COVID-19 WORKPLACE PLAN FOR:

[NAME OF BUSINESS]

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**COVID-19 National Crisis Helpline**

0861 322 322





**REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION NO** | **DATE** | **DESCRIPTION** | **AUTHOR** | **NEXT REVISION DATE** |
| 001 | 05/2020 | INITIAL RELEASE |  |  |
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# COVID 19 WORKPLACE PLAN IN TERMS OF REGULATION16(6)(b)

Industry: [INDUSTRY]

Nature of business:[NATURE OF BUSINESS]

In terms of Regulation 16(6)(b) of the Disaster Management Act 2002, [NAME OF BUSINESS] 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.

This document is the Workplace Plan.

# OPENING DATES AND OPERATING HOURS

|  |  |  |
| --- | --- | --- |
| Opening date: | ***Monday*** | ***DD/MM/YYYY*** |
| Opening hours:  For the Public | * **Monday to Friday:** * **Saturday:** * **Sunday:** * **Public Holiday:** | ….h…. to ….h….  ….h…. to ….h….  ….h…. to ….h….  ….h…. to ….h…. |
| Opening hours**:**  For staff | * **Monday to Friday:** * **Saturday:** * **Sunday:** * **Public Holiday:** | ….h…. to ….h….  ….h…. to ….h….  ….h…. to ….h….  ….h…. to ….h…. |

# 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 senior and trained to be able to properly exercise his or her function. The compliance officer is:

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

The compliance officer monitors and supervises and:

* Oversees the implementation of the Workplace Plan
* Makes sure the 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:

|  |
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# 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 |
|  |  |  |  |

# WORKPLACE RISK ASSESSMENT (Health and Safety Act)

## Risk Assessment

The Occupational Health and Safety Act requires employers to maintain a healthy and safe working environment.

To comply with this, a risk assessment must be done to identify the possibility of viral contamination in the workplace, and precautions taken to prevent the spread of the coronavirus at work. 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.

We have identified risks at the workplace and documented these in the risk plan.

## Risk treatment

We are committed to implement measures in the workplace to prevent exposure to COVID-19. Management of risks must be in line with the overall responsibility of the country to keep all individuals safe and create a safe working environment.

Once identified, risks will be assessed in terms of how likely they are to happen, and the impact if they do (probability and impact). These risks will be properly managed. We first try to eliminate the risk, and if this is not possible, the most effective protection measures will be implemented.

Safeguards implemented 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 impracticable. Risks will be managed according to the following hierarchy**:**

## Elimination or substitution:

Removes the risk of exposure entirely from the workplace. This could mean postponing, re-organising, or planning work in such a way that workers or the general public are not exposed to any risk. Examples: All staff work from home

## Engineering controls:

Reduces the risk of exposure from the workplace. Examples: Physical changes in the workplace, such as installing plexi-glass barriers**.**

## Administrative controls:

Reduces the risk of exposure from the workplace. Examples: Altering work practices to minimise exposure, such as minimising the numbers of customers, staggering work shifts, making virtual appointments, or working from home.

## Personal protective equipment (PPE):

Reduces the risk of exposure from the workplace. Examples: PPE will be considered after careful consideration of the previous control measures.

## Monitoring and Review

The effectiveness of implemented procedures and safeguards will be continuously monitored to ensure that the best level of protection is provided.

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 risks and ensures fair treatment to all customers at all times.

Regular inspections of the workplace must be undertaken and unsafe or harmful conditions must be remedied without delay.

# 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.

## 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, and equipment 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
* The following areas will be restricted to customers:………………………………..
* Personal contact will be kept to a minimum under very strict hygiene and social distancing conditions in line with the Regulations.
* Face to face meetings at the premises will be conducted under very strict hygiene and social distancing conditions in line with the Regulations.
* Physical distancing measures will be implemented inside the premises as well as outside
* 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.
* 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
* The following areas will be restricted to customers:………………………………..
* Personal contact will be 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.
* Remote sales will continue for those potential customers with access to online services.

# SPECIAL CLASSES OF STAFF

## 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 are 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:

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# EMPLOYEE ROTATION ARRANGEMENT

Where fewer than 100% of employees are 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.

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# COVID READINESS STEPS

The following steps have been taken to ensure COVID readiness:

## Information updates

Management will constantly monitor and follow the advice and guidance from relevant authorities such as the World Health Organisation (“WHO”), the Department of Health (“DOH”), Department of Labour and the National Institute of Communicable Diseases (“NICD”).

