

**STANDARD OPERATING PROCEDURE
COVID-19 – WORK READINESS**

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ELIMINATING THE SPREADING OF THE CORONA VIRUS (COVID-19) IN THE WORKPLACE AND WORKPLACE READINESS

1. Introduction

The department of employment and labour appeals to employees to use the prescriptions of the Occupational Health and Safety (OHS) Act of 1993 in governing workplaces concerning the Covid-19. The OHS read with the Hazardous Biological Agent Regulations require the employers to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of the employees.

2. Purpose

The purpose of this procedure is to provide guidance and ensure preparedness in the workplace in terms of preventing the spread of the Covid-19.

3. Scope

Corsair Logistics has implemented measures of control in terms of limiting the spread of Covid-19 at the workplace. This is a requirement to safeguard our employees and those of our customers and suppliers. All employees must adhere to the guidelines as laid out in this procedure document.

The guidelines, rules, and procedures to be adhered to in this procedure will be amended from time to time as new regulations/recommendations and improvements are gazette or made available.

4. Responsibility

It is the responsibility and duty of all Corsair Logistic employees to be aware of and familiarise themselves with the guidelines/ rules as detailed in this procedure. If these responsibilities are not adhered to disciplinary action will need to be taken.

5. Process - How the virus is spread from person to person

- Between people who are in close contact with one another (within about 2 metres/6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes or talks
- These droplets can land in the eyes, mouth or nose of people who are nearby and/or inhaled into the lungs.
- Recent studies show that Covid-19 may be spread by people who are not yet showing symptoms

Signs and symptoms

- The following symptoms develop within 14 days after exposure to someone who has Covid-19 infection:
 - Cough
 - Difficulty in breathing
 - Fever
 - Sore throat
- Covid-19 can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease. Employees showing any of the above symptoms must self-quarantine themselves at home and contact their doctor for advice or contact the Covid-19 dedicated telephone numbers listed below:
- Public Toll-Free Number: 0800 029 999
- Clinicians Hotline: 082 883 9920
- Official Whatsapp Help Service: 0600 123 456
- Send HI to 0600 123 456
- Use this link: <https://wa.me/27600123456?text=Hi>

How to help prevent the spread of Covid-19



Wash your hands – wash your hands often to avoid contamination, apply soap and lather up to a soapy consistency, rub hands and fingers together. Wash for at least 20 seconds then rinse off and dry your hands with a disposable towelling if available. If not shake your hands dry and let them dry off completely.



Cover – your mouth and nose with a tissue or sleeve when coughing or sneezing and discard the used tissue in the bin at once. Don't leave it lying around in your working area.



Avoid – touching eyes, nose or mouth with unwashed hands



Clean and Disinfect – clean and disinfect frequently touched objects such as surfaces. Cellular phones, hand tools, keyboards, door handles, measuring instruments etc.

Additional preventative measures

- Avoid handshakes
- Avoid gatherings or areas where the public tends to gather such as shopping centres, churches, clubs etc...
- When unavoidable and in queues, maintain a distance of 2 metres between you and the person behind and in front of you.
- Avoid touching door handles, surfaces, balustrades, handles, railing etc... unless you must.

MANDATORY REQUIREMENTS FOR EVERYONE: To enter Corsair Logistics premises

- Any person who is visiting Corsair Logistics will have their temperatures screened at the entrance. If the temperature taken is over 38°, then that employee/visitor/3rd party will need to be tested again after 5 mins to ensure that the temperature taken is correct. The temperature will be recorded on the entrance register that the employee/visitor/3rd party must sign before entering. If the temperature is still over 38°, the employee/visitor/3rd party will be refused entry onto the premises. **(Annexure C)**
- Any person with symptoms of the illness (fever, cough and shortness of breath) must follow the established Health and Safety protocols and phone us to advise us. Do not come into the premises.
- Any person who has been in contact with someone else who has the Covid-19 illness or symptoms is not allowed access onto the premises.
- The use of masks is compulsory for everyone who is entering the premises. Whoever does not have a mask will not be allowed to enter the premises.

- Keep a social distance of 2 metres between each other if possible.
- Washing of hands with soap and water/ hand sanitiser after clocking in at security. The use of hand sanitiser at reception and/or the washing of hands thereafter when signing in.
- Everyone needs to have an essential services permit issued by the company relative to the specific lockdown at the time. If you don't have one, please contact your supervisor or manager to organise to receive one.

CONTROLS IMPLEMENTED PER AREA

Security

- Different POD teams will sign into security and have their temperature tested. If the employee temperature is above 38°, they will be refused entry onto site. Security will notify the General manager, Assistant general manager (Covid Manager) and Operations manager. That employee will need to seek medical attention.
- The social distancing of 2 metres between every employee must be adhered to.
- Everyone must be wearing a mask before entering the premises.
- Alcohol testing will be suspended temporarily. However, if an employee is suspected to be under the influence of alcohol and/or drugs, they will be compelled to test, or access will be denied.

Reception

- Different POD teams will sign in at reception and have their temperature tested. If the employee temperature is above 38°, they will be refused entry onto site. The reception will notify the General manager, Assistant general manager (Covid manager) and Operations manager. That employee will need to seek medical attention.
- The social distancing of 2 metres between every employee must be adhered to.
- Everyone must be wearing a mask before entering the premises.
- Washing of hands with soap and water or sanitising is compulsory throughout the day when working in the office.
- The offices will be fogged once a week

Finance/HR/Admin

- Different POD teams will sign in at the front desk and have their temperature tested. If the employee temperature is above 38°, they will be refused entry onto site. The Assistant General manager, Assistant general manager (Covid manager) and General manager will be notified. That employee will need to seek medical attention.

- The social distancing of 2 metres between every employee must be adhered to.
- Everyone must be wearing a mask before entering the premises.
- Washing of hands with soap and water or sanitising is compulsory throughout the day when working in the office.
- The offices will be fogged once a week

Warehouse

- Different Warehouse rotational POD teams will have signed in at the security and had their temperatures checked by security before entering and working within the warehouse.
- The social distancing of 2 metres between every employee must be adhered to.
- Everyone must be wearing a mask before entering the premises.
- Washing of hands with soap and water or sanitising is compulsory throughout the day when working in the office.
- The warehouses will be fogged once a week

Canteen

- Employees will be using the canteen areas for tea and lunch at staggered times to ensure that the amount of people in the area is minimal.
- The social distancing of 2 metres between every employee must be adhered to.
- Everyone must be wearing a mask before entering the premises.
- Washing of hands with soap and water or sanitising is compulsory throughout the day when using the canteen and before eating.
- The canteen will be fogged once a week

GENERAL

Transport

- Everyone is to please adhere to Government regulations regarding transport relating to the current lockdown level, for coming to work. Where possible to make use of your private transport as a preference.

