………….

Consideration will be given as to whether a face-to-face meeting or event is needed. Where this can be replaced by a teleconference or any other electronic platform, the face-to-face meeting will not be held.

Consideration will be given as to who is essential at the meeting. Where possible, the meeting will be scaled down so that fewer people attend. Attendees will be limited to those necessary

Participants will be advised in advance that if they have any symptoms or feel unwell, they should not attend.

Every person must provide contact details: mobile telephone number, email and address where they are staying. Participants will be notified that their details will be shared with local public health authorities and the rest of the attendees if any participant becomes ill with a suspected infectious disease. The names and contact details of all participants within the meeting will be retained for at least one month. This will assist health care authorities to trace who have been exposed to the virus if participant do become ill shortly after the meeting.

Information or a briefing will be provided on COVID-19 and the measures taken to make the meeting safe. Contact details that attendees can call for advice or to give information will be provided.

Ensure that all participants in the meeting wash their hands for at least 20 seconds, or properly sanitise their hands prior to the meeting commencing. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Encourage regular hand-washing or use of an alcohol rub by all participants.

Seats or meeting room layouts must be arranged so that participants are at least one and a half meters apart, if a physical meeting is necessary. Where possible, doors and windows will be opened to make sure the venue is well ventilated.

Meetings will be time-managed to ensure that these are kept as short as possible

Attendees will be required to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Tissues and closed bins to dispose of them in will be supplied.

Where someone in the meeting shows symptoms of COVID-19 or becomes ill, the procedure on how to deal with persons showing symptoms of COVID-19 must be followed.

If someone at the meeting or event was isolated as a suspected COVID-19 case, the organizer should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take additional precautions in respect of social distancing and hand hygiene.

## Client Meetings

Facilities that increase physical distance between persons (e.g. partitions, desk spacing) ensure that persons stay at least 1 ½ meters apart. The following measures have been implemented:

…………………………………………….

All persons will be screened on entry before any meeting and will be advised in advance that if they have any symptoms or feel unwell, they should not attend.

Information will be provided on COVID-19 and the measures taken to make the meeting safe.

Ensure that all participants in the meeting wash their hands for at least 20 seconds, or properly sanitise their hands before and after the meeting. Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.

Seats must be arranged so that participants are at least one and a half meters apart. Where possible, doors and windows will be opened to make sure the venue is well ventilated.

Meetings will be time-managed to ensure that these are kept as short as possible

Staff and clients must cover their face with the bend of their elbow or a tissue if they cough or sneeze and dispose of used tissues safely in closed bins.

Where someone shows symptoms of COVID-19 or becomes ill, the procedure on how to deal with persons showing symptoms of COVID-19 must be followed.

## Seminars and conferences

The following measures have been implemented:

|  |
| --- |
| * External seminars or conferences have been suspended unless these are presented online. The presentation of seminars and training to clients will be converted to online/blended facilitation.
* Inhouse training will happen with the appropriate social distancing and hygiene measures
 |

# STAFF ONGOING SCREENING

Each employee’s temperature must be taken using appropriate equipment or instruments:

• at the start of a shift

• every four hours after the shift commences.

Any employee whose temperature is 37,5 degrees or above should immediately be moved to an isolated observation room for a second measurement. If the second test measurement also exceeds 37,5 degrees, the employee must be returned home for self-quarantine, provided with a surgical mask and not be permitted to enter or stay on the premises.

Records of the temperatures of each employee must be kept in the screening register.

# STAFF WHO ATTEND FUNERALS

Where interprovincial or inter-district travel is required to attend a funeral, there are rules which must be complied with. Only the spouse or partner, children, children-in-law, grandchildren and parents, siblings and grandparents of the deceased may travel between provinces, metropolitan areas or districts.

Attendance is limited to 50 persons with no night vigils permitted.

To attend a funeral where interprovincial or inter-district travel is required, staff must get a permit (Form 4 Annexure A) from a magistrate’s office or a police station. The staff member will need the death certificate or a certified copy of the death certificate. Where the death certificate is not available and the funeral must be held within 24 hours due to religious or cultural practices, the staff member will need to completed a sworn affidavit (Form 4 Annexure A) plus obtain a letter from a cultural or religious leader confirming the need for the funeral.

Only 2 persons may be in the vehicle transporting the deceased, and only if the cause of death is not COVID-19 related.

Any staff member who attends a funeral must ensure that social distancing measures are applied, a facemasks is worn at all times and proper hand hygiene is applied.

Management must be notified and enhanced monitoring must happen on the persons return to the workplace.

# RELIGIOUS GATHERINGS

Staff are permitted to go to religious gatherings where there are 50 persons or less, dependent on the size of the place of worship, provided that social distancing measures and hygiene measures are maintained.

Every person must be screened for any symptoms before being allowed in and must be asked whether they have additional symptoms of body aches. loss of smell or loss of taste. nausea, vomiting, diarrhea, fatigue, weakness or tiredness. No person with any symptoms will be permitted entry and ongoing symptomatic self-screening is required, with reporting in the event of any symptoms being presented.

All religious services may not exceed 2 hours with a 30- minute intermission between services.

Where preaching cannot be done without a facemask, the distance between persons requirements is increased to 2,5 metres.

Any person counting offerings or gifts must sanitise their hands before, during and after the counting of offerings or gifts and must ensure that he or she does not touch his or her face during the process.

Staff must understand that not complying with regulatory requirements places all at the workplace at risk, and is not permitted.

# CLEANING AND SANITISATION

Procedures are in place and resources provided to ensure that the workplace is sanitary and hygienic and that staff practice safe hygiene practices.

Potential means of transmission on surfaces will be identified and contact with those surfaces will be minimised. The amount of time the COVID-19 virus survives on inanimate objects and surfaces varies. It is vital that the workplace be properly and regularly cleaned to remove the virus that causes COVID-19.

Workspaces must be kept clean and hygienic at all times. All work surfaces and equipment must be disinfected before work begins, regularly during the working period and after work ends. A routine cleaning procedure will be implemented to ensure this.

All areas including washrooms, shared offices, and workstations must be cleaned and disinfected regularly. Special attention must be given to frequently touched surfaces (e.g. telephones, keyboards, handbag bottoms, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles). Frequently touched surfaces such as doors, hand rails, windows and vending machines must be cleaned and disinfected frequently using appropriate detergent and disinfectant solutions.

Surfaces that workers and members of the public come into contact with must be routinely cleaned and disinfected. These will be cleaned and sanitised at least:

|  |
| --- |
|  |

Surfaces and fittings must be cleaned immediately when visibly soiled or after any spillage. Areas, surfaces and fittings will be cleaned more frequently when used repeatedly by a number of people. In a busy environment with many people entering a workplace each day, more frequent disinfection is required.

The following areas have been identified as requiring cleaning and disinfection more regularly:

|  |  |  |
| --- | --- | --- |
| **AREA** | **RESPONSIBLE** | **INTERVAL** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Waste bins have been identified as posing a possible risk of contamination. To mitigate this:

* Waste bins will be lined with a plastic bag so that they can be emptied without contacting the contents.
* No touch bins will be used
* No person may touch any bin except for cleaning staff
* Waste bins will be emptied at least …………………

## Cleaning after COVID-19 case

Procedures and safety measures are in place to sanitise and clean the workplace in the event of any person testing positive for COVID-19 at the workplace. This can be found in the “cleaning workplace where there are suspected cases of COVID-19 procedure”

Workers performing cleaning, laundry, and trash pick-up activities will be trained to recognise the symptoms of COVID-19 and will be given instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.

## Cleaning PPE

Cleaning staff will be provided with the required equipment and tools and appropriate personal protective equipment (“PPE”) suitable for the task. Training will be provided to all cleaning staff on site prior to providing cleaning tasks on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Cleaning staff will be trained on the hazards of the cleaning chemicals used in the workplace in accordance with Hazardous Chemical Substances Regulations.

## Fatigue Management

The following measures will be taken to avoid excessive workload on cleaning staff:

|  |
| --- |
| * organising shifts to take account of cleaning and sanitation tasks.
* assigning additional staff to the tasks
* asking workers to leave their workspace tidy
* ensuring staff sanitise and clean their personal workplace
* providing disposable sanitiser wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by workers.
 |

# PERSONAL AND HAND HYGIENE

Regular handwashing or the use of alcohol-based hand rubs is required from all staff. Staff must avoid touching eyes, nose and mouth with unwashed hands.

