

# FRAMEWORK FOR MANAGING COVID-19 HEALTH AND SAFETY MEASURES AT THE WORKPLACE

## 1. Purpose:

- 1.1. The purpose of this document is to provide guidelines to assist in managing prevention measures against COVID-19 in the workplace, as far as reasonably and practically possible.
- 1.2. This document aims to promote the health and safety of employees in the mentioned circumstances and is not intended as a substitute for the Occupational Health and Safety Act, 1993.

## 2. Scope:

- 2.1. Practices and procedures in this document apply to all employees, work-site visitors and/or customers engaging in any business activity with the Company where contact of a social- and/or physical nature are required.

## 3. Definitions:

- 3.1. **Asymptomatic:** Showing no symptoms.
- 3.2. **Fever:** A rised body temperature i.e. above 37.2°
- 3.3. **Social distancing:** Maintaining a greater than usual physical distance from other people and avoiding direct contact with them in order to minimize exposure and reduce the transmission of infection of the Virus i.e. two (2) metres.
- 3.4. **Symptom:** Sign/s of a possible illness.
- 3.5. **Staggering:** Not occurring at the same time (in a sequence of operations).
- 3.6. **OSHA:** Occupational Health and Safety Act, 1993.

## 4. COVID-19:

<p><b>Transmission:</b></p> <p>COVID-19 are transmitted by:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Close personal contact:</b> Shaking hands and/or touching other infected people</li><li><input type="checkbox"/> <b>Coughing, sneezing, talking:</b> Respiratory droplets exhaled by an infected person, spraying into the mouths, noses and/or eyes or inhaled by another person being in too close distance</li><li><input type="checkbox"/> <b>Virus contaminated surfaces:</b> Touching of these surfaces and consequently touching the mouth, nose or eyes before washing hands</li></ul>	<p><b>Symptoms:</b></p> <p><b>Some</b> of the following symptoms can be present in an infected individual:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Higher body temperature than normal (Fever)</li><li><input type="checkbox"/> Coughing</li><li><input type="checkbox"/> Sneezing</li><li><input type="checkbox"/> Muscle pains / body aches</li><li><input type="checkbox"/> Fatigue</li><li><input type="checkbox"/> Shortness of breath</li><li><input type="checkbox"/> Diarrhoea or nausea (minority symptoms)</li></ul>
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## 5. Potential or confirmed Covid-19 case:

Employer	Employee
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request employee to leave workplace immediately to seek testing and medical treatment</li> <li><input type="checkbox"/> Thoroughly disinfect/clean potentially affected product/workplace area</li> <li><input type="checkbox"/> Isolate the specific operational area for preferably at least two (2) days</li> <li><input type="checkbox"/> Once the area is cleared other personnel may work in that area</li> <li><input type="checkbox"/> Affected employees to return after fourteen (14) days / when formally cleared via a negative test</li> <li><input type="checkbox"/> Communicate affected supply/delivery issues</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report symptoms immediately, OR</li> <li><input type="checkbox"/> Notify the employer if booked off sick / ill</li> <li><input type="checkbox"/> Seek testing and Medical Treatment</li> <li><input type="checkbox"/> Follow the Company's Sick leave policy</li> <li><input type="checkbox"/> If Quarantined, apply for Special Leave via UIF (Confirmation letter from Department of Health &amp; Employer required)</li> <li><input type="checkbox"/> Stay home until cleared for work by a Medical Practitioner</li> <li><input type="checkbox"/> Department of Health: Hotline 0800 029 999</li> </ul>

## 6. Administration

Employee records	Office Admin
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update contact numbers and emergency contact details to be updated</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Digital and remote transfers of material will be applied in areas where possible</li> </ul>
<p><b>Meetings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Replace face-to-face meetings by a teleconference or any other electronic platform as far as possible</li> <li><input type="checkbox"/> Delegates to wash hands prior to the meeting</li> <li><input type="checkbox"/> Delegates to be seated at least two (2) meters apart</li> <li><input type="checkbox"/> Retain attendance registers (names and contact details) for at least one month for traceability if needed</li> <li><input type="checkbox"/> Inform all delegates should someone tests positive or shows clear symptoms shortly after the meeting</li> <li><input type="checkbox"/> Visiting delegates to complete a Covid-19 Self-Assessment Declaration</li> </ul>	