- The company will provide transport if required, depending on the lockdown level and dire circumstances.
- Public transport rules need to be adhered to for the relative lockdown level.
- Everyone must be wearing a mask using public transport.
- Carry sanitiser with you if possible
- Please carry a permit if the lockdown level requires you to, for ease of travel through to the workplace.

Masks

- Masks are compulsory throughout the entire premises
- Should any transporters, visitors, suppliers or third parties refuse to wear a mask they will be refused access into Corsair Logistics site premises.
- The sharing of masks or other PPE kit is strictly prohibited

Social Distancing

- Everyone is to please adhere to keeping a distance of at least 2 metres between each other.
- The office has been split up into PODs – one POD based at the top office and one POD based at the bottom office to try and contain the spread of the virus if there is an outbreak.
- Specific tasks that require you to be closer, full PPE kit must be worn including full face mask and gloves. During the task, you are not allowed to touch your face and must sanitise during the task and immediately after the task. Completion of the task will require you to wash your hands with soap and water and change/wash your mask to ensure that you are wearing a new one.
- No more than 2 employees should work together. POD teams will always have the same members, this is to prevent everyone from testing positive and try containing the virus within that specific POD.

Offices

- Always when possible, visits to the separate offices to be avoided. Communication should take place via email, telephone, conference call or any other electronic means available.

- If an inter-office meeting is required, the meeting will be held outside, undercover behind the top office where social distancing of 2 metres to be adhered to.
- Everyone must be wearing a mask during this meeting.

Visitors

- As a rule, visitors are not encouraged. If a visitor requires a face to face meeting and cannot meet using electronic means, then the meeting will be held in the hut in the front of the top office with masks to be worn at the meeting and a social distance of 2 metres to be adhered to.
- All couriers and deliveries for collections or deliveries to be received through the window at the top office and not to enter the reception.

Meetings

- All meetings with customers and suppliers to be avoided as much as possible
- If a meeting if required, it must be held in the hut at the top office within an open ventilated area and with a minimum social distance of 2 metres between each other.

SHEQ Meetings/Training

- All SHEQ toolbox talks to be held in an open area, such as the warehouse, outside or open offices. Everyone to wear a mask and keep a social distance of 2 metres
- All health and safety practical training has been put on hold until such time clearance has been given to continue with this training
- Any health and safety/ online training can go-ahead

Travelling

- All company travelling is placed on hold, until a change of regulations
- It is recommended to do as minimal travelling as possible including personal travel dependent on the lockdown level.
- Travelling between provinces is discouraged unless in an emergency – such as a funeral

Hygienic Habits

- Wash your hands for a minimum of 20 seconds as often as possible and try to avoid hand contact with your mouth, nose and eyes. Soap is provided in all bathrooms and hand sanitisers are available throughout the site. **(Annexure B)**

- No handshakes are recommended, please avoid contact with each other to reduce the risk or chance of transmission
- Please use your mask and/or gloves if required.

Hierarchy of Controls

- Section 8(2)(b) of the Occupational Health and Safety Act, Act 85 of 1993, as amended requires employers to take steps such as may be reasonably practicable, to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of Covid-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

Controls consist of:

Engineering controls

Isolating employees from work-related hazards, increasing ventilation within the work environment, installing physical barriers such as face shields and masks.

Administrative controls

These controls require action by the employer and employee.

Examples of administrative controls include:

- Encouraging sick workers to stay at home
- Minimising contact among workers, clients and customers by replacing face to face meetings with virtual communication e.g.: conference calls, skype, etc.
- Minimising the number of workers and visitors on-site at a given time eg: rotation or shift work
- Ensuring the cleaning and sanitising of all surfaces, floors daily
- Deep cleaning or fogging done weekly
- Developing an emergency reporting Covid plan, including up to date education on Covid-19 risk behaviours and etiquette.
- Training working on the use of PPE, washing hands and social distancing
- Training materials, notices and posters are easy to understand and are placed around the site in the appropriate languages and literacy levels for all staff.

Safe Work Practices

- Corsair Logistics provides the applicable resources and work environment that promotes personal hygiene. These include procedures for safe and proper work to reduce the duration, frequency or intensity of exposure to the virus.

- Examples include hand soap, alcohol-based sanitiser containing at least 70% of alcohol, disinfectants and disposable towels for workers to clean their hands and their work surfaces. Regular hand washing or using alcohol-based sanitisers are recommended.

Personal Protective Equipment (PPE)

- Corsair Logistics are obligated to provide their workers with the appropriate PPE needed to keep them safe while performing their duties. The types of PPE required during the Covid-19 outbreak will be based on the risk of being infected with Covid-19 while working and job tasks that may lead to exposure.
- It will always be mandatory for all who enter the site to wear a mask. The use of PPE kit must be used correctly. All surgical, cloth and filter masks must be used to travel to and from work or in any other areas of the company.
 - All types of PPE must be:
 - Selected based upon the hazard to the worker
 - Properly fitted
 - 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

Preventing the spread of infection

- To prevent infection measures should be taken to limit exposure to the virus. Measures in the workplace include performing a risk assessment that identifies all workplace risks. There is currently no vaccine to prevent Covid-19.
- Corsair Logistics is charged with the following responsibilities:
 - Place posters that encourage staying home when sick, cough, sneeze etiquette and hand hygiene at the entrance to the workplace and in other areas where they will be seen
 - Instruct employees to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 70% alcohol, or to wash their hands with soap and water for at least 20 seconds. Posters to be displayed on how to wash hands and sanitise properly. **(Annexure A)**
 - Place soap and water and alcohol-based sanitizers in the workplace. Adequate supplies to be maintained at all times. The hand sanitisers to be made available in multiple locations and in common areas to encourage hand hygiene. Implement weekly fogging and daily cleaning around the work areas.

- Brief all employees, customers, contractors and third parties that if Covid-19 starts spreading in their immediate community, or anyone with even a mild cough or low-grade fever (from 38°C upwards) needs to stay at home. These individuals should stay at home (or work from home) if they have taken simple medications such as aspirin and paracetamol which may cover the symptoms of infection.
- Any employees who develop flu-like symptoms (ie: cough, shortness of breath, fever) should go home immediately and contact the health service.
- Where feasible employees may work remotely.
- All commonly used surfaces such as desks and tables are wiped down daily.
- To uphold all disciplinary measures required to protect the best interests of the company. If employees do not adhere to the rules and regulations to protect the livelihood, health and environment of the working employees on site warnings and dismissals will need to be issued.