Where hands are washed with soap and water, no cloth towels may be used, only paper towels for drying. The following is in place:

|  |
| --- |
| * Hand soap is available along with running water or, where this is not possible, alcohol-based hand-rub containing at least 70% alcohol is provided in the following areas:…………………………………………………….
* Sanitising handrub dispensers are placed in prominent places around the workplace and are properly maintained
* Dispensers are regularly checked and refilled when necessary
* Sanitiser distributors have been identified to ensure ongoing supply
* Lead time ordering processes are in place to ensure sanitiser does not run out
 |

We must supply enough hand sanitizer which workers or other persons are required to use, based on the number of workers or other persons who access the workplace or who are in the workplace

Hand sanitizer must have at least 70% alcohol content and be in accordance with the recommendations of the Department of Health. The location of handwashing facilities and sanitiser must be visible and easily accessed. These are placed in the following areas:

|  |
| --- |
|  |

Procedures are in place to pre-order sufficient supplies and materials, including hand sanitizer to ensure these do not run out.

Where a worker interacts with the public, we will provide, at the workstation, enough hand-sanitizer for both the worker and the person with whom the worker is interacting.

The following persons have been identified as requiring hand sanitiser at their workstations:

|  |
| --- |
|  |

Every employee who works away from the workplace, other than at home, will be provided with an adequate supply of hand sanitizer.

The following persons have been identified as requiring hand sanitiser:

|  |
| --- |
|  |

**The procedure to wash or sanitise hands must be followed when washing hands or using hand sanitiser rub.**

Staff are required to properly clean their hands when:

* Before and after using public transport
* Before and after using company transport or vehicles
* Before entering the workplace
* Regularly at the workplace
* Between each interaction with a member of the public
* Before putting on and after removing any PPE such as a facemask
* After contact with any frequently touched surface ( keyboards, screens, phones, door handles, work surfaces, cutlery and crockery etc.)
* After using a cellular phone
* After working with personal items such as a handbag
* \*Before and after smoking – in the interests of public health, it is recommended that smoking be prohibited
* After blowing one’s nose, coughing, or sneezing
* After using the restroom
* Before eating or preparing food.
* After contact with animals or pets.
* When they are visibly soiled

## Coughing and sneezing Etiquette

Staff must cover their nose and mouth with a disposable tissue or their sleeve when coughing or sneezing and dispose of these safely.

# PERSONAL PROTECTIVE EQUIPMENT

PPE is provided as required, including providing each employee with 2 cloth facemasks. Staff will be properly trained on the use and care of PPE. The business required to provide staff with PPE to keep them safe while doing their job. Regulations in respect of PPE particular to COVID-19 will be complied with.

We must check regularly on the websites of the National Department of Health, National Institute of Communicable Diseases and the National Institute for Occupational Health:

<http://www.health.gov.za>

<http://www.nicd.ac.za>

<http://www.nioh.ac.za>

whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker’s duties. The following person will check the websites:

|  |
| --- |
|  |

Every:

|  |
| --- |
| Day, second day etc. |

## PPE Selection

A combination of PPE that protects workers specific to the workplace will be selected. The types of PPE required during COVID-19 will be based on the risk of being infected while working and job tasks that may lead to exposure.

PPE requirements may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

## COVID-19 Risk exposure

### High Risk

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Staff who work closely with (either in contact with or within 2 metres of) patients known or suspected to be infected with SARS-CoV-2 (COVID-19) should wear respirators.

### Medium Risk

Workers with medium exposure risk may need to wear a combination of gloves, a gown or overall, a face mask, and/or a face shield or goggles. PPE requirements will vary by work task, the results of the hazard assessment, and the types of exposures workers have on the job.

### Low Risk

Low risk workers will be required to wear a facemask

## PPE Requirements

PPE must be :

* Properly fitted and periodically refitted, as applicable (for example, respirators).
* Consistently and properly worn when required.
* Regularly inspected, maintained, and replaced, as necessary.
* Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

PPE requirements may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

## PPE Training

Staff will be trained on the correct use of PPE. This will include training on how to put it on, use/wear it, and take it off and dispose of it correctly. Workers who dispose of PPE and other infectious waste must be properly trained and provided with appropriate PPE

##

# FACEMASKS

We will provide every employee, free of charge with a minimum of 2 facemasks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition, for the employee to wear while at work and while commuting to and from work.

http://www.thedtic.gov.za/wp content/uploads/Updated\_Recommended\_Guidelines\_Fabric\_Face\_Masks.pdf .

The number and replaceability of cloth masks that will be provided to an employee or required of other workers will be determined in accordance with any sectoral guideline and in the light of the employee or worker’s conditions of work, in particular, where these may result in the mask becoming wet or soiled.

The roles of the business have been analysed as follows:

|  |  |  |
| --- | --- | --- |
| **ROLE** | **RISK** | **NO. MASKS** |
|  |  |  |
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The purpose of the facemask is three-fold:

* It reduces airborne particles and virus droplets from being distributed when the wearer coughs or sneezes
* It assists in reducing exposure to airborne droplets
* It prevents the wearer from touching his or her nose or mouth with their hands

Face masks are a complementary measure and not a replacement for established preventive practices, such as physical distancing of at least 1 ½ meters, cough and sneeze etiquette, good hand hygiene and avoiding face touching.

According to regulation, no person is permitted to use public transport or enter a building, place or premises unless they are wearing a facemask. This means that staff must wear their mask:

* in every public place
* in the workplace
* when entering premises
* at client premises
* when carrying out visits or deliveries
* when using public transport.

Every worker must wear their facemask at the workplace, and when working, travelling, deliveries etc. Removal of masks not only exposes the wearer to contamination, but also exposes other persons to the wearer’s liquid particles should he or she cough or sneeze.

Staff who deal with members of the public from behind a screen must also wear masks to be protected from airborne particles.

Training on the correct use of facemasks will ensure that these are effective and safe, therefore every worker must be trained on the proper use and care of masks. The procedure for the use of facemasks must be read, understood and applied.

A user-guide MUST be supplied with a mask on:

* How to wear it
* How to care for it, and
* When the mask or any component may need to be replaced

This will be done in the following way:

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| --- |
|  |

Staff must ensure that when using a mask:

* Masks must be appropriately washed and disinfected before use
* It should fit properly, completely covering the face from bridge of nose to chin
* Masks must be breathable
* Hands must be properly cleaned before putting the face mask on or taking it off
* Only touch the cord or elastic at the back of the face mask when removing it, not the front, and do not touch the mask during use
* If the face mask is disposable, be sure to do so safely in a proper container
* if they are damaged or worn out, or if they have exceeded their lifespans or use

\* Staff who have children: Children should be supervised at all times when using a cloth mask, and they are not recommended for infants who may struggle to breathe with a mask or even choke if they put parts in their mouths.

## Keeping masks clean

Masks must be kept clean and hygienic at all times, and we have made the following arrangements to ensure this:

Cleaning and disinfection of all the components should be easy to carry out at home. If reusable, wash the face mask as soon as possible after use with detergent at 600C.

# TRAINING

Staff will be provided with information, instructions, training and supervision which is necessary to ensure their health and safety at work. Training material must be easy to understand and available in the appropriate language and literacy level for all workers.

## Procedures and Precautions

Staff must be appropriately inform or educated about how they can reduce the spread of COVID-19, including steps that they can take to limit their risk at work and at home, the importance of social distancing, and the importance of following the policies and procedures related to hygiene, cleaning and disinfecting, and physical distancing;

Supervisors and workers will be trained to follow precautions and procedures using a combination of communication measures. The most appropriate training procedure will be determined on a case by case basis.

