

COVID 19 – Suggested Workplace Protection Protocols

The ongoing COVID 19 pandemic will require everyone to take extra precautions once they have returned to their respective work and office spaces, this to ensure business continuity and associated employment.

Within the Government’s Risk Assessed Approach millions of South Africans will be returning to work and companies will need to take precautions to protect their employees and their customers. As such, we have put together a comprehensive Toolkit to assist businesses within our Precinct in their preparations.

This Toolkit includes suggestions on:

- Simple and practical ways to prevent the spread of COVID-19 in your workplace.
- How to manage COVID-19 risks.
- Things your employees should consider when commuting between work and home.
- Getting your workplace ready in case COVID-19 impacts on your employees.

In addition, we have included document templates to assist in the implementation of the suggested precautions within your business and a list of PPE providers.

** Disclaimer – please note that this information is being provided as a simple guideline and is not mandatory to businesses but rather should be considered a suggested approach. As such, in no event will the company be liable for any indirect, punitive, incidental, special, or consequential damages, including without limitation damages for loss of profits, goodwill, use, data or other intangible losses, arising under or relating to this document or from the use of, or inability to use, the suggested guidelines and information.*

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1. Commuting to work:

- Encourage employees to commute in private transportation and observe prescribed transport guidelines, particularly if using public transport.
- Where this is not possible and employees have no choice other than to take public transport, provide employees with travel PPE, such as face masks, gloves and travel sized hand sanitiser to use specifically when travelling. These should be replaced on entering the workplace with fresh PPE.

2. The office environment/Buildings/Indoor working environments

a. General:

- Put in place a Workplace Plan to direct your precautions – *See Annexure A*
- Those who can, should be encouraged to work from home.
- Consider staggered working days in the office.
- Employees to stay at home if unwell or have anyone in their household who is unwell.
- Routine washing of hands is encouraged throughout the day.
- Prohibit all non-essential visitors.
- Avoid face to face meetings if possible.
- Put in place a COVID 19 Company Policy – *See Annexure B*
- Talk to your employees about their safety and the precautions being taken.
- Erect visible signage throughout the office to reinforce your company rules – *See Annexure C*
- Keep entire workspace area well ventilated and avoid use of air conditioning if possible.

b. On entering the office/building:

- Face masks to be worn before entering office/workspaces. The government is advocating the use of the N95 surgical mask or 3 x material layer washable face mask – *See Annexure D*
- Roster to be set up so that all entering fill in their details in the case tracing – *See Annexure E*
- Health screening questions on entering the building/office, such as: *See Annexure F*
 - have you travelled (or been in contact with any-one who has) to a high risk country in the last 14 days.
 - have you had contact with anyone with confirmed COVID-19 in the last 14 days.
 - have you any symptoms such as fever, sore throat, cough, and difficulty in breathing.
- Temperature screening of each person entering the workplace.
- Provide a sanitisation solution on entering the office/workplace, such as hand sanitizers to be mounted on both sides of the doors, installation of a sanitization tunnel etc.
-

c. Seating arrangements:

- Movement in office to be kept to minimal.
- Ensure that a minimum of 1 meter is maintained between employees whilst seated, if this is not possible, consider the installation of dividers or temporary walls to separate employees with their backs to each other.
- Face masks to remain on in the workplace.

d. Communal kitchen/eating area:

- One person at a time in the kitchen.
- Wash your own dishes and utensils immediately after use to avoid possible contamination.
- Clean the area you sit in after you are done.
- Wash and sanitise hands before and after meals.
- Face mask to be put back on when going back into office.

e. Other areas to consider:

- Avoid contact with others in walkways.
- Remove hand towels from toilets and washrooms – allow hands to drip dry.
- Use stairs and avoid elevators when possible & avoid touching rails.
- Split shifts if needed to avoid too many employees in same space.
- If possible, office/workspace to be disinfected as regularly as possible.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
- Have a disaster recovery plan in place which speaks to any possible contingencies.
- Update emergency contact information for each employee/person, noting anyone who is over 60 and anyone who has a comorbidity.
- Establish a crisis communication strategy.