Occupational health and safety guidelines and action plan

- Covid-19 specific measures that are in place are derived from the outcome of the risk assessment such as reviewing and amending work procedures and limiting contact between employees. Employers should develop and implement an action plan to provide for the incidence of direct exposure or a positive case of Covid-19. This action plan should include reporting, notice, monitoring, reorganisation of work and decontamination. In the case of a high incidence of positive Covid-19 cases, employees should prepare an isolation room at the workplace to assess and provide care for any employee who exhibits symptoms of contagion.
- Good record keeping must be in place to ensure that contract tracing is possible should an employee or visitor become Covid-19 positive.
- During the pandemic, vulnerable employees such as people suffering from chronic illnesses, pregnant and breastfeeding woman, over 60 etc should not be allowed to work unless it can be done from home.
- All employees must report all incidences via means of telecommunication of any employee diagnosed with Covid-19 or showing signs of Covid-19 or flu-like symptoms, not to report to work in person and self-isolate. This should also be true if a member of the employee's household becomes ill. All incidents needs to be reported through to management.
- Employees must contact either Simon Oels (083 236 9267), Niresh Beepat (071 456 1783) Indhrasen Naidoo (071 455 9530), Nicolette Crozier (082 857 7377) or Nicole Wassink (076 601 5075) and report if they have contracted Covid-19. Dr Kam Govender, Corsairs practitioner will be notified and then the process to be advised by the doctor.
- Corsair Logistics will adhere to the risk-adjusted strategy as implemented by the South African Government from effective 27 March 2020. **(Annexure G)**

COVID-19 EMERGENCY PROCEDURE

1. Purpose and Objectives

This procedure outlines the requirements and processes to be followed during the identification and reporting of Covid-19 related symptoms in the workplaces.





2. Scope

This procedure applies to Corsair Logistics

3. Emergency Procedure

3.1 Symptoms of the Coronavirus Covid-19

Herewith below the common symptoms of the Covid-19 virus when infected

Coronavirus Covid-19 Symptoms	
	Fever – High Temperature
	Coughing and Sneezing
	Shortness of Breath
	Breathing Difficulties

3.1.2 Reporting for duty with flu-like symptoms

Note: **Employees should not report for duty having any flu-like symptoms or any symptoms** as referred to in point 3.1. Advise DR KAM GOVENDER our medical practitioner immediately and your line manager or supervisor and DO NOT report for duty. Make sure that you follow the company policies with regards to reporting of sick leave. It is required that you forward the doctors note to your supervisor or manager as soon as possible.

3.1.3 Identified Quarantine Facilities on Site

The hut outside the main office has been identified as the isolation area

This area will be used to isolate any possible infected person/s until they are removed from the site by either medical services or sent home. This area will be fogged and sanitised after the infected person/s have been removed from operation. The person/s under investigation may not be left unattended to prevent such persons to wander around and possibly infect or contaminate fellow employees. Such persons will be watched by security until collected and removed from the site or sent home. Corsair Logistics will inform the medical practitioner, Dr KAM GOVENDER and send the infected employee for testing at the relevant testing facility recommended by Dr GOVENDER and cover the costs involved for the testing. The employee will be sent home to self-isolate until the test results are received by Corsair. If the results are negative the employee will be allowed to come back into work. If the results are positive the employee will need to quarantine for 14 days and then go for another test. Corsair will cover the costs for the second test to ensure receiving the results back from the testing facility. This will ensure transparency in order to notify the employee whether to report for work or not.

3.1.4 Developing Covid-19 symptoms during the shift

No	What to do	Who
1	Wear your cloth mask	Employee
2	Stay 2m approx. from each other	Employee
3	Do not touch any objects unnecessarily	Employee
4	Inform your Supervisor immediately	Employee
5	Supervisor to request the employee to go to the isolation area on site	Employee
6	Supervisor and security to ensure that no other person enter the quarantined area	Supervisor/Security
7	Supervisor to notify the Covid manager, Covid compliance officer and the GM	Supervisor
8	The Covid manager and/or the Covid compliance officer to call the Covid hotline to find out where to transport the patient to	Covid Manager/ Covid Compliance Officer
9	The Covid Manager to notify the HR Manager	Covid Manager

10	Covid Manager and HR Manager to track the health progress of the employee	Covid Manager/ HR Manager
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3.1.5 Affected persons, objects and areas during shift

The following procedures should be followed when an employee of that specific area and shift tested positive for the Covid-19 virus on shift

No	What to do	Who
1	Stop work in the affected area	Supervisor
2	Informed affected employees of the situation and maintain safe social distancing of 2 metres	Supervisor
3	Health and Safety Dept to investigate to identify the affected persons, areas and objects	Health and Safety Reps/Dept
4	Affected person/s as determined during the investigation and risk assessment to be quarantined for not less than 14 days	Covid Manager/Covid Compliance Officer
5	Affected areas to be sanitised	Supervisor/ 3rd party outsourced

3.1.6 Emergency Contact Numbers

No	Contact Person	Who	Contact Number
1	Office	-	031 4615915
2	Simon Oels	General Manager	083 236 9267
3	Nicolette Crozier	Asst General Manager/ Covid Manager	082 857 7377
4	Dr Kam Govender	Practitioner	083 799 9912
4	Peter Lewin	Covid Compliance Officer/ Health and Safety	082 455 1958
5	Niresh Beepat	Operations Manager	071 456 1783
6	Nicole Wassink	HR Manager	076 601 5075

COVID-19 – HIGH RISK EMPLOYEES

Procedure for High Risk Individuals

Objective

The objective of this procedure is to provide guidance and understanding of the identification of High Risk employees.

Based on currently available information and clinical expertise, people considered to high risk include:

- Older adults (People aged 60 years and older)
- People who live in a nursing home or long term care facility
- People of any age who have serious underlying medical conditions, such as those with / ailing from:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Immuno-compromised: including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS and prolonged used of corticosteroids and other immune weakening medications
 - Severe obesity (body mass index BMI>40)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease

Measure to be taken if you have been identified as high risk:

If you are at a higher risk of getting sick from Covid -19, you should:

- Stock up on supplies
- Take everyday precautions to keep space between yourself and others
- When you go out in public, keep away from others who are sick
- Limit close contact and wash your hands often
- Avoid crowds, cruise travels and non-essential travel


Corsair Logistics Plan

High Risk Employees	Over 60 years of age Lung disorders Immuno-compromised disorders Pregnant women Severe obesity	All identified employees will remain on leave or work from home until Covid-19 situation stabilises. On return to work – screening of temperature and general health to be done on a daily basis
Medium Risk	Hypertension Diabetes Obesity Or any other chronic disease which is under control	Daily temperature and general health screening. Checks with their GP or doctor
Low Risk	All other employees	Daily temperature and general health screening

If there is an outbreak in your community, stay home as much as possible. Watch for symptoms and emergency signs. If you get sick, stay home and call your doctor.

Based on available information, adults aged 60 years and older and people of any age with underlying medical conditions included the above list are at higher risk for severe illness and poorer outcomes from Covid-19. People with underlying medical conditions not on the list might also be at higher risk and should consult with their healthcare provider if they are concerned.

While people with disabilities are not inherently at higher risk for becoming infected with or having severe illness from Covid-19, some might be at a higher risk of infection because of their underlying medical condition.