## Covid-19 compliance officer

A COVID-19 compliance officer has been appointed to oversee compliance implementation and report on any risks or irregularities

Workplace health & safety manager **\*Not required if you have less than 10 employees/ staff**

A Workplace Health and Safety Manager has been appointed to oversee compliance

## Workplace risk assessment

An identification and assessment of the risks faced by employees and visitors has been done, and measures have been implemented to mitigate these risks. As new or changed risks are identified, these will be assessed and managed appropriately.

## Workplace plan

A Workplace Plan has been drafted addressing the phased return to work as well as the risk mitigation procedures being implemented. This document constitutes the Workplace Plan and is supplemented with the COVID-19 Manual, Induction Manual and other supporting documents.

## 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 can be used to facilitate tracing and contact next of kin should there be an incident at work.

## High risk staff members

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

## Worker exposure classification

Roles will be analysed to assess the risk of each due to occupational exposure and appropriate risk mitigation will be implemented to address each level of risk.

## 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 using tech such as whatsapp, sms
* Confirmation daily of health status of high risk persons with whom staff member is co-habiting

## Residential Risk of exposure

Staff who reside in areas where there is ongoing community transmission with high-density population environments areas may pose an additional risk and should be flagged for additional risk measures. The following measures will be implemented:

* Enhanced symptom screening
* Requirement of additional risk measures when at home
* Confirmation daily of health status before coming to work using tech such as whatsapp, sms

## Working from Home

We must where possible, enable 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 and must comply with the requirements of this. Controls are implemented to manage these risks in the “work from home” policy and procedures.

## Staff Work permits

Every staff member who returns to work, from home or otherwise, will be authorised by the CEO or a person designated by him on a “work permit” (Form 2 Annexure A).

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.

## Worker obligations

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

# Physical and Social distancing for customers and members of the public

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 in designated areas
* 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.

# 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. |

## 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.

## 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

### 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:

|  |
| --- |
|  |

### Meeting rooms:

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| --- |
|  |

### Kitchen facilities:

|  |
| --- |
|  |

### Stairwells:

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### Sickbay:

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### Parking area:

|  |
| --- |
|  |

### Smoking area:

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## 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.

## 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:

|  |
| --- |
|  |

## Access Screening

* Access control and screening before entering the workplace ensures that persons who present symptoms or are ill are identified and not permitted entry to the workplace
* Staff must self-screen and report any symptoms
* Anyone entering the workplace will have their temperature taken at entry. Where a reading is 37.5 degrees or higher, isolation procedures apply and the person will be removed for testing
* Procedures are in place to deal with staff or members of the public who have any COVID-19 symptoms or who are ill
* Staff must stay at home is they experience any COVID-19 symptoms or are ill

## Ongoing screening

Regular screening and monitoring of staff for any symptoms will happen. 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.

## 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.

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).

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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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”

Cleaning staff will be provided with the required equipment and tools, trained on the proper procedure to follow and will be provided with appropriate personal protective equipment (“PPE”) suitable for the task.

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. |

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 …………………

## 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:

* Before and after using public transport
* Before and after using company transport or vehicles
* Before entering the worksplace
* 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
* 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 tissues, if used, safely in closed bins.

## Personal Protective Equipment

PPE is provided as required. 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.

### PPE Training

Staff will be trained on the correct use of PPE. 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.

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 line with the worker’s conditions of work, especially 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** |
|  |  |  |
|  |  |  |

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.

Every worker must wear their facemask at the workplace, and when working, travelling, deliveries etc.

A user-guide MUST be supplied with a mask, and staff must be trained on:

* How to put a mask on and take it off
* 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:

|  |
| --- |
|  |

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

|  |
| --- |
|  |

## Awareness and training

Staff will be informed and 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 specified by their employer related to hygiene, cleaning and disinfecting, and physical distancing. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

## Communications plan

We will ensure we 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.

\*A 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.

Staff will be consulted on health and safety matters relating to COVID-19 where this is appropriate or required. 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 |

# WORKPLACE CONTROLS

## 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, 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
* Ensure that filters are cleaned and replaced in accordance with the manufacturer’s instructions by a competent person.
* Windows and doors will remain open

## 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: |  |  |

# 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 |

# 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 14 days from the initial test
* implement social distancing measures as appropriate 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.

**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)