All staff returning to work after a temporary business closure must be properly inducted into the safety measures implemented at work, and their duties and responsibilities. We will provide staff with information that raises awareness and informs staff of:

* the dangers of the virus
* how it is transmitted
* measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if the person shows the symptoms

The following training is required:

|  |
| --- |
| Up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g., cough etiquette and care of PPE)Internal proceduresTraining workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.**Masks:**A user-guide MUST be supplied with a mask on:* How to wear it
* How to care for it, and
* When the mask or any component may need to be replaced

When masks must be usedHow to put a mask on and take it off – (Using facemasks procedure)**Cleaning staff:**Hazards of cleaning materials used in the Workplace (as per Hazardous Chemical Substances Regulations)PPE useRoutine cleaningCOVID-19 cleaning |

Training will be done by way of: **Example:**

|  |
| --- |
| Induction manualProcedure explanation VideosLeaflets and notices placed in conspicuous places should be done where reasonably practicableDisplaying posters that promote respiratory hygiene, coupled with a combination of other communication measures. |

## Available training videos:

The following free training videos are available on: <https://www.nicd.ac.za/media/videos/>

Myth You can get infected from a package sent from China

Myth Wearing a mask will protect me from COVID-19

Myth Vaccines against influenza can protect against COVID-19

Myth Thermal scanners can detect people with COVID-19

Myth The heat and the sun kills COVID 19

Myth Taking a hot bath prevents COVID 19

Myth Spraying your body down with alcohol or chlorine or swallowing bleach can kill the virus

Myth You should not use anti-inflammatories if you have COVID 19

Myth Getting tested for COVID 19 is expensive

Myth Getting COVID 19 is a death sentence

Myth Gargling with salt water or apple cider vinegar can kill COVID 19

Myth eating garlic can kill COVID 19

Myth COVID 19 is the same as SARS Coronavirus

Myth COVID 19 is the most dangerous virus

Myth COVID 19 can be transmitted through mosquito bites

Mignon Du Plessis COVID-19 Frequently Asked Questions

Ms Vanessa Maseko answers COVID-19 Frequently Asked Questions in IsiZulu

Phuti Sekwadi answers COVID-19 Frequently Asked Questions in Sepedi

Ntsieni Ramalwa COVID-19 Tshivenda Frequently Asked Questions

Mvuyo Makhasi COVID-19 isiXhosa Frequently Asked Questions

NICD Epidemiologist Ms Hetani Mdose shares information on COVID-19 in Xitsonga

# HEALTH AND SAFETY COMMITTEES AND/OR REPRESENTATIVES

The Health and Safety Committee will continue to meet regularly as required in terms of the Occupational Health and Safety Act.

Every employer who has more than 20 employees in his employment at any workplace, must have health and safety representatives. This must be a written appointment and must be a full time staff member.

Shops and offices: 1 representative is required per 100 employees (or part)

The functions of the H & S representative must happen during workhours.

# COVID-19 IN THE WORKPLACE

## Employees who may not come to work due to COVID-19 leave provisions

Employees who are sick or have symptoms of COVID-19 may not come to work and must take paid sick leave in terms of Section 22 of the Basic Conditions of Employment Act.

If the employee’s sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;

Measures must be taken to ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity

Act, 1998 (Act No. 55 of 1998)

If there is evidence that a worker contracted COVID-19 as a result of occupational exposure, a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) must be lodged in accordance with Notice 193 published on 3 March 2020.

## Staff who are in contact with someone who tests positive for Covid-19

Where a staff member suspects possible exposure, he must immediately notify management and self-monitor for signs and symptoms of COVID-19. Additional precautions must be taken to ensure that there is no physical contact with any other staff member, that PPE is worn at all times and good hygiene measures are complied with.

If a staff member has come into contact with a confirmed COVID-19 case, the person must self-quarantine at home for 14 days while being monitored for symptoms and otherwise comply with Department of Health directives and guidelines

## Staff who live with someone who tests positive for Covid-19

Workers who are well but who have a sick family member at home with COVID-19 should notify their employer and refer to national health services guidance as to how to assess their potential exposure and the measures to take.

## Staff who develop Covid-19 symptoms at home

Staff who develop COVID-19 symptoms at home may not come to the workplace. Anyone with COVID‐19-like symptoms such as a sore throat, fever, sneezing, or coughing must self‐isolate at home for a minimum of 7 days from onset of symptoms and keep screening. Management must immediately be notified. The person will be placed on sick leave for this period.

If symptoms clear after 7 days and there is not further concern, the person may return to work but will be monitored.

If symptoms do not clear up, or get worse, the person should go to the closest testing centre for testing. Management must be kept informed. Based on the outcome of the test, the person may either return to work or follow the directions of the Health official.

No person may return to work until their symptoms are completely resolved.

## Staff who develop Covid-19 symptoms at the workplace

If there is reason to suspect that an employee has been infected with COVID-19  or an employee becomes ill at work during the day, the person will be isolated, given a FFP1 surgical mask and arrangements will be made for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing. See “**Person at workplace presents COVID-19 symptoms at workplace procedure”**

## Staff returning to work after quarantine, sick leave or isolation

Staff returning to work after isolation or quarantine period must undergo medical evaluation to confirm that they are fit to work and have tested COVID-19 negative.

* wear a surgical mask at all times while at work for a period of 21 days from the initial test
* implement social distancing measures and avoid contact with high risk staff
* adherence to hand hygiene, respiratory hygiene, and cough etiquette
* continued close monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

The post quarantine symptom screening register must be completed and checked for any additional symptoms.

# COMPENSATION FOR OCCUPATIONALLY ACQUIRED NOVEL CORONAVIRUS DISEASES (COVID-19)

Our business will deal with the COVID-19 pandemic and the process of submitting claims in accordance with Compensation of Injuries and Diseases Act, 130 of 1993 (COIDA) as follows:

## Diagnosis and acceptance of liability under COIDA

Diagnosis will be done based on the following factors:

* Occupational exposure to a known source of COVID-19.
* A reliable diagnosis of COVID-19 as per the WHO guidelines.
* An approved official trip and travel history to countries and/or areas of high risk for COVID-19 on work assignment.
* A presumed high-risk work environment where transmission of COVID-19 is inherently prevalent.
* A chronological sequence between the work exposure and the development of symptoms.

## Confirmatory tests

Sputum, nasopharyngeal or throat swab specimen collected from all patients at admission tested by real time polymerase chain reaction (PCR) for SARS-Cov-2 RNA performed within three hours of collection.

## Claims

Occupationally acquired COVID 19 cases will be reported in the prescribed format within 14 days of receipt of notice from the affected employees. This report will include all the relevant exposure, medical and earnings information pertaining to the claims in line with the requirements of section 65 of COIDA.

* First Medical Report in respect of an Occupational Disease indicating U07.1 as the ICD-10 code for COVID-19.
* Exposure History and/or any other appropriate employment history which should include any information that will be helpful to the adjudication of the claim.
* A medical report on the employee’s symptoms that details the history, establishes a diagnosis of COVID-19 and laboratory results and chest radiographs where appropriate or any other information relevant to the claim.

## Adjudication

All claims for potential occupationally acquired COVID 19 will be treated as prescribed in section 65 and 66 of COIDA which for the sake of clarity reads as follows:

### 65. COMPENSATION FOR OCCUPATIONAL DISEASES

1) Subject to the provisions of this Chapter, an employee shall be entitled to the compensation provided for and prescribed in this Act if it is proved to the satisfaction of the Director-General:

a. that the employee has contracted a disease mentioned in the first column of Schedule 3 and that such disease has arisen out of and in the course of his or her employment; or

b. that the employee has contracted a disease other than a disease contemplated in paragraph (a) and that such disease has arisen out of and in the course of his or her employment.

2) If an employee has contracted a disease referred to in subsection (1) and the Director-General is of the opinion that the recovery of the employee is being delayed or that his temporary total disablement is being prolonged by reason of some other disease of which the employee is suffering, he may approve medical aid also for such other disease for so long as he may deem it necessary.

3) If an employee has contracted a disease referred to in subsection (1) resulting in permanent disablement and that disease is aggravated by some other disease, the Director-General may in determining the degree of permanent disablement have regard to the effect of such other disease.

4) Subject to section 66, a right to benefits in terms of this Chapter shall lapse if any disease referred to in subsection (1) is not brought to the attention of the commissioner or the employer or mutual association concerned, as the case may be, within 12 months from the commencement of that disease.

5) For the purposes of this Act the commencement of a disease referred to in subsection (1) shall be deemed to be the date on which a medical practitioner diagnosed that disease for the first time or such earlier date as the Director-General may determine if it is more favourable to the employee.

6) The provisions of this Act regarding an accident shall apply mutatis mutandis to a disease referred to in subsection (1), except where such provisions are clearly inappropriate.

### 66. PRESUMPTION REGARDING CAUSE OF OCCUPATIONAL DISEASE

If an employee who has contracted an occupational disease was employed in any work mentioned in Schedule 3 in respect of that disease, it shall be presumed, unless the contrary is proved, that such disease arose out of and in the course of his employment.

# CONTINGENCY AND BUSINESS CONTINUITY PLAN

A documented contingency and business continuity plan will help prepare for the possibility of an outbreak of COVID-19 in the workplace/s or community.

A plan must be put in place to deal with the current situation and mitigate any risks or potential risks that have been identified due to the COVID-19 and which could possibly impact the operational ability of the entity. This includes the ability to deliver services within the agreed and communicated service level agreements with customers.

The plan will address how to keep the business running even if a significant number of workers, contractors and suppliers are not available either due to local restrictions on travel or because they are ill.

The following will be considered:

**Absenteeism.**

Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centres are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.

**Change in patterns of commerce.**

Consumer demand patterns may change with certain items playing a larger role than before, and others reducing significantly. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.