<u>Approved by Management</u>	
Name:	Nicolette Crozier
Signature:	
Date:	May 2020

COVID-19 RETURN TO WORK PROTOCOL

1. THE PURPOSE OF THIS PROTOCOL

This document has been compiled to ensure that employees returning to work after the COVID-19 lockdown do so in a safe and regulated manner and remain safe and healthy.

It complies with the Directive published by the Department of Employment and Labour on the 29th April 2020 entitled Covid-19 Occupational Health and Safety Measures In Workplaces Covid-19 (C19 OHS), 2020. In addition, it follows the Disaster Act Regulations dated 29th April 2020.

It sets out the obligations of the Company as the employer and the obligations of employees of the Company.

2. THE COMPANY'S OBLIGATIONS

Section 16(1) of the Occupational Health and Safety Act 1993 (Act 85 of 1993) (OHSA) places an obligation on the CEO of the business/company to ensure that the work environment is safe and without risk to the health of employees within reason.

This means that the Company must in the first place assess the risk of employees who work within the employer's environment. This risk assessment has been completed.

The Directive published by the Department of Employment and Labour and the Regulations published in terms of the Disaster Management Act published on the 29th April 2020 also place obligations on the employer regarding the precautions an employer must take to contain and minimise the spread of the Covid-19 virus at the Company's workplace.

The Company should ensure that its employees are kept safe from the COVID-19 Virus when they return to work after the lockdown. To achieve this, the Company commits itself to carry out the following steps: -

- 2.1 Set up a Response Team which will be responsible for ensuring that the contents of this protocol are properly implemented and adhered to.
- 2.2 Ensure that an audit is done regularly to ensure that this protocol is properly implemented and adhered to. See Annexure G.
- 2.3 Ensure the safety and well-being of all its employees by implementing rules and practices at the workplace.
- 2.4 These rules and practices include: -
 - a) Informing all employees timeously of when they will be expected to return to the workplace to resume their duties.
 - b) The Company will set up a screening process for employees on their arrival for their first day of work post the lockdown.

- c) On the first day back at work, employees are to: -
- have their temperature taken before entering the workplace;
 - be screened on arrival to ascertain whether the employee has any of the symptoms associated with COVID-19, namely:
 - cough;
 - fever;
 - sore throat;
 - redness of eyes; or
 - shortness of breath (or difficulty in breathing).
 - complete a weekly questionnaire (see Annexure J);
 - attend a post-lockdown induction and training session where the new rules and practices will be explained and discussed.
- d) As per the requirements of the Department of Health and the Guidelines of the Department of Trade, Industry & Competition, the Company will provide each Employee with two (2) cloth masks.
- e) The employee will ensure their cloth masks are washed and cleaned as and when required.
- f) Sanitisers have been placed at all entrances and exits at easily accessible points in the workplace.
- g) A clear screen has been placed at the reception desk to ensure that staff working in the reception area are properly protected.
- h) Regularly throughout the day, all surface areas, laptops, keypads, desks, toilet areas, handrails, door handles, etc. will be sanitized with a sanitizer that has an alcohol content of at least 70%.
- i) Only paper towels are available in all toilets and washrooms.
- j) Visitors to the Company's premises will be kept to a minimum (including contractors, drivers, clients, customers and suppliers).

On arrival, each visitor will be hand-sanitized and reminded of the need to maintain social distance.

Visitors are required to wear a face mask at all times whilst on Company premises.

Each visitor will need to sign the register in the reception area and fill out the self - assessment document (Annexure F)

- k) Any item delivered to reception will be sanitized before being passed on to the relevant staff member.
 - l) On entering the Company's premises, all drivers will be advised of the requirements to wear masks and to practice social distancing whilst on the company premises.
- 2.5 Employees at the workplace are to maintain social distancing of between 1.5 and 2 metres.
 - 2.6 As practically possible, given the nature of the workplace, the Company has arranged the workplace to ensure that there is a distance of at least one and a half (1.5) metres between employees when dealing with fellow employees and/or visitors. Where necessary, barriers have been put up.
 - 2.7 The maximum number of employees or visitors in any discussion group will be limited to 5 – 7 depending on the area where the discussion is held.
 - 2.8 Employees should use the telephone or videoconferences when dealing with customers and clients. Visits to customers or clients should be avoided.
 - 2.9 Those employees who can work from home will do so.
 - 2.10 Wherever possible, employees who have particular health issues or comorbidities will be placed as far as possible from any other employee or will work from home. This includes any employee over sixty (60) years of age.
 - 2.11 A specific area has been set aside which is to be used if an employee at the workplace displays any signs of illness. This area will be known as the Isolation Area. See Annexure H for Isolation Protocol.
 - 2.12 If an employee falls ill at work or shows signs of the Covid-19 virus, the Company will deal with that Employee as set out in terms of the Isolation Protocol in Annexure H.
 - 2.13 Should the employee fall ill at work and have to go into isolation, the Company will: -

- (i) Place the Employee on paid sick leave in terms of Section 22 of the Basic Conditions of Employment Act (Act 75 of 1997) (BCEA).
 - (ii) If the Employee's sick leave entitlement is exhausted, the Company will make an application to the DEL on the Employee's behalf for an illness benefit in terms of the COVID-19 Temporary Employer Relief Scheme.
- 2.14 The Company has committed to ensuring that any Employees who fall ill whilst at work are 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).
- 2.15 If there is evidence that an Employee contracted COVID-19 as a result of occupational exposure, the Company will lodge a claim for compensation in terms of the Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993).
- 2.16 If an employee has been diagnosed with COVID-19, the Company will-
- a) Inform the Department of Health at 0800-029999 and notify the Department of Labour.
 - b) Investigate the cause including any control failure and review the Company's risk assessment to ensure that the necessary controls and PPE requirements are in place.
- This investigation will be the responsibility of the Virus Identification & Resolution Leader.
- 2.17 The Company will give administrative support to any contact-tracing measures implemented by the Department of Health.
- 2.18 All security guards have been given temperature monitors and sanitizers which must be used on all visitors and employees arriving at the Company's premises.
- 2.19 The Company has arranged workstations at the workplace in such a way that employees can work socially distant.
- 2.20 The number of visitors allowed in the reception area will be no more than 2.
- 2.21 The Company will maintain a daily register of all employees who are: -
- at work;
 - in self-quarantine;
 - in quarantine; and
 - who tested positive; or
 - who have been sent home feeling ill.

The person responsible for keeping the register is Reception (Adrene Phillips).

2.22 The Company will ensure the workplace is well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

2.23 Where reasonably practicable, the Company will have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters. The system will be regularly cleaned and maintained ensuring that the vents do not feedback through the open windows.

2.24 The person designated as the Covid Compliance Officer will be Peter Lewin.

The Covid Compliance Officer responsibilities include ensuring that the plan set out in this protocol document is properly implemented.

2.25 The Covid Compliance Officer will also be responsible for developing a plan for the phased-in return to work of our Employees.

