



EERSTERUST CARE AND TRAINING CENTRE

PROCEDURE

COVID-19

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CONTENTS

1. Aim	4
2. Scope	4
3. Definitions	4
4. Abbreviations	
5. HR Team	4
6. General	5
6.1. Updates	5
6.2. Unwanted events	5
6.3. Contraventions	5
7. The Procedure and Annexures	5
7.1. Background information on COVID-19	5
7.2. General Rules	6
Annexure 1	8
Annexure 2	9
Annexure 3	10
Annexure 4	11
Annexure 5	12
Annexure 6	13
Annexure 7	14
Annexure 8	15
Annexure 9	16
Annexure 10	17
Annexure 11	18
Annexure 12	19
Annexure 13	20
Annexure 14	21
Annexure 15	22
Annexure 16	23
Annexure 17	24
Annexure 18	25
Annexure 19	27
Annexure 20	28
Annexure 21	30
8. Record of Revision	31

1 Aim

The purpose of this procedure is to ensure that Eersterust Care and Training Centre (ETC) has the required controls in place for safe and healthy working conditions at all its operations. The different annexures to this procedure will guide management, supervisors and employees on their duties, responsibilities and actions during the COVID-19 pandemic and the threats the pandemic poses. Through the implementation of these enforcement rules, ETC believes we have the necessary controls in place to comply with the Disaster Management Act 2002 and the: AMENDMENT OF REGULATIONS ISSUED IN TERMS OF SECTION 27(2) related to COVID-19

2 Scope

This procedure applies to all ETC's operations and is applicable to all employees / contractors, service providers and visitors who are working for or on behalf of this organization and all other interested parties at ETC and associated activities within and outside the boundaries and under the control of ETC's operations. It is expected that all parties will follow the requirements as set out in this procedure and the rules as outlined in this procedure related to COVID-19.

3 Definitions

Term	Definition
Employee	Means any person who is employed or working at ETC
Employer	Means the NPO Entity
Health	Refers to occupational Health at the Centre - 408 Oranje Street, Eersterust
HR (Health & Safety Representative)	Means a person elected and appointed
Occupational Health and Safety Risk	Means exposure to a source of harm and the potential impact thereof on the Health and/or Safety of the person, or of co-workers
Risk	Means the likelihood that occupational injury or harm to persons will occur
Risk Assessment	Refers to the systematic process for describing and quantifying the risks associated with hazardous substances, processes, actions or events
Supervisor	Means a person that oversees the actions of a person

4 Abbreviations

Abbreviation	Explanation
OMP	Occupational Medical Practitioner as required in MHSA, Section 13
NICD	National Institute for Communicable Diseases
DMRE	Department of Mineral Resources and Energy
HIRA	Hazard Identification and Risk Assessment
PPE	Personal Protective Equipment
RA	Risk Assessment

5 HR Team

Description	Person
Centre Manager	Aurelia Hoods
COVID-19 Appointed Officer	Aurelia Hoods
Social Worker	Sr Itayi
CEO	Dr W. R. Hoods

6 General

5.1 Updates

This procedure will be reviewed after 48 months and updated if required.

5.2 Unwanted Events

When the need arises after a serious injury or serious health threatening event, the relevant Risk Assessment will be reviewed and revised if required, following that the content of this procedure will be evaluated and updated if found to be inadequate.

5.3 Contraventions

Any breach of the specifications in this procedure shall be regarded as “Refusal / Failure to carry out a lawful instruction” and will be dealt with as per the Disciplinary procedure.

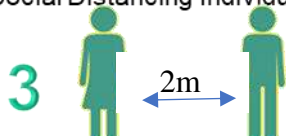
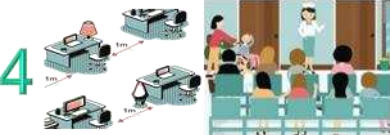
7 The Procedure and Annexures