**Interrupted supply/delivery.**

Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

Senior management must take responsibility for managing the impact of the COVID-19 on the business and regularly review whether the approach being followed adequately addresses all the identified risks and ensures fair treatment to all customers at all times.

There must be clear and continuous communication to all internal and external stakeholders and customers regarding the current business continuity plan, processes or procedures that might change and the way forward regarding the mitigation of the risks.

PROCEDURES

# WORKPLACE SCREENING PROCEDURE

This document provides the procedures to be followed to ensure that workers and members of the public who enter the workplace are screened for symptoms related to the COVID-19 virus

The purpose is to:

* Identify and diagnose workers at risk of COVID-19 infection at an early stage
* Refer these workers for appropriate treatment, care and timeous return to work
* Protect other unaffected workers, visitors, customers and the general public

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting everyone at the workplace.

## Procedure

Every person who enters the workplace must be screened for COVID-19 related symptoms before entering the workplace.

Any symptoms must be reported to management before the person enters the workplace so that a decision can be made as to the person’s access to the premises or continued attendance at work, or any other action to be taken. The current criteria for the identification of persons under investigation (PUI) are:

* Cough
* sore throat
* shortness of breath or fever/chills
* ≥ 37.5°C measured temperature

At point of entry, or in the past 24 hours.

This will be done by: [examples provided, to be customised. ]

|  |  |  |
| --- | --- | --- |
| TASK | DOCUMENT | CONTROL |
| * Staff declaration
 | * Register
* Whatsapp
 | * No person permitted entry or exit without completing declaration
* Register audit
 |
| * Physical observation
 | * Register
 | * No person permitted entry or exit without being checked
* Register audit
 |
| * Temperature testing
 | * Register
 | * No person permitted entry or exit without being checked
* Register audit
 |

Should any person present any symptoms, then the person may not be permitted entry and procedure for persons who present COVID-19 symptoms must be followed.

## Ongoing screening

All persons who are present at the workplace are required to continuously self-monitor themselves for any signs and symptoms of COVID-19.

Staff must report during the course of a shift whether they are exhibiting any of the symptoms of Covid-19 infection (coughing, chills, sore throat, shortness of breath, body pains, diarrhoea, fever of 37.5 or higher) If any staff member experiences these symptoms, he or she may not stay on the premises, but must be provided with a surgical mask and the proper procedure followed.

Designated and trained health and safety officers must take each employee’s temperatures using appropriate equipment or instruments:

• at the start of a shift

• every four hours after the shift commences.

Any employee whose temperature is 37,5 degrees or above should immediately be moved to an isolated observation room for a second measurement. If the second test measurement also exceeds 37,5 degrees, the employee must be returned home for self-quarantine, provided with a surgical mask and not be permitted to enter or stay on the premises.

Records of the temperatures of each employee must be kept.

**HOW TO WASH OR SANITISE HANDS PROCEDURE**

This document describes the procedure to be followed when washing or sanitising hands.

**When must hands be washed or sanitised**

Staff are required to properly clean their hands when:

* Before and after using public transport
* Before and after using company transport or vehicles
* Before entering the workplace
* Regularly at the workplace
* Between each interaction with a member of the public
* Before putting on and after removing any PPE such as a facemask
* Before and after providing routine care for another person who needs assistance
* After contact with any frequently touched surface ( keyboards, screens, phones, door handles, work surfaces, cutlery and crockery etc.)
* After using a cellular phone
* After working with personal items such as a handbag
* Before and after using high touch items such as printers
* Before and after smoking
* After blowing one’s nose, coughing, or sneezing
* After using the restroom
* Before and after preparing or eating food
* After contact with animals or pets.
* Wash hands when they are visibly soiled

**DO NOT TOUCH YOUR EYES, NOSE OR MOUTH, OR ANY OTHER PERSON WITH UNWASHED HANDS**

**Washing hands**



**DO NOT USE ANY FABRIC TOWELLING TO DRY HANDS**

**Using hand sanitiser**



**ONLY USED APPROVED 70% ALCOHOL BASED SANITISER**

# HOW TO USE A FACEMASK PROCEDURE

This document describes the procedure to be followed in respect of wearing approved facemasks at work, and in public places. Face masks must be worn in all public places and at the workplace.

## Disposable masks

Inspect the packaging and the face mask for damage or holes before use. Do not use damaged or soiled disposable masks. Use the mask only as instructed: do not re-use single use masks

Before putting on your mask, always ensure your hands are properly clean by using an alcohol-based sanitizer or washing your hands for 20 seconds using soap and water.



Fit the mask properly to cover your mouth and nose, also be sure that no open gaps are present where the mask meets your face, various masks are fitted with a metal strip that can be used to ensure the mask seals tightly around the nose; this also assists in keeping the mask in place.

Avoid touching the mask while using it. If you are going to touch the mask, clean and sanitized your hands before touching the mask, as well as after.



When removing the face mask - remove it from behind (do not touch the front of the mask); discard immediately in the designated closed bin; clean hands with alcohol-based hand rub or soap and water.



## Cloth mask requirements

Cloth masks cannot prevent the risk of contracting the virus in aerosol form (as found in a contaminated atmosphere). This requires very fine and highly specialised filters capable of trapping microscopic viral particles. The shortage of medical grade masks globally and in South Africa means members of the public should not use these critical resources at the expense of frontline health workers.

Every worker should have at least two cloth masks per person

All components should be durable and must maintain their integrity during the full expected life span of the product or components. All masks should be accompanied by instructions clearly stating what the limitations of a mask are and when the mask or its components must be replaced.

Masks must be breathable. If a mask prevents someone from breathing easily, it will present a serious danger to the health of the wearer - not only from becoming oxygen deprived but also because the mask will promote risky behaviour like the need to touch the face and remove or adjust the mask during wear, increasing the risk of transmission of the virus.

Masks must fit properly, and be comfortable to wear, ideally covering at least 50% of the length of the nose and fit to 25mm under the chin. Discomfort will undermine one’s health by promoting the need to touch the face and remove or adjust the mask during wear.

* Make sure the inner layer fabric does not irritate the skin.
* A new prototype can be easily tested for comfort by wearing it for 30 minutes.

To ensure optimum performance as a barrier:

* Fabrics should not contain any toxic chemicals or excessive lint.
* Use nonwoven or woven fabrics with the highest possible yarn density and very small spaces

between fibres.

* Thicker fabrics will provide more resistance if they have a tight weave but must allow easy
* breathing during wear.
* Fabrics should not be absorbent and become wet. They should exhibit an amount of water resistance. They should be breathable to allow water vapour to escape and not condensate on the inside. Fabrics should not allow liquids to move through them.
* The ties or elastics used to fit the mask to the face should not be designed to require that the wearer touches the front of the mask at all.

## Using a cloth mask

It is very important that cloth masks are used correctly. Incorrect use might result in users putting themselves at risk of spreading Covid-19.

## Putting a mask on

* Only use a mask that has been washed and ironed.
* Wash your hands before putting the mask on.
* Place the mask with the correct side facing your face and ensure that it covers both your nose and mouth properly.
* Tie the strings behind your head, or if you are using elastic bands, make sure these are tight.
* Make sure it fits well. Move it around to get the best fit. Do not touch the cloth part.
* Once you have put on the mask, DO NOT TOUCH YOUR FACE again until you take it off.
* Face-masks must not be lowered when speaking, coughing or sneezing.

## Removing a mask

* When you take your mask off, undo the ties, and carefully fold the mask inside out, hold it by the strings/elastic and place the mask in a container reserved for washing the cloth mask.
* Wash your hands thoroughly and dry before doing anything else.
* Wash cloth masks with soap and hot water, rinse thoroughly and iron when dry.

## Cleaning cloth masks

Disinfection of all the components should be easy to carry out at home and components must not deteriorate with use/cleaning.

Masks can be disinfected by washing in hot water and soap and preferably being ironed or soak the cloth for at least 5 minutes in boiling temperature water (do not boil while soaking).

* Cleaning (soil or stain removal) of outer material must be easy.
* Fabrics must be easily washable, fast drying and have good appearance retention.
* The barrier layers should not increase in permeability with cleaning and resultantly decrease in functionality over time.