3. OBLIGATIONS OF EMPLOYEES

3.1 Employees have a right to work in an environment where their health and well-being is properly protected by the Company.

3.2 Whilst the Company is obliged to provide a safe working environment for its employees, the Company cannot do so without the cooperation of the employees. Consequently, employees have specific obligations and responsibilities whilst at the workplace.

3.3 The Company expects employees to do the following: -

a) Follow the rules and new ways of working post the lockdown. Employees must:

- maintain social distancing;
- wear their mask whilst at work and while commuting to and from work;
- use sanitizers regularly;
- wash their hands for at least 20 seconds or more at least every hour.

- b) Should an employee become ill at the workplace or display any signs of illness, the employee must immediately inform his/her Departmental Manager.

The Departmental Manager will inform the Isolation Coordinator and the employee will immediately proceed to the isolation area.

Such signs of illness include: -

- body aches;
- loss of smell or loss of taste;
- nausea and/or, vomiting;
- diarrhoea;
- fatigue, weakness or tiredness.

Should the employee at a later stage test positive for COVID-19, he/she must inform his/her Departmental Manager of this fact.

Such employee may only return to work after obtaining a medical certificate certifying that he/she is fit to return to work.

- c) On the first day of return to work before being allowed into the workplace, each employee must: -

- have his/her temperature taken;
- be put through a screening process;
- complete the weekly questionnaire (Annexure J);
- attend an induction and training session.

- d) Employees must limit the number of physical meetings with co-workers, suppliers, clients and customers.

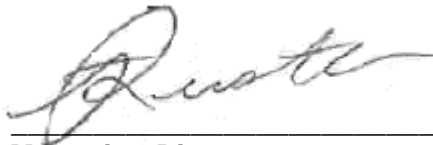
Outside visits should be kept to an absolute minimum. Telephones and teleconferences to be used wherever possible and practical.

- e) If an Employee is feeling ill and/or showing any COVID-19 symptoms whilst at home, the Employee is not to come to the workplace.

If an employee thinks he/she may have the virus, he/she must immediately contact the National Institute for Communicable Diseases (NICD) COVID-19 Hotline on 0800 029 999.

4. GENERAL PROVISIONS

- 4.1 The Company may find itself in a position where it is not able to pay employees in full.
- 4.2 Where an employee suffers a loss of remuneration, the Company will apply to the DEL for the relevant COVID-19 UIF benefits on behalf of those employees.
- 4.3 The obligations, rules and practices contained in this document are to be followed by all employees of the Company. In this way, we will protect our fellow employees from this dreaded virus and help ensure that our workplaces are kept safe.
- 4.4 A list of emergency numbers is set out in this document below under emergency procedures.
- 4.5 To assist employees, the Company has placed relevant and informative signs up at the Company's premises.



Managing Director

Annexure A

Covid Procedures

Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



**World Health
Organization**

Protect others from getting sick

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



Throw tissue into closed bin
immediately after use

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



Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing **seek medical care early** and share previous travel history with your health care provider



World Health
Organization

Be **READY** for #coronavirus

WHO is giving advice on how to protect ourselves & others:



Be **SAFE** from coronavirus infection

Be **SMART** & inform yourself about it

Be **KIND** & support one another

Learn more about #COVID19 & share with your loved ones: www.who.int/COVID-19



Annexure B

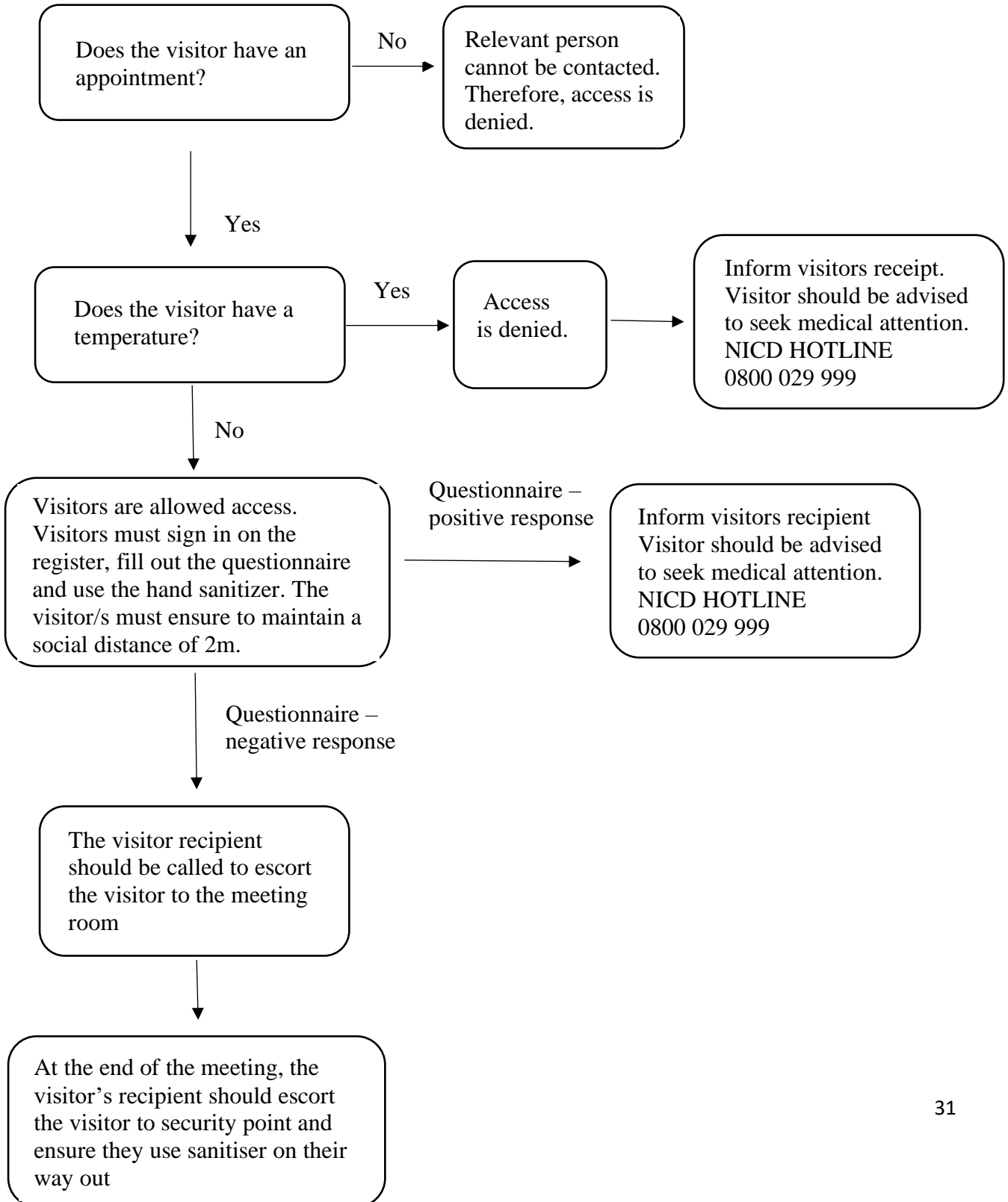
How to properly wash your hands

Figure 1-2. The Steps for Routine Handwashing (How to Properly Wash Your Hands)



Annexure C

Protocol for visitors gaining access to the workplace



Annexure D

Risk-adjusted strategy – Level 5

Permitted Service Operations; and Personal Movement

All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate personal protective equipment, like cloth face masks, as determined by the National Department of Health. People may travel to perform and acquire services only where such services cannot be provided from the safety of one's home. A reference to a permitted level of employment must take into account the necessary social distancing guidelines as per the National Department of Health.