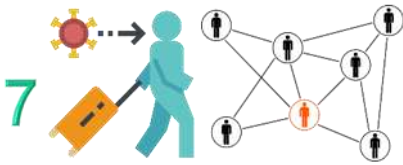
7.1 Background information on COVID-19

- COVID-19 is a virus infection that can be spread by a person that is infected by this virus to others. It can spread from person to person through small droplets from the nose or mouth which are spread when a person with the virus coughs or exhales
- Non-infected persons could pick up COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19, they can catch it by breathing in droplets coughed out or exhaled by the infected person. In other words, COVID-19 spreads in a similar way than the common flu does
- Most persons infected with COVID-19 experience mild symptoms and do recover. However, some go on to experience more serious illness and may require hospital care
- The risk of serious illness rises with age. People over the age of 50 seem to be more vulnerable than those under 50. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to become seriously ill when they contracted COVID-19
- The COVID-19 virus is easy to kill, and it dies easily when exposed to soap, alcohol-based sanitiser or ammoniac products. The virus is encapsulated in a fatty layer that allows it to live for an extended time on any surface like steel, plastic, clothing, skin etc. Soap and disinfectant solutions that break down this fatty layer kills the virus

7.2 General rules

Steps to be followed

Activity	Strategy	Responsible Person
Medical screening 1 	1. Source medical screening partner 2. Subject all employees to heat scanning and targeted or referred medical screening 3. Do regular testing	1. Centre Manager 2. Appointed COVID-19 Officer 3. All Employees
Daily Heat Scanning & Access Hygiene 2 	1. Daily heat scanning of all individuals prior to entry to worksite - social distancing to be applied always 2. Convert biometric fingerprint readers to use clock cards & sanitise access control equipment	1. Centre Manager 2. Appointed COVID-19 Officer
Social Distancing Individuals 3 	1. Groups must be reduced significantly with minimum 2 m distancing 2. Use social distancing for face-to-face meetings	1. All Employees 2. All Employees
Distancing in Shared Offices 4 	1. Distancing at in shared offices and avoid close contact with others. Small offices ≤ 2 in a meeting. 2. Avoid use of aircons and open windows for fresh air if the weather allows 3. Use elbow to cough or sneeze. Practice frequent hand-washing and good hygiene measures	1. All Employees 2. All Employees 3. All Employees
Distancing in Buses & Vehicles 5 	1. Distancing in buses and minibuses with empty seating space between passengers. Avoid public transport where possible 2. No lift clubs for private vehicles - Max 2 persons/per 5-seater vehicle with space between passengers 3. Social distancing when queuing for buses and buses to be sanitised regularly	1. All Employees 2. All Employees 3. All Employees
COVID-19 Brief 6 	1. COVID-19 Employee Brief regarding the statistics and controls	1. Centre Manager 2. Appointed COVID-19 Officer 3. Social Worker

Travel restrictions 7 	1. International, regional and inter-provincial travel prohibited - To be approved by the MD 2. Mandatory self-quarantine for anyone returning from high-risk destination. Keep contact list 3. If travel is necessary, keep the airline details in case of tracing need, wear recommended personal protective equipment or PPE (e.g. gloves, NIOSH-certified disposable N95 respirator, eye protection)	1. Traveller to seek written permission from the Chairperson and co-signed by the Manager
No gatherings or mass meetings 9 	1. Gatherings and mass meetings prohibited - where necessary groups to be in open spaces and social distancing to be applied 2. Set-up virtual meeting options 3. Keep record of attendees in the form of e-mail	1. Centre Manager 2. Appointed COVID-19 Officer 3. All Employees 4. Meeting Organiser
COVID-19 Protective Wear 10 	1. Supply and distribute PPE and chemicals - ensure constant availability 2. Ensure adequate supply of equipment, soap and sanitisers 3. Safe use of PPE	1. Centre Manager 2. Appointed COVID-19 Officer 3. All Employees
COVID-19 Personal Packs 11 	1. Distribute personal COVID-19 hygiene packs to individuals.	1. Centre Manager 2. Appointed COVID-19 Officer

NOTE: The rest of this procedure will comprise of Annexures that are each on their own page. This will allow for the printing of the relevant Annexure that can then be made available as a handout to the relevant persons involved or that are affected by that part of this procedure.