3. Construction/open space sites

a. Entering site:

- Face masks to be worn at all times – *See Annexure D.*
- Testing to be done via thermometer to check individual temperature before they are allowed onto site.
- Roster to be set up so that all entering fill in their details in case of follow up – *See Annexure E.*
- Ensure social distancing is followed if queues form at points of entry – mark the floor with appropriate measurements for spacing.
- Stop all non-essential visitors.
- Employ security personnel to ensure compliance of all of the above.
- Educate staff on Safety Precautions and Protocols - – *See Annexure G.*

b. Common areas/open spaces

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Monitor all site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
- All workers to wash or clean their hands before entering or leaving the site.
- Allow two meters between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.

- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Public space sanitization of benches, bus stops, toilets.
- Perspex screens for public facing service desks/kiosks (Similar to what you see in front of spar cashiers.
- Establish a disaster recovery plan in place which speaks to any possible contingencies.
- Update emergency contact information for each employee/person.
- Establish a crisis communication strategy
- Employ security personnel to ensure compliance of all of the above.

4. Retail

a. General:

- If possible, encourage customers to make use of delivery or click and collect options
- Clean every surface and object accurately and regularly with disinfectant.
- Provide training and informational materials to all staff and suppliers, so they are up to date with standard personal preventive measures.
- Supply your employees with masks and gloves – *See Annexure D.*
- Consider whether you should make any changes in your store to ensure that no contamination occurs. Free up space so people can maintain a safe distance, etc.

b. Entering the Store:

- Limit the number of shoppers within the store at one time. Ensure that people maintain a safe distance as advised by standard government regulations and your local health authorities.
- Face masks and gloves to be worn before entering the store.
- Set up stations with disinfectant, at the entrance and exit and throughout your store.
- Provide sanitiser wet wipes at each store entrance for use on hands and trolley and basket handles.

c. At Till Points:

- Provide spray bottles with disinfectant at till points.
- Consider offering cashless options for paying for goods, e.g. allow consumers to scan the QR code at the till point with their phones and pay with Masterpass, SnapScan, Zapper and FNB or Nedbank Pay as well as virtual vouchers which are sent via SMS to a recipient's cell phone.
- Consider the installation of transparent perspex screens to create a barrier between their till operators and shoppers

5. Essential items to have in office/building/site/shop

- Hand sanitiser
- Thermometer
- Surgical gloves & Face Mask/screen (additional to be available for those who will not have)

- Sanitization Tunnel/booths
- Perspex Counter Dividers

6. PPE Suppliers

We have identified suppliers who have indicated that they have stock of the items mentioned above. All the supplier details are below.

- **Foot Operated Hand sanitizer**
 - Jimmy Vafeas – jimmy@vanilla.co.za
 - Fencerite - Wayne Bradfield/ wayne@fencerite.co.za
- **Hand Sanitizer Suppliers**
 - Keep Clean – Vas Demetriou/ vas@mitras.co.za
 - Jimmy Vafeas – jimmy@vanilla.co.za
- **Face Mask/screen Suppliers**
 - Omninela Medical – Nicolas Lognath/ nicolas@omninela.co.za
 - Brand Brigade – Kathleen Macaulay bkmacaulay@vodamail.co.za
 - Protective Face Masks – Mikaila / mikaila@myefashion.net
- **Surgical Glove Supplier**
 - Omninela Medical – Nicolas Lognath/ nicolas@omninela.co.za
 - Jimmy Vafeas – jimmy@vanilla.co.za
- **Thermometer Suppliers**
 - Ignition – Craig Kourie/ craig@ignitionmarketing.co.za
 - Omninela Medical – Nicolas Lognath/ nicolas@omninela.co.za
 - Hotel to Home (Pty) Ltd - Simon Feuilherade / sales@hoteltohome.co.za
- **Sanitization Tunnel/Booth Manufacturers**
 - Dockleveller – Clynton Defin / clynton@easyhold.co.za
 - Fencerite - Wayne Bradfield/ wayne@fencerite.co.za
 - Powapass Tunnels – Daniel Poisson / daniel@powapass.co.za
- **Workplace/building sanitizing Companies**
 - Multiserve – Alister Feuilherade / alistair@multi-serve.co.za
 - Jimmy Vafeas – jimmy@vanilla.co.za
- **Perspex Counter Dividers**
 - Umhlanga Signs – John Williamson / sales@umhlangasigns.co.za
 - Fencerite - Wayne Bradfield/ wayne@fencerite.co.za

