



Policy & Procedure	Date issued
COVID-19 POLICY	17.03.2020

Objective of the policy

At this stage the outbreak of COVID-19 is a developing story and more information is being provided by the authorities daily. Please refrain from forwarding information related to the virus without checking it with credible sources such as the World Health Organisation “WHO” and National Institute of Communicable Diseases “NICD”. Spreading unchecked information may contribute to unnecessary panic, stigma and discrimination, all of which do not add value at this stage.

- 1.1 The aim of the policy is to ensure a safe working environment for all employees and to stop the spread of COVID-19 virus. Section 8 of the Occupational Health and Safety Act, 1993 “OHSA” requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees. Similarly, the OHSA also imposes a duty on employees to take reasonable care for their own health and safety and that of their fellow employees.
- 1.2 The Company will continue to monitor the situation in South Africa and this policy may be updated depending on the ongoing spread of the virus.

2. Application

- 2.1 This Policy will apply to all employees of the company.

3. Content

3.1 How does COVID-19 spread?

- Coughing or sneezing – one can contract COVID-19 if one is standing within one meter of an infected person by breathing in droplets coughed out or exhaled by the ill person.
- Close personal contact, such as when shaking hands or touching others.
- Touching an object or surface on which the virus is found (after an ill person coughs or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing hands – touching the mouth, nose, or eyes.

3.2 Primary symptoms of COVID-19

- Fever
- Cough
- Shortness of breath or difficulty breathing

3.3 What to do if you develop symptoms

People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or 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 029 999

Employees who have symptoms of acute respiratory illness are advised to seek medical treatment and diagnosis as soon as possible.

The following hospitals have been identified to deal with any cases (as per the Department of Health website):

- **Western Cape:**
Tygerberg Hospital
- **Gauteng:**
Charlotte Maxeke Hospital
Steve Biko Hospital
Tembisa Hospitals
- **KwaZulu-Natal:**
Grey's Hospital in Pietermaritzburg
- **Limpopo:**
Polokwane Hospital
- **Mpumalanga:**
Rob Ferreira Hospital in Mbombela
- **Free State:**
Pelonomi Academic Hospital in Bloemfontein
- **North West:**
Klerksdorp Hospital
- **Northern Cape:**
Kimberley Hospital
- **Eastern Cape:**
Livingstone Hospital in Nelson Mandela Bay (PE)

Employees with acute respiratory illness symptoms are advised to stay home until they are cleared for work by a registered medical practitioner. It is important to note for an employee to qualify for sick leave, a valid medical certificate booking them off is required.

Employees should notify their manager and stay 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 during the day, the employer will request the employee to leave the workplace and seek medical treatment and or testing immediately. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees at risk.

3.4 Quarantine and working from home

For international travel employees are required to comply with the Statement by President Cyril Ramaphosa on the 15th March 2020 (as attached).

If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform the Department of Health. If, after informing the Department of Health, they require an individual to self-quarantine, then The Company will apply the following policies:

- If you are able to work during this period and it is possible to your position, then there is no requirement to submit a sick leave or annual leave request. You are, however, required to report daily to your line manager.
- Should you become sick during this period, the normal sick leave policy will apply.



3.5 Travel

The Company is suspending all domestic flight travel until further notice unless absolutely necessary as determined by the parties concerned. Employees will still be required to travel locally to clients and for business purposes, and this will be done in line with current protocols of low contact and high hygiene. In this instance, it is business as usual and we will be guided by our clients in terms of their ongoing needs and expectations.

In line with the Statement by President Cyril Ramaphosa on the 15th March 2020, all non-essential travel particularly by air, taxis and busses is discouraged.

3.6 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 prior to the meeting commencing.
- Ensure all delegates are seated at least one metre apart
- The names and contact details of all participants within the meeting should be retained for at least one month. This will assist health care authorities to trace who have been exposed to the virus if participant do become ill shortly after the meeting.

- If someone should contract the virus shortly after the meeting, the company should inform all participants.

3.7 Hygiene in the workplace

- All visitors and employees entering The Company’s offices must be requested by the receptionist to wash their hands on entering the premises.
- Cover your cough or sneeze with a tissue, dispose of the tissue in the relevant waste bin.
- Clean and disinfect frequently touched objects, including workstations, and surfaces 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, use an alcohol-based hand sanitizer with at least 60% alcohol.
- AVOID handshakes with any staff member or client - rather do the elbow bump or ‘Wuhan foot tap’.
- Avoid touching your face.

3.8 Wearing face masks

Based on the most recent WHO advice, there is no established scientific evidence available on the usefulness of wearing face masks to protect non-sick persons. A face mask still allows tiny droplets through which may carry infection. Wearing a face mask is more useful for an infected person trying to prevent further spread of the virus.

4 Seminars, Training and Conferences

No employee may attend external seminars, training or conferences, unless these are presented online. The presentation of seminars and training to clients will be converted to online / blended facilitation.

5 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 Labour Law will still apply.

It is the employee’s responsibility to contact management should he/she have any queries.

I, _____, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.

Employee signature as receipt hereof	
Date	