## 7. Cleaning / Disinfection

Routine cleaning and disinfection
<ul style="list-style-type: none"> <li><input type="checkbox"/> Routinely clean all frequently touched surfaces in the workplace (included but not limited to):             <ul style="list-style-type: none"> <li style="width: 50%;">▪ Workstations</li> <li style="width: 50%;">▪ Floors</li> <li style="width: 50%;">▪ Countertops</li> <li style="width: 50%;">▪ Chairs</li> <li style="width: 50%;">▪ Doorknobs / -handles</li> <li style="width: 50%;">▪ Sanitary fittings</li> <li style="width: 50%;">▪ Bathrooms</li> <li style="width: 50%;">▪ Steering Wheels of vehicles</li> <li style="width: 50%;">▪ Telephones</li> <li style="width: 50%;">▪ Remotes</li> <li style="width: 50%;">▪ Grab-rails in corridors and stairwells</li> <li style="width: 50%;">▪ Etc.</li> </ul> </li> <li><input type="checkbox"/> Display / provide instructions for safe use of all cleaning and disinfection products</li> <li><input type="checkbox"/> Provide disposable wipes where required.</li> </ul>

## 8. Hand Hygiene

<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Company will ensure there is adequate soap, water, surface disinfectant spray and wipes onsite</li> <li><input type="checkbox"/> Wash for at least twenty (20) seconds at a time</li> <li><input type="checkbox"/> Regular washing of hands during operations to be facilitated by supervisors</li> <li><input type="checkbox"/> Areas where soap and running water are not available, use alcohol-based hand-disinfectants</li> <li><input type="checkbox"/> Refrain to use of others' phones, desks, offices, or other work tools and equipment</li> <li><input type="checkbox"/> No handshaking / touching allowed</li> </ul>	<p><b>Sanitising of Hands</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Apply the sanitiser</b> to the palm of one hand (read the label to learn the correct amount)</li> <li><input type="checkbox"/> <b>Rub</b> your hands together</li> <li><input type="checkbox"/> Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take <b>around 20 seconds</b></li> <li>▪ <b>Sanitisers</b> may not be as effective when hands are visibly dirty or greasy</li> <li>▪ <b>Caution!</b> Swallowing alcohol-based hand sanitizers can cause alcohol poisoning</li> </ul>
<p><b>Key Times to Wash Hands</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prior or immediately after entering the worksite</li> <li><input type="checkbox"/> When hands become visibly dirty or greasy</li> <li><input type="checkbox"/> Before and after handling/eating food</li> <li><input type="checkbox"/> At the start and end of each interval as determined by the employer</li> <li><input type="checkbox"/> Before and after treating a cut or wound</li> <li><input type="checkbox"/> After using the toile</li> <li><input type="checkbox"/> After blowing your nose, coughing, or sneezing</li> <li><input type="checkbox"/> After touching garbage</li> <li><input type="checkbox"/> When hand wash breaks are directed by your Supervisor / Manager</li> <li><input type="checkbox"/> After removing and before applying PPE</li> <li><input type="checkbox"/> When moving between different work areas</li> </ul>	<p><b>Five steps to Wash Hands</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Wet</b> your hands with clean, running water (warm or cold), turn off the tap, and apply soap</li> <li><input type="checkbox"/> <b>Lather</b> your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails</li> <li><input type="checkbox"/> <b>Scrub</b> your hands for at least 20 seconds.</li> <li><input type="checkbox"/> <b>Rinse</b> your hands well under clean, running water</li> <li><input type="checkbox"/> <b>Dry</b> your hands using a clean towel or air dry them</li> </ul>

## 9. Coughing or Sneezing

<p><b>Correct behaviour</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover mouth and nose with a tissue when coughing or sneezing</li> <li><input type="checkbox"/> Throw used tissues in the trash</li> <li><input type="checkbox"/> If no tissue is available, cough or sneeze into the elbow, not into the hands</li> </ul>
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## 10. Face Protection

<p><b>General</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where positions in the company have been identified as medium risk, the use of face masks and eye protection are mandatory e.g.             <ul style="list-style-type: none"> <li>▪ Employees working in close proximity to one another (less than two (2) meters)</li> <li>▪ Drivers</li> <li>▪ Receiving Personnel</li> </ul> </li> <li><input type="checkbox"/> Masks should cover nose and mouth</li> <li><input type="checkbox"/> Employees to avoid touching of own faces</li> </ul>	<p><b>Use of Masks when Mandatory</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cloth masks to be issued and personalised with at least a permanent marker</li> <li><input type="checkbox"/> Masks to be washed by employee on alternate days with hot water and soap</li> <li><input type="checkbox"/> Face masks to be compatible with on used protective eyewear</li> <li><input type="checkbox"/> Alternatively, disposable masks will be issued for ad hoc requirements</li> <li><input type="checkbox"/> Disposable masks to be discarded as waste after use and hand hygiene to be performed after disposal</li> </ul>
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## 11. Visitors to Company Site / to External Sites