Annexure 1

Responsibilities of the Manager and COVID-49 Officer and of all employees including contractors

- Ensure that all personnel under their control are made aware of this COVID-19 procedure
- Provide updated information when COVID-19 rules are updated, or changes are made to this document and the rules/ controls indicated in it
- To create awareness of changes to this procedure will be the responsibility of the HR department

Annexure 2

Communication

- During the lockdown period communication to employees will be done through whatsapp, email and SMS. Good communication is identified as an integral part of ensuring that there is compliance to the requirements to get the COVID-19 pandemic that the world is facing under control. It is imperative that we ensure that employees are kept abreast with the latest information to take care of themselves and their families
- When the operations re-start, we will have more tools again to communicate to our employees, including:
 - a) Bulk SMS to all employees
 - b) Daily communication/awareness messages via Whatsapp groups
 - c) Centre Manager's briefs
 - d) Notice boards with COVID-19 information that is regularly updated
 - e) Banners, posters, flyers and other promotional material to be distributed electronically
 - f) Waiting place meetings by managers
- All medical and statistical information related to COVID-19 to be accessed via the website:
<https://sacoronavirus.co.za/>

Annexure 3

Duties of employees, suppliers, and visitors that suspect that they may have contracted COVID-19

- No employee, supplier or visitor that suspects that they have been in contact with the COVID-19 virus or have contracted COVID-19 can enter the premises of MIP
- Any employee that suspects that s/he has COVID-19 must immediately self-quarantine and call the following number for assistance: **National Hotline Number: 080 002 9999**
- Employees suspecting that they might have contracted the virus must look for the following signs:
 - a) Dry cough
 - b) High fever
 - c) Shortness of breath
- The Medical professional after answering the call will provide the employee with the necessary information on how to proceed if s/he is suspected to have contracted COVID-19
- If the employee is recommended to quarantine or go to a medical facility and is booked off- sick it is the employee's duty to notify his/her immediate supervisor or relevant HR representative of his/her condition and situation
- If the Medical professional finds that the employee that suspected s/he has COVID-19 is negative, then this employee may report to his/her immediate supervisor
- If the employee is found to be negative, then a "Proceed to work" permit will be issued, and the person may proceed to work
- Sick leave days will be applied during suspect separation, quarantine or hospitalization for COVID-19 or any other form of lockdown related to COVID-19 where the employee may not be able to report at their place of work

Annexure 4

Travelling with the Centre's supplied vehicles from the ETC office and then back home

- All vehicles transporting employees and learners may only be filled to 50% of their capacity as per national transport standard requirements during COVID-19
- Social distancing must be applied at all times. Stand at least 2m away from other persons
- All passengers will be thermally scanned before they can enter the office
- All passengers must ensure they apply social distancing whilst in the vehicles
- All employees must comply with the access control arrangements and social distancing when arriving
- **The driver must ensure:**
 - a) That seating arrangements are controlled and that the vehicle is loaded to only 50% of capacity
 - b) Enforce that the passengers do wear face masks at all times whilst in the vehicle
 - c) The vehicle does not stop for pick-up of any unapproved passengers
 - d) No ad-hoc stopping to go to shops will be allowed
 - e) The driver of the vehicle must always wear a face mask when there are passengers on board
 - f) The inside of the vehicle must be wiped down with a disinfectant regularly
 - g) All vehicles have a supply of hand sanitizer and masks readily available for passenger to use when they enter the vehicle

Annexure 5

Employees travelling in Taxis or Minibuses

- All ETC employees have the responsibility to look after their own wellbeing, the wellbeing of their fellow employees and their families, thus they must only travel in transport where the occupants are not more than 50% of the licensed number of passengers that may be transported
- All ETC employees when they use public transport, before entering such transport must put on their face mask for their own protection
- All employees who travel by taxi or minibus must be thermally scanned before accessing place of work. Please wait to be scanned before accessing offices
- The scanners used are infrared scanners that do a skin temperature measurement and not a person's core temperature. Thus, the reading is used as an indicator of the body temperature of the person being scanned
- If one or more occupants in the vehicle is found with a skin temperature higher than 37.2°C, the following rules apply:
 - a) The person/s that had a high temperature reading will be placed at a pre-designated point at least 2m away from other people
 - b) The Centre Manager must then explain to the person/s that this is just a precautionary measure and it is not a definite result. People should stay calm and that the reason for the additional testing is to ensure that all our employees are safe
 - c) The Centre Manager will then contact a qualified medical person to conduct the necessary questionnaire and tests to determine if the person/s is suspected of having COVID-19
 - d) When an occupant refuses to be tested, such a person will not be allowed to access the premises of Tshepong Centre for the Disabled