Transport, storage and communication services permitted

1. Rail, ocean and air transport permitted only for the shipment of cargo;
2. Transport and logistics in respect of specific cargo, and permitted retail goods to neighbouring countries, which shall include all goods imported via SA ports of entry, for re-export to neighbouring countries

Supply chains:

1. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair concerning the rendering of permitted services including components and equipment;
2. All workplaces or premises must have care and maintenance that is essential to the prevention of the destruction or significant impairment of working areas, plant, machinery or inventory, or to permit orderly shutdown arrangements, on such conditions as may be issued through directions by the relevant cabinet members

Personal Movement:

1. Interprovincial travel is not permitted except to return to work with proof of employment; for movement of learners, with a permit; in exceptional circumstances such as funerals (with approval) or essential services.
2. Stay at home, other than essential travel for work and to purchase essential goods.
3. No recreational travel or to meet friends or family.
4. Mandatory use of cloth masks (including home-made ones to cover nose and mask) and ensure hand hygiene when in public and at the workplace.
5. Emergencies for medical reasons.
6. Those who have an exemption to travel for funerals
7. South Africans returning home and foreign nationals leaving South Africa
8. Elderly and persons with co-morbidities are encouraged to self-isolate and only leave home for exceptional reasons.
9. Social distancing (2m away from other persons) to be applied in public when, shopping, and visiting health facilities (pharmacies, clinics etc)
10. Social distancing when using public and private transport, as per transport guidelines
11. All public gatherings are prohibited.
12. Stores to ensure that there is temperature screening of patrons, hand sanitisers available and measures to facilitate social distancing. Where the number of customers cannot be accommodated at once then measures such as a ticket system and defined

limit of time in the store per customer should be implemented instead of the physical queuing of customers.

13. Curfews will be implemented between 8 pm and 5 am, unless for essential service workers returning from or going to work

Level Four: Permitted Retail and Service Operations; and Personal Movement

All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate personal protective equipment, like cloth face masks, as determined by the National Department of Health. People may travel to perform and acquire services only where such services cannot be provided from the safety of one's home. A reference to a permitted level of employment must take into account the necessary social distancing guidelines as per the National Department of Health. In the document, when moving between levels, the green text means additions or changes from the prior level.

Transport, storage and communication services:

1. Ocean and air transport permitted only for the shipment of cargo;
2. Transport and logistics in respect of specified cargo, and permitted retail goods to neighbouring countries, which shall include all goods imported via SA ports of entry, for re-export to neighbouring countries;
3. Essential imported goods will be prioritised through ports of entry and for transport and handling to final users. Directions will be issued in respect of other goods

Supply Chains:

1. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair concerning the rendering of permitted services including components and equipment;
2. All workplaces or premises must have care and maintenance that is essential to the prevention of the destruction or significant impairment of working areas, plant, machinery or inventory, or to permit orderly wind-down arrangements, on such conditions as may be issued through directions by the relevant cabinet members

Personal Movement:

1. Interprovincial travel is not permitted except to return to work with proof of employment, in exceptional circumstances such as funerals (with approval) or essential services.
2. Stay at home, other than essential travel for work and to purchase essential goods.
3. No recreational travel or to meet friends or family.
4. People can exercise under strict public health conditions, subject to directions, which will exclude organised activities, recreational facilities, and gyms
5. Mandatory use of cloth masks (including home-made ones to cover nose and mask) and ensure hand hygiene when in public and at the workplace.
6. Emergencies for medical reasons.
7. Those who have an exemption to travel for funerals
8. South Africans returning home and foreign nationals leaving South Africa
9. Elderly and persons with co-morbidities are encouraged to self-isolate and only leave home

for exceptional reasons.

10. Social distancing (2m away from other persons) to be applied in public when, shopping, visiting health facilities (pharmacies, clinics etc.),
11. Social distancing when using public and private transport, as per transport guidelines
12. All public gatherings are prohibited.
13. Stores to ensure that there is temperature screening of patrons, hand sanitisers available and measures to facilitate social distancing. Where the number of customers cannot be accommodated at once then measures such a ticket system and defined limit of time in the store per customer should be implemented instead of the physical queuing of customers.
14. Curfews will be implemented between 8 pm and 5 am

Level Three: Permitted Service Operations and Personal Movement

All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate personal protective equipment, like cloth face masks, as determined by the National Department of Health. People may travel to perform and acquire services only where such services cannot be provided from the safety of one's home. A reference to a permitted level of employment must take into account the necessary social distancing guidelines as per the National Department of Health. In the document, when moving between levels, the green text means additions or changes from the prior level.

Transport, storage and communication services:

1. Limited domestic air travel, with a restriction on the number of flights per day and authorisation based on the reason for travel and subject to the ports of entry arrangements
2. Ocean transport permitted only for the shipment of cargo;
3. Transport and logistics in respect of specified cargo, and permitted retail goods to neighbouring countries, which shall include all goods imported via SA ports of entry, for re-export to neighbouring countries;
4. Essential imported goods will be prioritised through ports of entry and for transport and handling to final users. Directions will be issued in respect of other goods

Supply chains:

1. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair concerning the rendering of permitted services including components and equipment;
2. All workplaces or premises must have care and maintenance that is essential to the prevention of the destruction or significant impairment of working areas, plant, machinery or inventory, or to permit orderly wind-down arrangements, on such conditions as may be issued through directions by the relevant cabinet members

Personal Movement:

1. Interprovincial travel is not permitted except to return to work with proof of employment, in exceptional circumstances such as funerals (with approval) or essential services.
2. Stay at home, other than essential travel for work and to purchase essential goods.
3. No recreational travel or to meet friends or family.
4. Mandatory use of cloth masks (including home-made ones to cover nose and mask) and ensure hand hygiene when in public and at the workplace.
5. Emergencies for medical reasons.