<p><b>Visitors to Company Site:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Limited to essential people only</li> <li><input type="checkbox"/> Suitable barriers to be placed at points of frequent interaction.</li> <li><input type="checkbox"/> Avail sanitisers at reception</li> <li><input type="checkbox"/> One ablution facility allocated for visitors             <ul style="list-style-type: none"> <li>▪ Display sign at entrance</li> <li>▪ Cleaning hygiene performed after use to limit exposure</li> </ul> </li> <li><input type="checkbox"/> All visitors prior to entering premises should wash their hands</li> <li><input type="checkbox"/> Deliveries: Parcels/boxes             <ul style="list-style-type: none"> <li>▪ One dedicated location allocated for goods receipt</li> <li>▪ Company employee signs delivery receipt with own pen / stamp documents</li> <li>▪ Practice hand hygiene after action is completed</li> </ul> </li> </ul>	<p><b>Employee visit to External Site/s</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> May not enter shared amenity areas of external sites</li> <li><input type="checkbox"/> Use bathrooms only if necessary – Apply strict health and safety measures</li> <li><input type="checkbox"/> Wear face protection</li> <li><input type="checkbox"/> Leave vehicle for offloading / delivery</li> <li><input type="checkbox"/> Apply social distancing</li> <li><input type="checkbox"/> Wait outside, or in an isolated safe area</li> <li><input type="checkbox"/> Paperwork to be stamped, NOT signed</li> <li><input type="checkbox"/> Company’s employee to note name and time before handing stamped document</li> </ul> <p><b>Sales Representatives:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No supplier representatives are allowed on site             <ul style="list-style-type: none"> <li>▪ Contact via phone, email, facetime/skype</li> <li>▪ Onsite meetings if deemed necessary to be by appointment only</li> </ul> </li> </ul>
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## Signs / Awareness Posters at Reception

Visible placement of the following where applicable:

- Directive of point where goods delivered to the company will be received
- Visitor's reporting to reception to use sanitiser
- Visitor entering premises to wash hands
- Signage to aware visitors to not enter the premises if they have symptoms of Covid-19
- Visitor's attending meetings to complete Covid-19 Self-Assessment Declaration Form
- Social Distancing Awareness (2 Meters)
- Visitors not to sign Company documents
- No unsolicited representatives
- No Visitors allowed in shared amenity areas

## 12. Work Arrangements

Remote work	Shift Work
<ul style="list-style-type: none"><li><input type="checkbox"/> Remote work policy to apply</li><li><input type="checkbox"/> Temporary remote work agreement</li><li><input type="checkbox"/> Compliance with all Company policies including Health and Safety Standards</li><li><input type="checkbox"/> Adequate Internet connection required</li><li><input type="checkbox"/> Work schedules to overlap with those of their team members where necessary to complete job duties effectively.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Split employees into teams across shifts (Day/ Night OR Morning/Afternoon)</li><li><input type="checkbox"/> Stagger processes to reduce transport during peak periods</li><li><input type="checkbox"/> fixed teams (cohered), same individuals work together in teams and shifts</li><li><input type="checkbox"/> Shift change overs should have a time gap between them to avoid interaction</li><li><input type="checkbox"/> Functions should be spread across teams so that the site can operate if one of the teams is affected by COVID-19</li><li><input type="checkbox"/> People on different teams must not physically interact or switch teams.</li></ul>

### 13. Intervals

<b>Meals</b> <ul style="list-style-type: none"><li><input type="checkbox"/> No staff canteens will be open</li><li><input type="checkbox"/> Employees to bring their own food</li><li><input type="checkbox"/> No meal orders / deliveries</li></ul>	<b>Rest rooms</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Staggered mealtimes</li><li><input type="checkbox"/> Apply social distancing</li><li><input type="checkbox"/> Place visible notices to promote social distancing and hand hygiene these areas</li><li><input type="checkbox"/> Frequently cleaning and disinfecting of surfaces that are touched regularly, using standard cleaning products</li></ul>
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### 14. Ablution Facilities & Lockers

<b>Lockers</b> <ul style="list-style-type: none"><li><input type="checkbox"/> No sharing of lockers is allowed</li><li><input type="checkbox"/> Employee to ensure good housekeeping</li><li><input type="checkbox"/> Lockers to be cleaned by Cleaner after each shift change</li></ul>	<b>Ablution Facility</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Place visible notices to promote social distancing and hand hygiene these areas</li><li><input type="checkbox"/> Frequently cleaning and disinfecting of surfaces that are touched regularly, using standard cleaning products</li><li><input type="checkbox"/> Washing of hand compulsory before and after use of facility</li></ul>
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### 15. General Awareness

<b>Display of informational material</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Social Distancing</li><li><input type="checkbox"/> Washing / Disinfection of Hands</li><li><input type="checkbox"/> Reporting of potential infection / symptoms</li></ul>	<b>Daily shop-floor talks covering</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Taking of tea- and lunch breaks</li><li><input type="checkbox"/> Use and cleaning of equipment</li><li><input type="checkbox"/> Entrance and Exit rules to the Company Premises</li><li><input type="checkbox"/> Rules for Absenteeism</li><li><input type="checkbox"/> Use of ablution facilities</li><li><input type="checkbox"/> Suspect contact with Covid-19 / Illness</li><li><input type="checkbox"/> Application of Face Protection</li><li><input type="checkbox"/> Reporting of symptoms</li></ul>
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## 16. Compliance