Annexure 6

Private Vehicles

- As a responsible ETC employee, you owe it to yourself, your fellow employees and your families to comply with the rule that during the COVID-19 period you are only allowed to have 50% of the licensed occupants in a vehicle
- This rule applies for all types of traveling in a vehicle on the road
- When a vehicle arrives at ETC, all occupants in the vehicle will be scanned for their skin temperature with an infrared heat scanner while all occupants are in the vehicle.
- If an occupant/s are found with a skin temperature higher than 37.2°C, then the following rules apply:
 - a) Nobody that is in the vehicle is allowed to access a site or office
 - b) The COVID- 19 Appointed Officer on duty will indicate where the driver must proceed to
 - c) The person/s will then be placed at a designated area at least 2m away from other people
 - d) The other people in the vehicle will be required to stay in the vehicle
 - e) The COVID-19 Appointed Officer must then explain to the person/s that this is just a precautionary measure and it is not a definite result. This person/s should stay calm and that the reason for the additional testing is to ensure all our employees are safe
 - f) The COVID-19 Appointed Officer will then contact a qualified medical person to come and conduct the questionnaire and tests to determine if the person is suspected of having COVID-19
 - g) If the outcome of the questionnaire/ test is negative, then the individual and the rest of the occupants in the vehicle may proceed to enter the relevant MIP operational site
 - h) If the person/s is suspected of having COVID-19 all the occupants in the vehicle will be escorted to the nearest testing station in line with the NICD requirement
 - i) If any of the occupants refuse to be tested, they will be refused from entering the premises of MIP operations
 - j) If the driver of the vehicle wants to leave, then the Supervisor on duty must contact the local SAPS and provide them with the registration number of the vehicle. They must explain that there could be a suspected case of COVID-19 in the vehicle

Annexure 7

Pedestrians

- All pedestrians that want to enter the premises of Tshepong operations will be heat scanned at the perimeter control points by Tshepong COVID-19 Appointed Representative
- Social distancing should always be applied. Thus, persons must stand at least 2m away from each other. The Supervisor on duty must ensure that this rule is always applied when there are pedestrians at the perimeter control point
- If a person is found with a skin temperature higher than 37.2 °C, the following rules apply:
 - a) The person showing the increased temperature must be removed from the other persons present and be taken to the pre-identified holding point at least 2m away from other people
 - b) The Supervisor on duty must then send that person to the nearest testing station or qualified medical person to conduct the questionnaire and tests to determine if the person is suspected of having COVID-19
 - c) The Supervisor must explain to the person that this is just a precautionary measure and it is not a definite result. This person should stay calm and that the reason for the additional testing is to ensure all our employees are safe
 - d) If found to be negative the individual may proceed to enter the ETC office
 - e) If a person refuses to be tested, s/he will not be allowed to enter the premises of ETC

Annexure 8

Entrances

- Random alcohol testing will be conducted as per the alcohol testing procedure
- The ETC alcohol testing procedure is still in place during the COVID-19 pandemic however, the testing methodology has changed to limit contact with the testing device by the person being tested and the Protection Services employee
- The screening test will be conducted by the person blowing through a straw into the alcohol tester. Each time a test is conducted the person being tested will get a new individually wrapped straw to be used
- The alcohol tester will be placed in a stand that will hold the testing device at the appropriate height and direction. The stand will be situated at least 2m away from any point where other pedestrians or people must travel or stand
- The unit will be positioned such that the HR Manager can observe the indicator lights (red and green) from at least 2m away
- The used straws and wrapping must be placed by the person that used it in a closed bin as this is considered medical waste and need to be treated as such
- If a person is found to be suspected of being under the influence of alcohol then the normal procedure for alcohol testing will apply. If additional testing is required for evidence in a disciplinary case, then a blood sample will be taken by a duly qualified medical person
- Only when the person being tested has moved away at least 2m from the testing instrument, may another person come to the testing point to be tested. The 2m rule must always be applied at this point

Annexure 9

Clocking points

- Attendance Registers will be in place in each office or classroom
- Hand sanitiser dispenser units are available at all access points
- When moving through the door and gate push it with your elbow or hip and not your hands
- The door and gate will be sprayed with approved disinfectant at regular intervals not exceeding 2 hours thereafter
- The disinfectant spray containers must be marked indicating the following:
 - a) Content “Disinfectant”
 - b) “Do not drink”
 - c) “Toxic”
- The disinfectant spray in the containers needs to be replaced regularly
- The bulk disinfectant (not mixed with water yet) to be stored in the storeroom
- Decanted/mixed solutions in spray bottles or spray devices may be kept at the Supervisors office. It must be kept away from any food or drink
- Over and above the body heat skin temperature scanning that will be done at the access control points, body heat scanning will also be done at an ad-hoc basis. Employees may not refuse to be heat scanned when requested for it to be done
- When visitors are required to sign in at the office they must as far as possible use their own pen. If a pen is provided it must be cleaned before and after every use
-

Annexure 10

Offices, rooms (including class, therapy and storage rooms), kitchens and toilets and boardrooms.

