

COVID-19 AISCT HEALTH AND SAFETY IN THE WORKPLACE POLICY

SCOPE

This policy applies to all employees.

PURPOSE

To set clear guidelines in how to manage the COVID-19 virus in the workplace.

SOCIAL DISTANCING

The workplace will be arranged to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half (1.5) meters between workers while they are working, e.g. at their workstations.

Depending on the circumstances the minimum distance may need to be longer or wider.

If it is not practicable to arrange work stations to be spaced at one and a half (1.5) meters apart, the following will be done:

1. Physical barriers will be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working.
2. All employees will be provided with appropriate PPE based on a risk assessment of the working place.

Social distancing measures will be implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and bathrooms. These measures may include dividing the workforce into groups or stagger break times to avoid the concentration of workers in common areas.

HEALTH AND SAFETY MEASURES

Symptom screening

1. All employees and workers will be screened every day when they report for work to ascertain whether they have any of the observable symptoms associated with COVID-19 i.e:
 - Temperature or fever
 - Cough
 - Sore throat
 - Redness of eyes
 - Shortness of breath or difficulty in breathing
2. Every employee will be required to report whether they suffer from any of the following additional symptoms:
 - Body aches
 - Loss of smell
 - Loss of taste
 - Nausea
 - Vomiting
 - Diarrhoea
 - Fatigue
 - Weakness
 - Tiredness



3. All employees MUST immediately inform their supervisor if they experience any of the symptoms.

If an employee presents with any of the symptoms or informs his/her line manager of these symptoms, the following procedures will be followed:

1. The employee will not be permitted to enter the workplace or report for duty; OR
2. If the employee is already at work:
 - The employee will immediately be isolated and will be provided with a FFP1 surgical mask. Arrangements will be made for the employee to be transported in a manner that does not place other employees or members of the public at risk to be either self-isolated or for a medical examination or testing; and
 - Assess the risk of transmission, disinfect the area and the worker's workstation. Employees who may be at risk will be referred for screening and any other appropriate measure to prevent possible transmission will be taken.
3. Ensure that the employee is tested or referred to an identified testing site.
4. The employee will be placed on paid sick leave in terms of section 22 of the Basic Conditions of Employment Act. If the employee's sick leave entitlement is exhausted, application will be made to UIF on the COVID-19 Temporary Employer Relief Scheme.
5. The employee will not be discriminated against on ground of having tested positive for COVID-19.
6. If the employee contracted COVID-19 as a result of occupational exposure, a claim for compensation will be lodged in terms of COIDA.

If an employee has been diagnosed with COVID-19 and was isolated in accordance with the Department of Health Guidelines, the employee may return to work on the following conditions:

1. The employee has undergone a medical evaluation confirming that the employee has tested negative for COVID-19;
2. The employee strictly adheres to personal hygiene, wears a mask, social distancing and cough etiquette.
3. The employee will be closely monitored for symptoms when returning to work.

Sanitisers, disinfectants and other measures

1. Hand sanitisers will have at least 70% alcohol content and will be in accordance with the recommendations of the Department of Health.
2. Sufficient quantities of hand sanitiser will be provided to employees and any persons who access the workplace.
3. Employees who work away from the workplace other than at home will be provided with an adequate supply of hand sanitiser.



4. Hand sanitiser will be on an employee's workstation if the employee interacts with the public. The hand sanitiser will be for the employee and the person with whom the employee is interacting.
5. All work surfaces and equipment are to be disinfected before work begins, regularly during the working period and after work ends.
6. All areas such as toilets, common areas, door handles, shared electronic equipment etc. must be regularly cleaned and disinfected.
7. All biometric systems will be disabled and timesheets will be used for clocking staff in and out. Each employee should have their own pen to complete the timesheets. If pens or stationery are to be shared, wipes will be provided to allow staff to clean pens etc. before using them.
8. Sufficient water and soap will be available to wash hands regularly.
9. Paper towels will be provided to dry hands after washing. In terms of regulations fabric towelling is prohibited.
10. Employees are required to wash their hands and sanitise their hands regularly while at work.
11. Employees interacting with the public are required to wash their hands and sanitise their hands regularly while at work.
12. Surfaces that employees and members of the public come into contact with must be routinely cleaned and disinfected.

Cloth Masks and Face Shields

1. The main benefit of everyone wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. As some persons with the virus may not have symptoms or may not know they have the virus; the Department of Health requires that all persons wear cloth masks when in a public place.
2. All employees will be issued with two (2) cloth masks which they are required to wear while at work and while commuting to and from work. Employees will be required to wash these masks on a regular basis.
3. All employees will be issued with a face shield which they can choose to wear at work.
4. Any other workers, e.g. contractors will be required to wear masks in the workplace.
5. The general requirement for workers to wear masks does not derogate from the fact that where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with the Department of Health guidelines.

Measures in respect of workplaces to which public have access

The principal purpose of the measures contained in the following clause is to protect workers from being exposed to the virus through their interaction with the public and to protect members of the



public from being exposed to the virus through their interaction with workers or other persons present in such a workplace.

Depending on what is reasonably practicable given the nature of the workplace the following will apply:

- The workplace will be arranged in such a way that there is a distance of at least one and a half (1.5) meters between workers and members of the public or between members of the public; or
- Physical barriers will be put in place or workers will be provided with face shields or visors;
- If appropriate, undertake symptom screening measures of persons other than the employees entering the workplace with due regard to available technology.
- If appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace.
- All members of the public, including suppliers will be required to wear masks when inside the property.

Ventilation

The workplace will be kept well ventilated by natural or mechanical means to reduce the viral load.

Filters need to be cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

Vehicles

All drivers are required to do the following:

1. Use wipe to open the door of the vehicle or wipe the door handle before getting into the vehicle.
2. Wipe the steering wheel, hand brake and gear shift before starting the vehicle. Sanitise hands before starting to drive.
3. Before getting out of the vehicle wipe down the steering wheel, hand brake and gear shift. Sanitise hands.
4. Wear a cloth mask at all times.

Additional Documents

- All employees will be required to review and sign the Health Screening Questionnaire before being permitted to work on campus.

DISCIPLINARY ACTION

Disciplinary action will be taken against any employee who fails to comply with health and safety regulations in the workplace.

v. 08 May 2020