## Training videos

The following videos are useful to watch:

* Mask Wearing 101: How to Properly Use & Re-use a Mask 5 minutes 03 seconds

<https://youtu.be/JwPWdkbyizw>

* How to stop glasses steaming up whilst wearing a face mask – 5 minutes 42 seconds

<https://youtu.be/LlO4S2iRDD0>

## Designs for fabric masks

* Different fabric constructions and innovations have different properties and functions, however as a rule, a mask should be designed from at least two layers of suitable fabric or three layers of such fabric (two layers plus an extra third barrier layer in the centre).
* The outer layer (which faces towards other people) Make this from a nonwoven or thicker woven fabric that is preferably hydrophobic or water repellent. It should not wet easily and must be easy to clean and be quick drying. The outer layer should be suitable for the design. Avoid stretch materials (knits like t-shirt materials) as the outer layer since the space between fibres will become larger when worn over the face.
* The inner layer (which sits against the face) must be comfortable against the skin. It can be made from the same material as the outer layer. It must not wet easily or accumulate wetness with breathing, (cotton or viscose rayon are highly water absorbent and might become wet against the skin) and it must not inhibit breathing. Polyester or nylon is preferred
* If a middle/ filter layer is used to enhance the barrier function of the product, choose a textile that is able to inhibit the transfer of small particles. This layer should not inhibit breathing. The filter should be big enough to cover fluid excretions exiting from the mouth during coughing or sneezing.
* Ensure the wearer knows how to distinguish between the inner and outer layers to prevent wearers from placing the wrong side against their faces.
* Special needs may arise within some groups of society (such as hearing-impaired individuals who rely on lip reading) whose needs should also be considered when making masks.

**ANY CLOTH MASKS USED MUST COMPLY WITH THE DIRECTIONS ISSUED BY THE DEPARTMENT OF HEALTH**

http://www.thedtic.gov.za/wp-content/uploads/Updated\_Recommended\_Guidelines\_Fabric\_Face\_Masks.pdf .

**USING DISPOSABLE GLOVES SAFELY PROCEDURE**

This document describes the process to be followed when using disposable gloves.

**BACKGROUND**

When working with chemicals, cleaning fluids or other substances, it is important that any contaminant on the outer surface of the glove is not transferred onto the skin or other ‘clean’ objects including other items of PPE. The skin is the largest organ of the body and it is important to safeguard it. If the correct procedure is not followed skin irritation as well as cross-contamination can result.

**PROCEDURE**

PUTTING GLOVES ON

* Gloves must be the correct size, clean and undamaged.
* Make sure you are using a clean surface
* Remove all watches, rings, and other jewellery before putting on your gloves. This helps prevent any accidental rips or tears
* Wash and properly dry your hands
* Insert hands into gloves, making sure that you properly insert all fingers, without damaging the gloves.
* Do not touch your face, mouth or nose, or any unprotected skin with your hands once your gloves are on

REMOVING GLOVES

The most important thing to remember when removing your gloves is to not touch the outside of the glove because then you could get unwanted liquids or substances on your skin.



* Wash your hands in the gloves with soap and water
* Pinch and hold the outside of your glove near the wrist area
* Peel downwards, away from the wrist, turning the glove inside out.
* Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
* With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.
* Peel downwards, away from the wrist, turning the glove inside out.
* Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.

# PERSON WHO PRESENTS COVID-19 SYMPTOMS AT WORKPLACE PROCEDURE

This document provides the procedures to be followed in the event a person presenting COVID-19 symptoms at the workplace

The purpose is to:

* Identify and diagnose workers at risk of COVID-19 infection at an early stage
* Refer these workers for appropriate treatment, care and timeous return to work
* Protect other unaffected workers, visitors, customers and the general public

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting everyone at the workplace.

## PROCEDURE

Any person presenting COVID-19 symptoms before entering the workplace will not be allowed to enter and must go home and continue monitoring themselves.

## Separation

Anyone presenting symptoms at work must be kept separate from other persons until they are able to leave for home or testing which should occur as soon as possible.

## Facemask

Staff who feel unwell or exhibit COVID-19 symptoms at the workplace must be provided with an FFP1 surgical mask and isolated in a designated room or area. Face masks must be worn by ill employees and customers to contain respiratory secretions until they are able leave the workplace (that is, for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission.

## Temperature

Where a staff member has a high temperature only, but no other symptoms, the person should be re-tested to see if this is still high. If this is the case, continue with the process below. If the person’s temperature has returned to normal, he or she may be permitted to go back to work, but the person should continue to be tested every 4 hours for the balance of the day.

## Emergency services

If it is an emergency (if they are seriously ill or injured or their life is at risk) then you should call emergency services and explain the situation and relevant information, such as current symptoms. The public health service must be contacted for advice if necessary.



Emergency services: …………………………….

 Public Health Service: ………………………….

Whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. The number of people entering the isolation area must be restricted.

If possible open a window for ventilation.

They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

## Transporting the person for Testing

Arrangements must be made for the person to be referred to or transported to the closest testing station.

The closest testing site is:

NAME

ADDRESS

Where the person must be transported to the nearest centre for testing, precautions must be taken to ensure that there is no contamination during the transportation. The person should be seated in the back seat with the window open if possible and keep as far away as possible from the driver. Arrangements must be made for the person to go home after testing if this is required.

The vehicle must be properly sanitised afterwards.

## Results

On receiving their results the employee and/or health professional supporting the employee should notify their workplace so that the employee is managed accordingly. The workplace should proactively take steps to obtain this information to avoid any delays in reporting.

The worker must follow any oral or written instruction given by a medical practitioner or person authorised by him, nurse or enforcement officer to:

* Go to or be taken to a health establishment or place to be quarantined
* Quarantine him or herself

Pending the final determination of his or her status.

No-one may refuse to be medically examined or tested, admitted to a health establishment, quarantine or isolation, or mandatory prophylaxis or treatment which is required to prevent transmission. An enforcement officer is authorised to issue an instruction or order in this regard.

Where a person does not comply with such instruction, he or she will be placed in quarantine for up to 48 hours pending a court order. The enforcement officer will apply for the order.

## Workplace Hygiene

The risk of transmission must be assessed. Their workstation(s) and/or workplace/tools that they were using as part of their job must be cleaned and disinfected.

Workers who may be at risk must be sent for for screening and any other appropriate measure to prevent possible transmission.

## Leave

Staff who are sick or have symptoms associated with the COVID–19 may not come to work and must take paid sick leave in terms of section 22 of the BCEA.

Each permanent employee is entitled to a “sick leave cycle” for every 36 months’ employment with the same employer. During every sick leave cycle, an employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks. Usually (for an employee who works 5 days a week), this equates to 30 days’ sick leave per 36 months of employment.

The Employee must produce a medical certificate as per the BCEA rules and can send a copy via email or their mobile phones to keep in line with limited to no physical contact. The medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council.

The business is not required to pay employees for sick leave taken when the sick leave entitlement has been exhausted, however authorised unpaid leave can be considered.

Where sick leave has been exhausted, the H&S directive makes allowance for employees to be paid ‘illness benefits’ in terms of the COVID-19 TERS directive issued on 25 March 2020. An application must be made for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.

The COVID-19 TERS directive provides illness benefits initially intended for a 14-day period of agreed self-quarantine as a precautionary measure. This includes situations where an employee is asymptomatic. No medical certificate is needed for the first 14 days but the employer and employee have to submit a letter of proof that they have agreed to “special leave”. In addition to the letter referred to above, there is certain other documentation that has to be submitted (See “UIF Easy-Aid Guide”).

The COVID-19 TERS directive further allows for the 14-day quarantine period to be extended, provided that a medical certificate and ‘a continuation form for payment’ are submitted to the UIF.

# PERSON WHO IS TESTED COVID-19 POSITIVE AT THE WORKPLACE PROCEDURE

This document provides the procedures to be followed in the event a person tests positive for COVID-19 at the workplace

The purpose is to:

* Identify and diagnose workers at risk of COVID-19 infection at an early stage
* Refer these workers for appropriate treatment, care and timeous return to work
* Protect other unaffected workers, visitors, customers and the general public

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting everyone at the workplace.

## PROCEDURE

Any person who is diagnosed as COVID-19 positive may not come to work. He or she must immediately notify their manager and the designated public health services for further advice.

The designated public health services will be in contact with the affected person directly to advise on isolation and identifying other contacts to whom they will give appropriate advice.

The person must not come into contact with other employees or any client or any person who may visit the client premises, to ensure that the immediate risk of the spread of the virus is minimised. He or she must be isolated and/or placed in quarantine as per the requirement in terms of relevant Government Regulations.

In all such instances this must be reported immediately as follows to all of the channels:

* …………….. must be informed and the incident logged.
* …………….. must immediately inform ……………………..

The matter must immediately be reported to the Department of Health and the Department of Employment and Labour so that contact tracing can happen within 24 hours



Department of Health: 0800 029 999

 Department of Employment and Labour: ………………………….

An investigation into whether the employee contracted the virus outside the workplace or as a result of work activities or during the performance of work activities will be required.

Investigate the cause including any control failure and review the workplace risk assessment to ensure that the necessary controls and PPE requirements are in place

## Contact details

The latest contact details of the employee and any alternative contact details must be available and on record.