In addition to the normal cleaning and hygiene rules related to offices, rooms, kitchens, toilets and the following rules will apply during the COVID19 pandemic:

- All offices must be cleaned and disinfected regularly
- Hand sanitiser dispenser units to be placed at strategic points
- Social distancing will apply at all offices and unnecessary movement between offices should be limited
- Managers should refrain from calling people to the office to report. Rather talk to people in open space areas where the 2m distance rule can be applied
- Where possible the building doors and windows should be left open to improve the natural ventilation flow
- Where kitchens are used, social distancing must always apply
- The frequency of kitchen cleaning must be increased depending on the number of users
- Limit the use of communal cups. Bring your own cup to work for coffee or tea. Wash and keep it clean when not in use. Keep it under your control
- Cleaning staff/cleaning contractors to be trained on how to effectively clean offices. This will include door handles, phones, chairs, tables, printers etc.
- Drivers delivering any goods must wear face masks during the delivery and handling of the products
- Where practical, face masks must be worn during meetings where there is a group of people
- Office printers need to be wiped/cleaned regularly during the day. Users should sanitize or wash their hands after use
- The cleaning of toilets and facilities must be done frequently throughout the day. The frequency will be determined by the Hygiene department based on the number of people using the facilities
- No delivery of food allowed to Tshepong' s premises.
- No access will be granted to anyone who is not pre-authorized to deliver essential goods or services.

Annexure 11

Smoking area

In addition to normal rules and procedures regarding smoking areas the following rules will apply during the COVID-19 pandemic:

- Social distancing, at least 2m apart at smoking areas must be enforced
- The number of people in smoking areas must be limited to one at a time
- Cigarette butts to be disposed by the user into a closed container. Do not leave butts outside the holding container

Annexure 12

Waiting Places / Meeting Areas

In addition to the normal rules and procedures regarding waiting places and meeting areas, the following rules will apply during the COVID-19 pandemic:

- The waiting is is defined as the communal hall entrance area and only upon entering the wooden door will the following apply. Surface waiting place - Make sure people are keeping their distance with the correct seating arrangements on benches
- Waiting places and green areas - Make sure people apply social distancing
- Where applicable, meetings will be held in large open areas where employees can stand apart and adhere to our social distancing plan. At least 2m apart
- All waiting places and meeting areas to be disinfected daily
- Face masks/goggles and gloves to be worn always at the waiting place during meetings
- Up to date communication regarding COVID-19 must be displayed at the waiting place

Annexure 13

Working places

- As far as possible social distancing should be enforced in workshops etc.
- Due to the nature of our operations, this is not always possible
- When two people or more have to be in the same area (closer than 2m from each other) a face mask must be worn
- The face mask may be removed if a person works alone or is at least 2m from someone else

Annexure 14

Steps to deal with a COVID-19 suspected person from working places

- In the case that an employee passes all the control points without being detected and becomes ill with symptoms similar to that of COVID-19 that workplace must be issued with a stop note
- ALL staff must put on their face masks and leave the workplace. They must convene at the waiting place in the centre grass area.
- The COVID-19 Officer must immediately inform the Centre Manager of the suspected case and that the persons are on their way out of the workplace
- The workplace must then be sprayed with disinfectant and be left dormant for 12 hours before any further work may commence
- The suspected person must report to a testing facility. The medical personnel will evaluate the persons and if found negative for COVID-19 the person may return to their working place. The person in charge of the evacuation will then decide if the crew can go back to work on the same day or on the next day that they are on duty
- All persons that the suspect was in contact with, will need to be identified in accordance with the NICD rules. It will be the duty of the medical staff to set that process in motion
- A workplace where a person worked in that is now found to be a COVID-19 suspect or COVID-19 positive, will have to be barricaded off for 12 hours. After 12 hours the place needs to be sprayed down with disinfectant by a team wearing protective clothing and be kept closed for the next 12 hours
- After this period has lapsed the team working in this place can go back, make the place safe and resume work as normal

