



CEDERKLOOF

27 May 2020

RE: CEDERKLOOF COVID PREPAREDNESS

1. PURPOSE

- 1.1 The aim of this policy is to ensure a safe working environment for all employees at Cederkloof Pty Ltd and to stop the spread of the Coronavirus Disease 2019 “COVID-19” virus. Section 8 of the Occupational Health and Safety Act, 1993 “OHSAct” requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees. Similarly, the OHSAct also imposes a duty on employees to take reasonable care of their own health and safety and that of their fellow employees.
- 1.2 Information pertaining to COVID-19 is being provided by various authorities on a regular basis and it is important to ensure that updates are obtained and disseminated through the organisation. Please refrain from forwarding information related to the virus without having checked it with credible sources such as the World Health Organisation (WHO) and the National Institute for Communicable Diseases (NICD). Spreading unverified information may contribute to unnecessary panic, stigma and discrimination, all of which do not add value at this stage.
- 1.3 This policy is subject to changes with the introduction of additional governmental guidelines and accordingly will be updated if, and when, required.

2. SCOPE

This policy includes measures being taken to mitigate the spread of COVID-19. All personnel are requested to follow all these requirements to sustain a healthy and safe workplace. It is important that we all act responsibly and transparently to these health precautions and requirements.

3. CONTENT

3.1 **How does COVID-19 Spread?**

COVID-19 is spread when there is close contact (1.5 metres or less) with an infected person. It is likely that the risk increases as the period of exposure to the infected person lengthens.

Contaminated droplets produced when an infected person coughs or sneezes are the main means of transmission. There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby as droplets are inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their own mouth, nose, or eyes.

3.2 **Primary Symptoms of COVID-19**

Symptoms that may develop in the 14 days following exposure to someone who has COVID-19 infection include:

Dry cough	Sore throat
Shortness of breath / difficulty in breathing	Redness of eyes
Body aches	Nausea

Loss of smell	Loss of taste
Vomiting	Diarrhoea
Fatigue / Tiredness	Weakness

Infections can cause more severe symptoms in people with weakened immune systems, older people and those with chronic conditions like diabetes, cancer and chronic lung disease.

3.3 What to do if you Develop Symptoms

- People who contract COVID-19 may take anywhere from one to twenty-one days to develop symptoms. Even if you do not have contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.

Hotline for the COVID-19 as per the Department of Health website: 0800 029 9999

- Employees should notify their line manager / supervisor and stay at home if they are sick and have been booked off.
- All employees should follow the company's sick leave policy in such situations.
- If the company has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work, the employer will request the employee to leave the workplace and seek medical treatment and / or testing immediately.

3.4 Quarantine and Working from Home

- If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform their employer and contact the COVID-19 Hotline. Close contact means that the employee was in face-to-face contact (i.e. within 1.5 metres) or been in a closed space for more than 15 minutes with a person with COVID-19 or lives with a person diagnosed as positive.
- If, after informing the Department of Health, the employee is required to self-quarantine then the following policies will apply:
 - If the employee is able to work during this period, then there is no requirement to submit a sick leave or annual leave request. The employee is, however, required to report daily to their line manager.
 - Should the employee become sick during this period, then the normal sick leave policy will apply. If the employee's sick leave entitlement under the section is exhausted, management 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.

3.5 Isolation and Return to Work Protocol

➤ Isolation of Personnel

- Anyone testing positive for COVID-19 must self-isolate at home for a period of 14-days from the date of the test, as per government regulations.
- Anyone that has been in close contact with an infected person must self-isolate for 14 days – the 14-day period is calculated from the date of last contact with the infected person. Close contact includes:
 - Face-to-face contact with an infected person closer than 2m, despite wearing a mask and having been in a close environment with that person for more than 15 minutes.
 - Having touched a potentially contaminated item in which an infected person was working, such as a laptop, without sanitising your hands thereafter.
 - Living in the same household as an infected person.
- Anyone going for a test, even if this is voluntary and whilst the person is asymptomatic, must self-isolate for 14-days, from the date of the test. The person can only return to work on submission of proof of a negative test from the Department of Health and presented to the COVID-19 Manager.