- Regular risk assessments to be performed as per OSHA regulations
- All existing laws, policies, procedures and practices remain in place except in instance where this document directs otherwise above
- The Company will continue to monitor the situation in South Africa and this document may be updated depending on changes to circumstances related to the Covid-19 pandemic
- The content of this document does not cancel the duty imposed on the employee to take reasonable care for their own health and safety, that of his fellow employees and family members
- Should an employee fail and/or refuse to render services despite adequate safety measures being implemented by the Company, disciplinary action may be taken via fair procedure
- An employee's breach of the rules set out in this document may lead to formal corrective measures

## COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
<b>Fever</b> 	Common	Rare	Common
<b>Cough</b> 	Common (usually dry)	Mild	Common (usually dry)
<b>Sore Throat</b> 	Sometimes	Common	Sometimes
<b>Shortness of Breath</b> 	Sometimes	No	No
<b>Fatigue</b> 	Sometimes	Sometimes	Common
<b>Aches &amp; Pains</b> 	Sometimes	Common	Common
<b>Headaches</b> 	Sometimes	Rare	Common
<b>Runny or Stuffy Nose</b> 	Rare	Common	Sometimes
<b>Diarrhea</b> 	Rare	No	Sometimes for children
<b>Sneezing</b> 	No	Common	No

Adapted from material produced by WHO, Centres for Disease Control and Prevention.



**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus (COVID-19)** visit [health.gov.au](https://www.health.gov.au)




Australian Government



# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**

Clean Your Hands

All essential procedures have been adapted by the World Health Organization to reflect the international consensus in this document. However, the guidelines do not constitute a binding instrument without consent of any and all other members of the WHO. The responsibility for the interpretation and use of the materials with the reader is to be shared with the World Health Organization. The WHO acknowledges the valuable contributions to Patient Safety, in particular the members of the Patient Safety Programme, for their active participation in developing this material.

May 2009

# How to handrub?

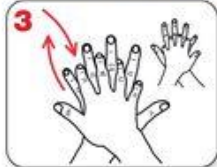
WITH ALCOHOL-BASED FORMULATION



Apply a palmful of the product in a cupped hand and cover all surfaces.



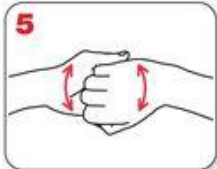
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with interlaced fingers



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



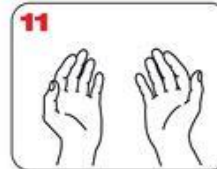
20-30 sec



...once dry, your hands are safe.



40-60 sec



...and your hands are safe.



WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



October 2006, version 1.

Design: mms/bz/ghg/ner/mok



Disease Prevention

2 m / 6 ft



**Maintain  
social  
distancing**

SOURCE: WORLD HEALTH ORGANIZATION

**[Insert name of Business]**

# Covid-19 Self-Assessment Declaration

*In order to access the Company premises it is required to complete this declaration in relation to the COVID-19 pandemic. The undersigned understands and acknowledges that this form is completed in the best interests of the health and safety of all affected parties and to reduce the risk associated with transmission of the Covid-19 virus:*

*The declaration is required by all visitors accessing any of the Company premises.*

*The signing of this document further indicates acknowledgement and acceptance of the Company's Covid-19 Health and Safety Awareness practices and conditions of entry and that visitors will abide by these and the instructions of their host, who will accompany him/her during their visit to the site. It remains Management's prerogative to refused access to the site irrespective of the content and completion of this form for whatever reason may be applicable.*

*This declaration is valid for a maximum period of fourteen (14) days.*

Name: .....

Company: .....

Signed: .....

Date: .....

*Delete which is NOT applicable*

Yes / No                      *Have you travelled outside of your province in the last 14 days?*

Yes / No                      *Are you currently experiencing any possible symptoms of COVID-19 including, fever, cough or have difficulty breathing?*

Yes / No                      *Have you undergone treatment for or been infected with COVID-19; in which case a negative test result may be required? If so, when were you treated?*

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Yes / No                      *Have you been in close contact with a person who travelled outside of your province in the last 14 days?*

Yes / No                      *Have you been in contact with a person diagnosed with COVID-19 in the last 14 days?*

*If you answered YES to any questions, you may (at the Company's sole discretion) **NOT** be permitted to enter the facility for a period of 14 days after any of the above events. **Please call the person you are visiting to arrange an alternative meeting.***