6. Those who have an exemption to travel for funerals
7. South Africans returning home and foreign nationals leaving South Africa
8. Elderly and persons with co-morbidities are encouraged to self-isolate and only leave home for exceptional reasons.
9. Social distancing (2m away from other persons) to be applied in public when, shopping, visiting health facilities (pharmacies, clinics etc),
10. Walking, jogging and cycling permitted
11. Social distancing when using public and private transport, as per transport guidelines
12. All public gatherings are prohibited.
13. Stores to ensure that there is temperature screening of patrons, hand sanitisers available and measures to facilitate social distancing. Where the number of customers cannot be accommodated at once then measures such a ticket system and defined limit of time in the store per customer should be implemented instead of the physical queuing of customers.

Level Two: Permitted Service Operations and Personal Movement

All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate personal protective equipment, like cloth face masks, as determined by the National Department of Health. People may travel to perform and acquire services only where such services cannot be provided from the safety of one's home. A reference to a permitted level of employment must take into account the necessary social distancing guidelines as per the National Department of Health. In the document, when moving between levels, the green text means additions or changes from the prior level.

Transport, storage and communication services:

1. Limited domestic air travel, with a restriction on the number of flights per day and authorisation based on the reason for travel and business travel and subject to the ports of entry arrangements
2. Ocean transport permitted only for the shipment of cargo;
3. Transport and logistics in respect of specified cargo, and permitted retail goods to neighbouring countries, which shall include all goods imported via SA ports of entry, for re-export to neighbouring countries;
4. Essential imported goods will be prioritised through ports of entry and for transport and handling to final users. Directions will be issued in respect of other goods

Supply Chains:

1. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair concerning the rendering of permitted services including components and equipment;
2. All workplaces or premises must have care and maintenance that is essential to the prevention of the destruction or significant impairment of working areas, plant, machinery or inventory, or to permit orderly wind-down arrangements, on such conditions as may be issued through directions by the relevant cabinet members

Personal Movement:

1. Interprovincial travel is permitted
2. Stay at home, other than essential travel for work and to purchase goods.

3. Mandatory use of cloth masks (including home-made ones to cover nose and mask) and ensure hand hygiene when in public and at the workplace.
4. Emergencies for medical reasons.
5. Those who have an exemption to travel for funerals
6. South Africans returning home and foreign nationals leaving South Africa
7. Elderly and persons with co-morbidities are encouraged to self-isolate and only leave home for exceptional reasons.
8. Social distancing (2m away from other persons) to be applied in public when, shopping, visiting health facilities (pharmacies, clinics etc),
9. Walking, jogging and cycling permitted
10. Social distancing when using public and private transport, as per transport guidelines
11. All public gatherings are prohibited.
12. Stores to ensure that there is temperature screening of patrons, hand sanitisers available and measures to facilitate social distancing. Where the number of customers cannot be accommodated at once then measures such a ticket system and time limits per customer should be implemented instead of the physical queuing of customers.

Level One: Permitted Retail and Service Operations; and Personal Movement

All COVID-19 health and safety protocols must be followed at all times, including observance of guidelines for social distancing, sanitation and hygiene, and use of appropriate personal protective equipment, like cloth face masks, as determined by the National Department of Health. People may travel to perform and acquire services only where such services cannot be provided from the safety of one's home. A reference to a permitted level of employment must take into account the necessary social distancing guidelines as per the National Department of Health. In the document, when moving between levels, the green text means additions or changes from the prior level.

Transport, storage and communication services:

1. All air travel permitted;
2. All ocean transport permitted;
3. Public rail, minibus taxi and bus services will resume at levels and on terms as will be set out in Directions, based on the progressive increase in commuter numbers during the various phases;
4. E-hailing services subject to restrictions on capacity and times, and for permitted activities only;
5. Transport and logistics in respect of specified cargo, and permitted retail goods to neighbouring countries, which shall include all goods imported via SA ports of entry, for re-export to neighbouring countries;
6. Essential imported goods will be prioritised through ports of entry and for transport and handling to final users. Directions will be issued in respect of other goods

Supply chains:

1. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair concerning the rendering of permitted services including components and equipment;
2. All workplaces or premises must have care and maintenance that is essential to the prevention of the destruction or significant impairment of working areas, plant, machinery or

inventory, or to permit orderly wind-down arrangements, on such conditions as may be issued through directions by the relevant cabinet members

Personal movement:

1. No limitation on personal movement but persons are encouraged to limit movement to essential travel

2. Mandatory use of cloth masks (including home-made ones to cover nose and mask) and ensure hand hygiene when in public and at the workplace.

3. Elderly and persons with co-morbidities are encouraged to take additional precautions when leaving home.

4. Social distancing (2m away from other persons) to be applied in public when shopping, visiting health facilities (pharmacies, clinics etc),

5. Walking, jogging and cycling permitted

6. Social distancing when using public and private transport, as per transport guidelines

7. All public gatherings are prohibited

Annexure E

DECLARATION BY EMPLOYEE

I _____ ID: _____

Have read and understood the workplace preparedness policy

Date: _____

Annexure F

**COVID-19
SCREENING AND SELF ASSESSMENT**

Date: _____

Visitor Personal Details			
Name and Surname		Company Name	
ID Number		Cell number	

Details of your visit	
Contact Person	
Purpose of your visit	

Please answer the following questions				
1.	Have you been tested for the Covid-19 virus? Please tick the correct box	<input type="checkbox"/> Not tested <input type="checkbox"/> Tested – Awaiting outcome <input type="checkbox"/> Tested – negative outcome <input type="checkbox"/> Tested – positive outcome		
Mark with an X in the column. If indicated YES, please provide details		Yes	No	Comment
2.	Have you been in contact with anyone that has been tested and/or tested positive for the Covid-19 virus? Please provide details			
3.	Are you aware of anyone in your family/community/organisation that has been tested and/or tested positive for Covid-19? Please provide details			
4.	Have you travelled outside the borders of South Africa in the past 21 days? If yes – please list the countries visited			
5.	Have you been in contact with any person that has travelled across the borders of South Africa in the past 21 days? Please provide details.			
6.	Have you been admitted to hospital with severe pneumonia in the past 21 days? Please provide details.			