Annexure 15

Working places

- Social distancing must be enforced at all working areas
- Due to the nature of meetings, it is not always possible to keep persons 2m apart
- When more than one person must be in the same area, within 2m of each other then a face mask must be worn
- The face mask may be removed if a person works alone or is at least 2m from someone else

Annexure 16

HR Centre - Social Worker

- The Social Worker must develop material in line with the requirements of this document
- All employees and visitors will need to be exposed and assessed on the COVID-19 requirements as stated in this document
- The HR Centre has sanitiser units installed at strategic points and must ensure soap is always available for regular hand washing

Annexure 17

Mixing of disinfectant and Control measures

- Only trained people may mix disinfectant
- The relevant MSDS of all the products used must be available at decanting station
- Decanting containers must be clearly labelled:
 - a) “Disinfectant”
 - b) “Do not drink”
 - c) “Toxic”
- A solution of sodium hypochlorite or hydrogen peroxide must be mixed as followed:
 - a) 1:100 dilution of 5% sodium hypochlorite
 - b) Use 1-part bleach to 99 parts cold tap water (1:100 dilution)
- Precautions should be taken in line with the MSDS should the solution get into the eyes of any person
- Any person spraying the products must wear additional PPE that includes a face mask, face shield/ and all-around goggles and gloves

Annexure 18

Steps to be followed by all employees when arriving at ETC

This annexure is to inform the bearer of what is expected of him/ her on return to work and the controls related to COVID-19

- This document stipulates the processes that need to be followed when arriving at the operations following the lockdown and during the start-up period to ensure legal compliance and a healthy and safe start-up process for all employees reporting to MIP operations
- When this process is diligently followed it will minimize the health and safety risks associated with COVID-19 during the start-up process and it will facilitate a speedy return to normal work
- When you have passed the COVID-19 evaluation then you must report to your supervisor for further instructions as per the normal start up procedure. Your Supervisor will inform you about your induction/ training requirements and where to report next

IMPORTANT: COVID-19 rules

- Always keep a space of at least 2m between you and other people. If you cannot do it for some reason, then wear a face mask
- Wash your hands regularly with water and soap or hand sanitiser
- Do not touch your face, especially your eyes, nose or mouth
- Do not shake hands. Use your elbow to greet if you must touch when greeting
- Push doorways open with your elbow or hip, do not use your hands
- When you sneeze or cough, do it in your elbow to contain the spray
- Do not spit in open spaces

Step 1- Skin Temperature scanning

- On arrival at ETC thermal scans of your skin temperature will be done
- When your skin temperature measurement is below 37.2°C you may proceed to your respective operational area
- If it is found that you have a skin temperature is above 37.2°C, then you will need to immediately report to your supervisor to decide on the way forward
- If you are travelling in a vehicle and a person or persons in the vehicle is found to have a temperature exceeding 37.2°C then all occupants of the vehicle with the person/s that tested above 37.2°C must immediately report to your supervisor
- If COVID 19 is suspected, then all persons involved must go to the nearest testing station for further evaluation

The COVID-19 Appointed Officer or Centre Manager will issue you with a “Return to work permit” (Annexure 18.a) before you can go further into the workplace. You will not be allowed to proceed further without the “Return to work permit”.

Annexure 18.a
Return to work permit
From the HR Team

Employee Name: _____

Employee Occupation: _____

Date of the assessment: _____

Do you have a fever? ☐ Yes ☐ No

Are you coughing or have been coughing in the last three days? ☐ Yes ☐ No

Do you have shortness of breath? ☐ Yes ☐ No

Have you had pneumonia or pneumonia complications in the last week? ☐ Yes ☐ No

In the last 14 days have you had contact with anybody that travelled to high risk countries or regions
☐ Yes ☐ No

In the last 14 days have you had contact with anybody that has shown symptoms of Covid-19 or has tested positive for Covid-19
☐ Yes ☐ No

If you answered yes to the above question, where and when?