## At the Workplace:

All staff are required to give administrative support to any contact-tracing measures implemented by the Department of Health

A decision must be made as to whether it will be necessary to close the workplace or not. In the event of a COVID-19 outbreak at the workplace.

Key decision makers who will decide if the business has to close:

|  |
| --- |
|  |

Responsible for dealing with the media:

(A holding statement to send to media should the business be exposed to COVID-19 can be drafted in anticipation of this)

|  |
| --- |
|  |

A positive COVID-19 test in an employee will require all potential contacts in the workplace to be assessed. A thorough investigation must be conducted to identify other employees, client employees or individuals visiting a client site that came within a 2 metres (radius) 2 metres with the positively tested employee.

This includes:

* any worker that has been in close face-to-face or touching contact
* anyone who has spent any length of time with the worker while he or she was symptomatic
* anyone who has cleaned up any bodily fluids
* close friendship groups or workgroups
* any worker living in the same household as a confirmed case

If a worker is confirmed to have COVID-19, …………………………… will inform fellow workers of their possible exposure to COVID-19 in the workplace but ensure that strict confidentiality is maintained. How staff will be notified:

|  |
| --- |
|  |

Workers who may be at risk must be sent for screening and any other appropriate measure to prevent possible transmission. The “Procedure for when a staff member has come into contact with a COVID-19 positive person at the workplace” must be followed.

## Employee works at client site

If the employee that tested positive worked at a client site the client must be informed about the positive test to ensure that appropriate action. In such instances, ……………….. will co-ordinate interaction with the client.

## Workplace Hygiene

The workplace must be thoroughly cleaned and sanitised according to the procedure for cleaning workplace where there has been a positive COVID-19 case.

## Staff returning to work

Employees will only be allowed to return to work if in possession of a valid medical certificate stipulating when the employee may return to work and/or having undergone a mandatory required quarantine or isolation period as prescribed in a Government Regulation of Act or by a medical practitioner.

Staff returning to work after isolation or quarantine period must follow general work restrictions that include:

* wearing a surgical mask at all times while at work for a period of 21 days from the initial test
* implement social distancing measures as appropriate
* adherence to hand hygiene, respiratory hygiene, and cough etiquette
* continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

The post quarantine symptom screening register must be completed and checked for any additional symptoms.

Persons who have become seriously ill may require special consideration even after being declared fit for work. There are some indications that coronavirus patients may suffer from reduced lung capacity following a bout of the disease. Workers in this situation may need their work to be adapted and may need time off to undergo physiotherapy. Workers who have had to spend time in intensive care (IC) may face specific challenges.

**Muscle weakness**.

This is more serious the longer someone has been in IC. The reduced muscle capacity also manifests itself, for example, in respiratory complaints. Another common but less frequently recognised phenomenon is Post Intensive Care Syndrome (PICS).

**Problems with memory and concentration.**

These complaints often only develop over time. The symptoms visible at work are memory and concentration problems, difficulty performing the tasks satisfactorily and poorer problem-solving skills. It is important to be alert to this if you know that someone has been in IC.

## Privacy and stigma

It is important to address these issues with sensitivity and to respect workers’ privacy and confidentiality.

Be aware of the risk that workers who have been ill with COVID-19 may suffer stigma and discrimination and this must be properly managed.

## Leave

Staff who are sick or have symptoms associated with the COVID–19 may not come to work and must take paid sick leave in terms of section 22 of the BCEA.

Each permanent employee is entitled to a “sick leave cycle” for every 36 months’ employment with the same employer. During every sick leave cycle, an employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks. Usually (for an employee who works 5 days a week), this equates to 30 days’ sick leave per 36 months of employment.

The Employee must produce a medical certificate as per the BCEA rules and can send a copy via email or their mobile phones to keep in line with limited to no physical contact. The medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council.

It is not required to pay employees for sick leave taken when the sick leave entitlement has been exhausted, however authorised unpaid leave can be considered.

Where sick leave has been exhausted, the H&S directive makes allowance for employees to be paid ‘illness benefits’ in terms of the COVID-19 TERS directive issued on 25 March 2020. An application must be made for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.

The COVID-19 TERS directive provides illness benefits initially intended for a 14-day period of agreed self-quarantine as a precautionary measure. This includes situations where an employee is asymptomatic. No medical certificate is needed for the first 14 days but the employer and employee have to submit a letter of proof that they have agreed to “special leave”. In addition to the letter there is certain other documentation that has to be submitted (See “UIF Easy-Aid Guide” The COVID-19 TERS directive further allows for the 14-day quarantine period to be extended, provided that a medical certificate and ‘a continuation form for payment’ are submitted to the UIF.

## COIDA and sick leave

Covid-19 has been declared an occupational disease. If an employee is absent due to contracting the Coronavirus out of and in the course of his or her employment, it will not be regarded as sick leave. Instead it would be covered in terms of the Compensation for Occupational Injuries and Diseases Act of 1993 (COIDA).

The employee must as soon as possible after the commencement of a disease give written notice thereof to his or her employer or to the employer where he or she was last employed, and he or she may also give written notice of the said disease in the prescribed manner to the compensation commissioner.

The employer must lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (COIDA). The necessary Injury on Duty (IOD) forms must be completed and the incident must be reflected on WCA as IOD – Covid – 19. This is in accordance with a notice published in the Government Gazette on 23 March 2020 (the ‘COIDA notice’). In terms of the COIDA notice, payment for total temporary disablement will be made by the Compensation Fund for as long as the disablement continues (i.e. as long as the employee is booked off), but not for a period exceeding 30 days.

## Dismissing sick employees

**Schedule 8: Code of Good Practice Dismissals**

If an employee is temporarily unable to work the employer must investigate the extent of the illness.

If the illness can result in a prolonged absence from work, alternatives to a dismissal must first be considered. The factors to take into account in considering alternatives to dismissal include:

* the seriousness of the illness
* the period of absence
* the nature of the employee’s job, and
* whether a temporary replacement can be found

The employee must be involved in this process and be given the opportunity to submit any recommendations.

Once proper procedure has been followed, if there is no alternative, then dismissal may be considered.

# PROCEDURE FOR WHEN A STAFF MEMBER HAS COME INTO CONTACT WITH A COVID-19 POSITIVE PERSON AT THE WORKPLACE

This document describes the procedure to be followed where staff have been in contact at the workplace with a person who has tested positive for COVID-19.

If a confirmed case is identified in your workplace, contact the COVID Hotline for advice. If someone has been confirmed COVID-19 positive, the procedure for staff who are COVID-19 positive must be followed. Workers exposed to a co-worker with confirmed COVID-19 must be given instructions on what to do according to company policies and the national authorities´ guidance.

A confirmed case of COVID-19 in the workplace will cause anxiety among co-workers and some may become stressed. Clear communication is important, directing workers to reliable sources of information about COVID-19. Managers should be supportive and understanding and as far as possible flexible on work arrangements.

## Definitions

### High risk, confirmed COVID-19 exposure, asymptomatic:

Close contact within 1 metre of a COVID-19 confirmed case for >15 minutes without PPE (no face cover/eye cover) or with failure of PPE and/or direct contact with respiratory secretions of confirmed COVID-19 case (clinical or laboratory).

### Low risk, suspected COVID-19 exposure, asymptomatic:

>1 metre away from a COVID-19 confirmed case for <15 minutes OR within 1 meter but wearing PPE (face cover, eye cover). Also consider lower risk if COVID case was wearing a surgical mask (source control).

## Procedure

Staff must be asked whether:

* They have had face to face contact with the infected person (within 1 meter)
* They were exposed to any bodily fluids of the person, and if so, what and where
* They had direct contact with the environment where the confirmed COVID-19 person was touching or in contact with
* What personal protection equipment was being worn
* Whether the removal and replacement of PPE was done according to protocol
* Whether hand hygiene was done after touching the person’s surroundings or cleaning
* Whether high touch surfaces and other areas that the person was in, was being cleaned and sanitised regularly

The line manager must assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk).

### Low risk, suspected COVID-19 exposure, asymptomatic:

For low-risk exposures to a confirmed COVID-19 positive case, workers can continue to work with self-monitoring (twice daily temperature an daily symptom check) for 14 days after last COVID-19 exposure. (use symptom monitoring form below)

### High risk, confirmed COVID-19 exposure, asymptomatic:

Notify exposure to NICD.

Staff member must perform daily symptom self-check and complete the symptom monitoring form until 14 days since last COVID-19 exposure. Exposure to other persons in the household should be limited and PPE and hygiene measures must be maintained.