7.	Do you have any chronic illnesses or conditions? Please provide details			
8.	Do you have any flu-like symptoms that seem to be getting worse?			
9.	Do you have a dry cough?			
10.	Are you experiencing diarrhoea?			
11.	Do you have a sore throat?			
12.	Are you experiencing body aches?			
13.	Do you have a persistent headache?			
14.	Do you have an elevated temperature? (38 degrees and above)			
15.	Are you having difficulty breathing?			
I, the undersigned, • confirm that the details provided above are correct and accurate understand that these details will be used for access control purposes and preventing the spread of the Covid-19 virus				
Date		Signature		

Office Use

Name and Surname		
Temperature Reading		
Action taken	Access granted Access denied	
Risk Assessment	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	

Annexure G

AUDIT OF DISINFECTION MEASURES

Shift:	Employee No.:	
Inspection Area:		✓
1.	Did the cleaning crew/employees receive training about the disinfection method and frequency?	<input type="checkbox"/>
2.	Was hospital-grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?	<input type="checkbox"/>
3.	Did the team conduct a comprehensive cleaning in all working common areas (control buttons, tools conveyors, trays, containers, forklifts, machines)?	<input type="checkbox"/>
4.	Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)?	<input type="checkbox"/>
5.	Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?	<input type="checkbox"/>
6.	Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?	<input type="checkbox"/>
7.	Did the team conduct a comprehensive cleaning in all common surfaces of any company vehicle used to transport suspected Covid-19 infected employees' home?	<input type="checkbox"/>
8.	Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?	<input type="checkbox"/>
9.	Were non-conformities raised?	<input type="checkbox"/>
10.	If yes, were they actioned?	<input type="checkbox"/>
11.	If no, please provide reasons:	

Audit done by: _____

Signature: _____

Date: _____ Time: _____

Annexure H

ISOLATION PROTOCOL FOR EMPLOYEES WHO BECOME ILL AT WORK

Whilst at work, if an employee feels ill, or if another employee observes someone exhibiting symptoms of COVID-19, the Employee must contact the Covid Manager and/or the Covid compliance officer.

The Covid Manager and/or the Covid Compliance officer will instruct the employee to immediately go to the Isolation Area.

The Covid Manager and/or the Covid Compliance officer should be informed telephonically. This will enable the Covid Manager and /or the Covid Compliance officer to wear the appropriate PPE before aiding an ill employee.

Covid Manager and/or the Covid Compliance officer, determined by each site/branch, should be selected from the following employees, as appropriate:

- Health and Safety Representative
- Human Resources Manager / Officer
- Manager / Supervisor

If the Covid Manager and/or the Covid Compliance officer is contacted by an employee with a suspected infection, the Covid Manager and/or the Covid Compliance officer must instruct the employee to go directly to the designated Isolation Area by the most direct route.

Procedure

1. Once the suspected infected employee arrives in the Isolation Area, the Covid Manager and/or the Covid Compliance officer will provide the employee with gloves.
2. The Covid Manager and/or the Covid Compliance officer will complete a Suspected COVID-19 Case Form (see [Annexure I](#)) and contact the relevant health authority / NCID.
3. The Covid Manager and/or the Covid Compliance officer, and any others attending the suspected infected person, should ensure they are wearing their protective mask and surgical gloves while working with the suspected infected person.
4. The Covid Manager and/or the Covid Compliance officer should direct the ill employee to leave work and go home or to a place advised by the local health authority.

5. The employee must be transported in a manner that does not place other employees or members of the public at risk.

Public transport should not be used.

- If the infected employee is well enough to drive their vehicle, the Covid Manager and/or the Covid Compliance officer will instruct them to use their vehicle to go home.
 - If the Company is to transport an infected employee in a Company vehicle, the infected employee must ensure that they keep their mask on their face and wear a pair of gloves at all times.
 - The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
 - Once the vehicle has returned to the site, the vehicle must be sanitised and ensure that it is cleaned, and all surfaces, seats, dashboards, door handles seatbelts etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves whilst doing so.
6. The Covid Manager and/or the Covid Compliance officer and the relevant health authority official, must:
 - Identify employees who may have been in contact with the suspected infected employee.
 - Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning before attending work. The results of that self-screening must be conveyed to the HR Department by each employee.
 7. The Covid Manager and/or the Covid Compliance officer must assess the risk of transmission and ensure that both the isolation area and the suspected employee's workstation or office is thoroughly cleaned and disinfected.

Also, all other common surfaces recently touched by the infected employee must be thoroughly cleaned and disinfected. All persons carrying out this cleaning must wear disposable surgical type gloves, and all support persons' PPE must be appropriately discarded before resuming normal work functions.

Annexure I

**Suspected COVID-19 Case Form for Employees/Visitors Presenting Symptoms
At The Company's Premises**

Name: _____ **Date:** _____

Employee Visitor Contractor Supplier

Job Title & Employer's Name: _____

Employer's Address: _____

Person's Home Address: _____

Place where this form is completed: _____

Symptoms noted:

- Cough
- Fever / Temperature >38°C (100.40F)
- Sore throat
- Redness of eyes
- Shortness of breath (or difficulty in breathing)
- Body aches
- Loss of smell or loss of taste
- Nausea and/or vomiting
- Diarrhoea
- Fatigue, weakness or tiredness

Time of fever on set: _____

Time of isolation: _____

Where referred to: _____

Notes: _____

DETAILS OF REPORTER

Report done by: _____

Signature: _____

Date: _____ **Time:** _____

This form will be passed onto or filed in: _____

The person completing this form has reported this matter to:

_____ at _____ [date] _____ [time]

Annexure J

**COVID-19
WEEKLY SCREENING AND SELF ASSESSMENT**

Employee Personal Details			
Name and Surname		Employee No.	
Cell Number			

Please answer the following questions										
Month	_____ 2020	Week 1		Week 2		Week 3		Week 4		
1.	Have you been tested for the Covid-19 virus? Please tick the correct box									Not tested
										Tested – awaiting outcome
										Tested – negative outcome
										Tested – positive outcome
Mark with an X in the column. If YES, please provide details		Week 1		Week 2		Week 3		Week 4		Comment
2.	Have you been in contact with anyone that has been tested positive for the Covid-19 virus? Provide details	Y	N	Y	N	Y	N	Y	N	
3.	Are you aware of anyone in your family/community/organisation that has been tested positive for Covid-19? Provide details	Y	N	Y	N	Y	N	Y	N	
4.	Have you travelled outside the borders of South Africa in the past 21 days? Please list the countries visited	Y	N	Y	N	Y	N	Y	N	
5.	Have you been in contact with anyone that has travelled across the borders of South Africa in the past 21 days? Provide details.	Y	N	Y	N	Y	N	Y	N	
6.	Do you have any chronic illnesses or conditions? Provide details	Y	N	Y	N	Y	N	Y	N	

7.	Do you have any flu-like symptoms that seem to be getting worse?	Y	N	Y	N	Y	N	Y	N
8.	Do you have a dry cough?	Y	N	Y	N	Y	N	Y	N
9.	Are you experiencing diarrhoea?	Y	N	Y	N	Y	N	Y	N
10.	Do you have a sore throat?	Y	N	Y	N	Y	N	Y	N
11.	Are you experiencing body aches?	Y	N	Y	N	Y	N	Y	N
13.	Do you have a persistent headache?	Y	N	Y	N	Y	N	Y	N
14.	Do you have an elevated temperature? (38 degrees and above)	Y	N	Y	N	Y	N	Y	N
15.	Are you having difficulty breathing?	Y	N	Y	N	Y	N	Y	N
16.	Other:								
Date	Signature:								

Office Use

Supervisor/Manager:						Signature:
						Comment
Action taken		Week 1	Week 2	Week 3	Week 4	
	Access granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Access denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessment	<input type="checkbox"/> High		<input type="checkbox"/> Medium		<input type="checkbox"/> Low	