Note: Circle the applicable response

<u>No.</u>	<u>Description</u>	<u>Finding</u>		<u>Examiner</u>	<u>Signature</u>
1	COVID-19 Questionnaire	Pass	Fail		
2	Wellness package issued	Yes	No		

Further comments/ recommendations:

The above-mentioned employee has been evaluated on return from the lockdown and:

Can report to his/ her supervisor for further instructions	
Is not allowed to report to his/ her supervisor and must report to the nearest testing station	

Declaration by: _____

Occupation: _____

Signature: _____

Follow up COVID-19 Evaluations

Date:	Pass	Date:	Pass	Date:	Pass
	Fail		Fail		Fail
Signature:		Signature:		Signature:	

Staff Eating areas

In addition to the normal rules and procedures regarding eating areas, the following rules will apply during the COVID-19 pandemic:

- No fast food may be delivered to ETC during the lockdown period
- Good staff hygienic practices should include:
 - Proper hand hygiene-washing with soap and water for at least 20 seconds (follow WHO advice)
 - Frequent use of alcohol-based hand sanitisers by staff should be encouraged
- Visible notices for staff promoting hand hygiene and physical distancing
- Cleaning and disinfection of equipment, premises, contact surfaces/ high touch points, e.g. countertops/ door handles, must be done frequently.

Annexure 20

I _____ employed as a _____
at hereby declare that I communicated the contents of this document on: _____ to the
people that signed on the back of this document and that they indicated they understood.

Awareness training by Supervisors for COVID -19

What is COVID-19

- COVID-19 is a virus infection that can be spread by a person that is infected by this virus to others. It can spread from person to person through small droplets from the nose or mouth which are spread when a person with the virus coughs or exhales
- Non-infected persons could pick up COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19, they can catch it by breathing in droplets coughed out or exhaled by the infected person. In other words, COVID-19 spreads in a similar way than the common flu does
- Most persons infected with COVID-19 experience mild symptoms and do recover. However, some go on to experience more serious illness and may require hospital care
- The risk of serious illness rises with age. People over the age of 50 seem to be more vulnerable than those under 50. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to become seriously ill when they contracted COVID-19

How to prevent the spread of COVID-19

- The COVID-19 virus is easy to kill, and it dies easily when exposed to soap, alcohol-based sanitisers or ammoniac products. The virus is encapsulated in a fatty layer that allows it to live for an extended time on any surface like steel, plastic, clothing, skin etc. Soap and disinfectant solutions that break down this fatty layer kills the virus
- Always keep your hands clean. Washing your hands with soap and water is still the most effective way to prevent contact transfer
- Do not touch your face, especially your eyes, nose or mouth
- Social distancing of 2m must always be kept where possible
- Always wear your mask when you are within 2m from another person
- Do not shake hands when you greet. Elbow bump if you do need to touch when greeting
- When going through the doorways do not push it by hand, use your elbow or hip to push the doorways

How do you prevent that you get infected?

- It is your duty to wash your hands as regular as possible. At work and at home.
- Always wear your mask when at work. This include not only the work but also when in town or in public transport.
- Do not greet by hand but use your elbow or fist bump
- When going through doorways use your back to push the doorways not your hands.
- Keep your body's immune system up, so that it can help with the fight against the virus
- Do not eat undercooked food
- Look after your own hygiene and safety, do not wait for someone to tell you what to do
- If you are suspecting or someone in your family suspect that they have COVID19, self-quarantine and contact the hotline so you can receive the necessary medical assistance/ guidance before you infect others. National Hotline Number: 080 002 9999

How to deal with the situation should someone at work shows signs of COVID-19 infections.

- In the case that an employee passes all the control points without being detected and becomes ill underground with symptoms like that of COVID-19 that workplace must be issued with a stop note
- The Manager of the crew must contact the GM - HR and inform them of the suspected case and that the persons are on their way out of the workplace
- The suspected person must report to a testing facility. The medical personnel will evaluate the persons and if found negative for COVID-19 the person may return to their working place.
- All persons that the suspect was in contact with, will need to be identified in accordance with the NICD rules. It will be the duty of the medical staff to set that process in motion

Attendance Register

Name	Surname	Date	Sign

Supervisors Name: _____ Signature: _____

Annexure 21

Employees duties - Day 1

- Report to HR to obtain the following:
 - Screening questionnaire that needs to be completed as per start up procedure
 - Obtain a copy of the COVID 19 procedure and familiarize himself/herself with the content
 - Collect all pamphlets and communication material
 - Receive instructions on special duties and functions, like to assist with social distancing and discipline in general to ensure a safe and healthy start up

Employee duties - Day 2

- Remember 2m social distancing rule
- Take temperature (3 readings) with the highest figure to be recorded

7 Record of Revision

Revision Date	Reason for Revision	Name of Reviewer