Identify persons who have conditions that put them at higher risk of serious illness (older people (>60 years) and those with chronic conditions (including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immunosuppression) and pregnant workers) and advise them to take additional precautions.

If the person is asymptomatic through day 7, consider for return to work, following a negative RT-PCR on day 8.

If possible COVID-19 symptoms develop, then the procedure for workers who show COVID-19 symptoms must be followed

At the Workplace:

* Assess all potential contacts in the workplace
* inform the Department of Health and the Department of Employment and Labour
* Investigate the cause including any control failure and review the workplace risk assessment to ensure that the necessary controls and PPE requirements are in place
* give administrative support to any contact-tracing measures implemented by the Department of Health

The management team of the office or workplace will be contacted by the designated public health services to discuss the case, to identify people who have been in contact with them and to advise on any actions or precautions that should be taken.

A risk assessment of each situation will be undertaken by the designated public health services with the lead responsible person in your workplace. They will provide advice on how to manage staff and members of the public, based on their assessment of the risk. The designated public health services will provide advice to:

* any worker that has been in close face-to-face or touching contact
* anyone who has spent any length of time with the worker while he or she was symptomatic
* anyone who has cleaned up any bodily fluids
* close friendship groups or workgroups
* any worker living in the same household as a confirmed case

Staff who have not had close contact with the original confirmed case may not need to take any precautions other than monitoring their health for symptoms and can continue to attend work.

The designated public health services will also be in contact with the affected person directly to advise on isolation and identifying other contacts to whom they will give appropriate advice.



REGULATORY

# PENALTIES - DISASTER MANAGEMENT ACT REGULATIONS

There is a zero-tolerance in respect of measures implemented to comply with the Regulations. Any person found contravening any measure implemented in terms of the Act or Regulations will be subject to disciplinary measures, including and up to dismissal.

Should the contravention constitute an offence, the appropriate law enforcement will be notified which may result in additional criminal sanction of a fine and up to six months imprisonment which means a criminal record.

Anyone who intentionally exposes anyone else to COVID-19 can be prosecuted, including for assault, attempted murder or murder.

No-one may intentionally misrepresent that he, she or any other person is infected with COVID-19

No-one may publish any statement through any medium, including social media, intending to deceive anyone else about COVID-19, the COVID-19 infection status of any person or any measure taken by the Government to address COVID-19

No-one may hinder, interfere with or obstruct an enforcement officer performing his duties in terms of the Regulations

Disclosing any information in the COVID-19 database or any information obtained through this is not allowed

Misuse or unauthorized disclosure of contact tracing information is not allowed

*16(1) Every person is confined to his or her place of residence*

Not remaining confined to your place of residence (stay at home!) except for permitted activities is not allowed

*16(2) A person may only leave their place of residence to-*

*(a) perform an essential or permitted service, as allowed in Alert Level 4;*

*(b) go to work where a permit which corresponds with Form 2 of Annexure A, has been issued;*

*(c) buy permitted goods;*

*(d) obtain services that are allowed to operate as set out in Table 1 to the Regulations:*

*(e) move children, as allowed;*

*16(4) Movement between provinces. metropolitan areas and districts are prohibited except-*

*(a) for workers who have a permit to perform an essential or permitted service who have to commute to and from work on a daily basis:*

*(b) the attendance of a funeral, as allowed;*

*(c) the transportation of mortal remains; and*

*(d) for learners who have to commute to and from school or higher education institutions on a daily basis during periods when those institutions are permitted to operate.*

Moving between provinces, metropolitan areas and districts except for activities that are permitted is not allowed

*19. A competent court may grant an order for the eviction of any person from land or a home in terms of the provisions of the Extension of Security of Tenure Act 62 of 1997 and the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998: Provided that any order of eviction shall be stayed and suspended until the last day Alert Level 4. unless a court decides that it is not just and equitable to stay and suspend the order until the last day of the Alert Level 4 period.*

No unlawful evictions are permitted

*24. (1) Any place or premises normally open to the public where religious,*

*cultural, sporting, entertainment. recreational, exhibitional, organisational or similar activities may take place. is closed.*

Opening any place (which is usually open to the public, such as an office canteen, or pub) for religious, cultural, sporting, entertainment, recreational, exhibitional, organisational or similar activities is not allowed

*(2) Any place or premises normally open to the public or where people may gather, are prohibited. These include-*

*(a) public parks, sports grounds and fields, beaches and swimming pools;*

*(b) flea markets;*

*(c) fêtes and bazaars:*

*(d) night clubs;*

*(e) casinos;*

*(f) hotels, lodges, bed and breakfasts, airbnbs', timeshare facilities and resorts, and guest houses, except to the extent that they are required for remaining tourists confined to hotels, lodges and guest houses;*

*(g) private and public game reserves except to the extent that they are required for remaining tourists confined to private and public game reserves;*

*(h) holiday resorts except to the extent that they are required for remaining tourists confined to such holiday resort;*

*()i) taverns and shebeens, or similar establishments; theatres and cinemas; and*

*(k) museums.*

Going to premises normally open to the public where people gather, such as the beach, public parks, sports grounds and fields, swimming pools, flea markets, fetes and bazaars, night clubs, casinos, hotels, lodges B & B, Air B & B’s, game reserves, holiday resorts, taverns and shebeens, theatres and cinemas and museums, is not allowed. Only people who provide security or maintenance services may go to these places for work purposes.

*27. The sale of tobacco, tobacco products, e- cigarettes and related products is prohibited.*

Selling tobacco, tobacco products, e-cigarettes and related products is not allowed

# PENALTIES - WORKPLACE SAFETY

Any contravention of the Directive constitutes a contravention of an obligation or prohibition under OHSA ,and the offences and penalties provided for in section 38 of OHSA apply.

**ACTS OR OMISSIONS BY EMPLOYEES OR MANDATARIES**

(1) Whenever an employee does or omits to do any act which it would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then, unless it is proved that-

(a) in doing or omitting to do that act the employee was acting without the connivance or permission of the employer or any such user

(b) it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and

(c) all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question,

the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.

(2) The provisions of subsection (1) shall mutatis mutandis apply in the case of a mandatary of any employer or user, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of this Act.

(3) Whenever any employee or mandatary of any employer or user does or omits to do an act which it would be an offence in terms of this Act for the employer or any such user to do or omit to do, he shall be liable to be convicted and sentenced in respect thereof as if he were the employer or user.

(4) Whenever any employee or mandatary of the State commits or omits to do an act which would be an offence in terms of this Act, had he been the employee or mandatary of an employer other than the State and had such employer committed or omitted to do that act, he shall be liable to be convicted and sentenced in respect thereof as if he were such an employer.

 (5) Any employee or mandatary referred to in subsection (3) may be so convicted and sentenced in addition to the employer or user.

(6) Whenever the employee or mandatary of an employer is convicted of an offence consisting of a contravention of section 23, the court shall, when making an order under section 38(4), make such an order against the employer and not against such employee or mandatary.

**38. OFFENCES, PENALTIES AND SPECIAL ORDERS OF COURT**

(1) Any person who-

(a) contravenes or fails to comply with a provision of section 7, 8, 9, 10(1), (2) or (3), 12, 13, 14, 15, 16(1) or (2), 17(1), (2) or (5), 18(3), 19(1), 20(2) or (4), 22, 23, 24(1) or (2), 25, 26, 29(3), 30(2) or (6), 34 or 36;

(b) contravenes or fails to comply with a direction or notice under section 17(6), 19(4) or (7), 21(1) or 30(1)(a), (b) or (c) or (3), (4) or (6);

(c) contravenes or fails to comply with a condition of an exemption under section 40(1);

(d) in any record, application, statement or other document referred to in this Act wilfully furnishes information or makes a statement which is false in any material respect;

(e) hinders or obstructs an inspector in the performance of his functions;

(f) refuses or fails to comply to the best of his ability with any requirement or request made by an inspector in the performance of his functions;

(g) refuses or fails to answer to the best of his ability any question which an inspector in the performance of his functions has put to him;

(h) wilfully furnishes to an inspector information which is false or misleading;

(i) gives himself out as an inspector;

(j) having been subpoenaed under section 32 to appear before an inspector, without sufficient cause (the onus of proof whereof shall rest upon him) fails to attend on the day and at the place specified in the subpoena, or fails to remain in attendance until the inspector has excused him from further attendance;

(k) having been called under section 32, without sufficient cause (the onus of proof whereof shall rest upon him)-

(i) refuses to appear before the inspector;

(ii) refuses to be sworn or to make affirmation as a witness after he has been directed to do so;

(iii) refuses to answer, or fails to answer to the best of his knowledge and belief, any question put to him; or

(iv) refuses to comply with a requirement to produce a book, document or thing specified in the subpoena or which he has with him;

(l) tampers with or discourages, threatens, deceives or in any way unduly influences any person with regard to evidence to be given or with regard to a book, document or thing to be produced by such a person before an inspector under section 32;

(m) prejudices, influences or anticipates the proceedings or findings of an inquiry under section 32 or 33;

(n) tampers with or misuses any safety equipment installed or provided to any person by an employer or user;

(o) fails to use any safety equipment at a workplace or in the course of his employment or in connection with the use of plant or machinery, which was provided to him by an employer or such a user;

(p) wilfully or recklessly does anything at a workplace or in connection with the use of plant or machinery which threatens the health or safety of any person,

shall be guilty of an offence and on conviction be liable to a fine not exceeding R50 000 or to imprisonment for a period not exceeding one year or to both such fine and such imprisonment.