➤ **End of Self-Isolation**

- After the 14-day period, the isolation ends and the person may return to work.
 - **NOTE:** This depends on the doctor's instructions, the severity of the case and the directive from the institution where the person was tested, as there may be a requirement for another test prior to returning to work.
- If a person has tested positive, has been in isolation for 14 days, and has not shown any symptoms, they must be retested before going back to work.
- If a person has spent 14 days in isolation and no symptoms have developed, the person may return to work.

3.6 Travel

All domestic flight travel is suspended until further notice unless absolutely necessary as determined

by the parties concerned. All non-essential travel, particularly on public transport, is discouraged.

3.7 Meetings

- Consider whether a face-to-face meeting or event is needed - could it be replaced by a teleconference or any other electronic platform.
- Could the meeting be scaled down so that fewer people attend?
- Ensure that all participants in the meeting have washed their hands for 20 seconds or utilised a hand sanitiser prior to the meeting commencing.
- Ensure that all delegates are seated at least one and a half metres apart.
- The names and contact details of all participants in the meeting should be retained for at least one month. This may be done through the completion of a register and will assist healthcare authorities in tracing those who have been exposed to COVID-19, if a participant does become ill with the virus shortly after the meeting.
- If a participant should contract the virus shortly after the meeting, the company must inform all participants.

3.8 Hygiene in the Workplace

- All visitors and employees entering the offices must be requested by the receptionist to utilise a hand sanitiser on entering the premises.
- Coughs and sneezes must be covered with a tissue; the tissue must be disposed of in the relevant waste bin.
- Frequently touched objects, including workstations and surfaces, must be cleaned and disinfected using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, an alcohol-based hand sanitiser with at least 70% alcohol must be used.
- Handshakes with any staff or clients must be **AVOIDED**; one's face should not be touched either.

3.9 Wearing of Face Masks

- The use of face masks covering the mouth and nose is compulsory, when in public, entering any building, premises, work and when utilising public transport.

- Persons without a face mask will not be permitted to enter the worksite, as required by Chapter 5 (1) and 5 (2) of the Risk Adjustment Strategy Regulations (29 April 2020).
- All personnel will be supplied with two cloth masks by the Company to protect them whilst at work and also travelling to and from work.
- All other required PPE, as per the OHSAct, will continue to be supplied to personnel.

3.10 Seminars, Training and Conferences

- No employee may attend external seminars, training or conferences, unless approved by the Managing Director.
- The presentation of seminars and training to clients will be converted to online / blended facilitation.

3.11 COVID-19 Manager

- A COVID-19 Manager will be appointed to ensure the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace, as required by Government Notice NO. 479 29 APRIL 2020 - 479 Disaster Management Act (57/2002): Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 and the Risk Adjustment Strategy Regulations of 29 April 2020.
- It is recommended that a COVID-19 Response Team is also appointed to assist, where necessary, with the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace.

3.12 COVID-19 Compliance Officer

- A COVID-19 Compliance Officer will be appointed, which may be the same appointee as the COVID-19 Manager.
- The Compliance Officer is required to develop a plan for the phased in return of employees to the workplace, prior to reopening the workplace for business. The plan must include the following:
 - The employees that are permitted to work.
 - The plans for the phased-in return of their employees to the workplace.
 - The health protocols that are in place to protect employees from COVID-19; and
 - The details of the COVID-19 Compliance Officer.

3.13 Consequence of Breach

If an employee breaches this policy the necessary disciplinary action will be taken. It is important to note that the company's sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19. The normal sick leave policy which is in line with the Basic Conditions of Employment Act or the Main Agreement will still apply.