(2) Any employer who does or omits to do an act, thereby causing any person to be injured at a workplace, or, in the case of a person employed by him, to be injured at any place in the course of his employment, or any user who does or omits to do an act in connection with the use of plant or machinery, thereby causing any person to be injured, shall be guilty of an offence if that employer or user, as the case may be, would in respect of that act or omission have been guilty of the offence of culpable homicide had that act or omission caused the death of the said person, irrespective of whether or not the injury could have led to the death of such person, and on conviction be liable to a fine not exceeding R100 000 or to imprisonment for a period not exceeding two years or to both such fine and such imprisonment.

(3) Whenever a person is convicted of an offence consisting of a failure to comply with a provision of this Act or of any direction or notice issued thereunder, the court convicting him may, in addition to any punishment imposed on him in respect of that offence, issue an order requiring him to comply with the said provision within a period determined by the court.

(4) Whenever an employer is convicted of an offence consisting of a contravention of a provision of section 23, the court convicting him shall inquire into and determine the amount which contrary to the said provision was deducted from the remuneration of the employee concerned or recovered from him and shall then act with respect to the said amount mutatis mutandis in accordance with sections 28 and 29 of the Basic Conditions of Employment Act, 1983 (Act No. 3 of 1983), as if such amount is an amount underpaid within the meaning of those sections.

# DIRECTIONS IN RESPECT OF HYGIENIC WORKPLACE CONDITIONS SMALL BUSINESS

Where there are less than 10 employees, the following will be implemented:

A workplace risk assessment will be done and measures implemented to address any risks. The workplace will be arranged to ensure that employees are at least one and half metres apart or, if not practicable, physical barriers will be placed between them to prevent the possible transmission of the virus

Employees that present with the symptoms set out in clause 21 will not be permitted to work

Where an employee presents with symptoms, the COVID-19 hotline will immediately be contacted: 0800 02 9999 for instruction and the employee will be directed to act in accordance with those instructions

Cloth masks will be provided or employee will be required to wear some form of cloth covering over their mouth and nose while at work

Each employee will be provided with with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their workstations

Each employee will wash their hands with soap and sanitize their hands

Workstations must be disinfected regularly

**REGULATIONS AND DIRECTIONS**

**REGULATIONS:**

* Alert level 3 lockdown regulations, 28 May 2020
* Alert level 4 lockdown regulations, 29 Apr 2020
* Lockdown regulations amendment, 20 Apr 2020 – repealed 29 April 2020
* Lockdown regulations amendment, 16 Apr 2020 – repealed 29 April 2020
* Healthcare sector exemptions expansion, 8 Apr 2020
* ICT regulations, 6 Apr 2020
* Excessing pricing complaint referrals regulations, 3 Apr 2020
* Lockdown regulations amendment, 2 Apr 2020 – repealed 29 April 2020
* Public Finance Management Act: Exemption, 31 Mar 2020
* Municipal Finance Management Act: Exemption for municipalities, 30 Mar 2020
* Hotel industry exemption, 27 Mar 2020
* Export control regulations, 27 Mar 2020
* Lockdown regulations amendments, 26 Mar 2020 – repealed 29 April 2020
* Retail property exemption regulations, 24 Mar 2020
* Banking sector exemption regulations, 23 Mar 2020
* Price increase protection regulations and directions, 19 Mar 2020
* Healthcare sector exemptions, 19 Mar 2020
* Disaster management regulations, 18 Mar 2020 – repealed 29 April 2020
* Regulations on restrictions on the movement of air travel, 18 Mar 2020
* Ports regulations, 18 Mar 2020

**DIRECTIONS**

* Once-off long distance interprovincial transport directions, 1 May 2020
* Once-off movement directions, 30 Apr 2020
* Mineral resources and energy directions, 29 Apr 2020
* Occupational health and safety directions, 29 Apr 2020
* Amended guidance on the implementation of the provisions for essential goods and services for higher education institutions, 29 Apr 2020
* Superior courts directions, 21 Apr 2020
* Guidance on the implementation of the provisions for essential goods and services for higher education institutions, 17 Apr 2020
* Water and Sanitation Emergency Procurement, 15 Apr 2020
* Mineral resources and energy directions, 11 Apr 2020
* Sports, arts and culture directions, 9 Apr 2020
* Correctional services and remand detention facilities directions, 9 Apr 2020
* Call centre directions, 9 Apr 2020
* Health directions, 8 Apr 2020
* Amended COVID-19 temporary employee / employer relief scheme, 8 Apr 2020
* Social development directions amendment, 7 Apr 2020
* Public transport lockdown directions amendment, 7 Apr 2020
* Amended sea port directions, 7 Apr 2020
* Amended electronic communications, postal and broadcasting directions, 6 Apr 2020
* Small Business Development directions, 6 Apr 2020
* Tourism directions, 2 Apr 2020
* Courts, court precincts and justice service points directions, 31 Mar 2020
* Environmental directions, 31 Mar 2020
* Amended air services amendment directions, 31 Mar 2020
* Amended transport directions for buses and taxis, 31 Mar 2020
* Amended transport directions: Learner's and driving licences, 30 Mar 2020
* Amended directions to municipalities and provinces, 30 Mar 2020
* Social development directives, 30 Mar 2020
* Aviation directions amendment: Air cargo, 27 Mar 2020
* Air services directions, 26 Mar 2020
* Home affairs directions, 26 Mar 2020
* Transport directions, 26 Mar 2020
* Legal directions, 26 Mar 2020
* Electronic communications, postal and broadcasting directions, 26 Mar 2020
* Covid19 Temporary Employee / Employer Relief Scheme directive, 26 Mar 2020
* Air services lockdown directions, 26 Mar 2020
* Railway operations lockdown directions, 26 Mar 2020
* Cross-border road transport lockdown directions, 26 Mar 2020
* Public transport lockdown directions, 26 Mar 2020
* Municipalities and provinces directions, 25 Mar 2020
* Court precincts directives, 20 Mar 2020

**DISASTER MANAGEMENT GUIDELINES AND NOTICES**

* Guidelines: Public Service return to work after the easing of COVID-19 lockdown, 1 May 2020
* Harmonisation of Short Code ‘111’ for Coronavirus COVID-19 National Emergency Services, 15 Apr 2020
* Compensation for occupationally acquired Novel Coronavirus, 24 Mar 2020
* Explanatory notes for COVID-19 tax measures, 29 Mar 2020
* SMME debt relief finance scheme, 28 Mar 2020
* Business growth/ resilience facility - Guidelines for application, 28 Mar 2020
* Debt Relief Finance Scheme: Guidelines for application, 28 Mar 2020
* UIF guidelines, 20 Mar 2020
* Exemption to all holders of licences, permit and authorisations issued in terms of the Marine Living Resources Act, 1998 (Act no. 18 of 1998) to operate without valid permits for the next ninety (90) days, 24 Mar 2020
* Handy guide on what's happening in the Post School Education and Training Sector - Higher Education in a time of Coronavirus, 20 Mar 2020
* State of Disaster: Public Service guidelines for containment / management of Coronavirus COVID-19, 16 Mar 2020
* Guidance for childcare facilities and schools on COVID-19, 11 Mar 2020
* COVID-19 safety precaution measures in footbal - SAFA, 13 Mar 2020
* Guideline on classification of a disaster and the declaration of a state of disaster, 1 Apr 2019
* Guideline on conducting an initial on-site assessment, 1 Apr 2019
* Guideline on contingency planning and arrangements, 1 Apr 2019

**DISASTER MANAGEMENT ACT**

* Disaster Management Act: Declaration of a National State of Disaster: COVID-19 (coronavirus), 15 Mar 2020
* Disaster Management Act: Classification of a national disaster: COVID-19 (coronavirus) , 15 Mar 2020
* Disaster Management Act 57 of 2002, 15 Jan 2003