7. Annexures

The documents below have been attached and can be used for screening and capturing info of those visiting the office/workplace

- Annexure A – Template Workplace Covid-19 Plan
- Annexure B – Template Covid-19 Management Policy
- Annexure C – Department of Health Personal Hygiene Poster
- Annexure D – Template PPE Register
- Annexure E – Template Entrance Register
- Annexure F – Template Visitor Screening Questionnaire
- Annexure G – Template Toolbox and Safety Talk

COVID-19 READY WORKPLACE PLAN

[INSERT DATE] 2020

1. WORKPLACE PLAN BRIEF AND PURPOSE

This COVID-19 Workplace plan is developed, in a bid to facilitate the proper and effective application of the Occupational Health and Safety Act, the COVID-19 Direction on Health and Safety in the Workplace, issued by the Minister in terms of regulation 10(8) of the National Disaster Regulations and the regulations issued in terms of Section 27(2) of the Disaster Management Act.

2. THE DATE [COMPANY NAME] WILL OPEN AND THE HOURS OF OPERATION

Despite some [COMPANY NAME] employees working from home during the lockdown period of 27 March – 30 April 2020, all [COMPANY NAME] offices will re-open on _____ and the trading hours will be from _____.

3. PHASED RETURN OF EMPLOYEES

3.1 A phased approach will be adopted where employees are to return to work. This approach is adopted in order to ensure that our statutory endeavours in securing a safe and healthy working environment are achieved. This phased return shall last up to _____ weeks and shall gradually reintroduce employees to the [COMPANY NAME] offices.

3.2 Employees will be reintroduced in the workplace in _____ phases.

3.2.1 In 'phase 1' _____% of employees shall return to the workplace.

3.2.2 In 'phase 2' _____% of employees shall return to the workplace.

3.2.3 In 'phase 3' _____% of employees shall return to the workplace.

3.2.4 In 'phase 4' employees with underlying medical conditions shall return to the workplace.

3.3 Employees who are reintroduced to the workplace in 'phase 1' shall return to the office on _____ and shall abide by all instructions and recommendations as provided in the [COMPANY NAME] Covid-19 Return to Work Policy, as well as those set out in this document.

3.4 Employees who are reintroduced to the workplace in 'phase 2' shall return to the office on _____ and shall in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].

3.5 Employees who are reintroduced to the workplace in 'phase 3' shall return to the office on _____ and shall in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].

3.6 Employees who disclosed any underlying medical condition in the submission of their Health Disclosure, shall return to work in 'phase 4' and shall be reintroduced into the [COMPANY NAME] office from the week of _____. These employees shall in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].

3.7 The table at the bottom of the document, marked Annexure A, shall be used to divide employees into the separate phases and allows for the reintroduction of these employees within the [COMPANY NAME] office.

4. STEPS THAT WILL BE TAKEN TO ENSURE A COVID-19 READY WORKPLACE

4.1 As provided for in the [COMPANY NAME] Return to Work Policy, [COMPANY NAME] will take all reasonable steps to ensure compliance with its statutory health and safety obligations.

4.2 The Compliance Officer or duly appointed representative, of each respective premises shall appoint one agent/employee of the office to ensure that a daily risk and hazard assessment be done.

4.3 The employee / agent as selected in 4.2 shall provide a copy of all documented information on a weekly basis to the Compliance Officer of [COMPANY NAME] before close of business on a Thursday.

4.4 Appropriate risk analysis will be done at the office before any work is resumed and includes;

4.4.1 All [COMPANY NAME] employees will, prior to commencing work after the lockdown has been lifted, complete a(n) Employee / Visitor Travel History and Health Disclosure document and such documents shall be kept on file;

4.4.2 Employees must ensure that all equipment, stationary, and tools are thoroughly cleaned after use;

4.4.3 [COMPANY NAME] will as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing;

4.4.4 All work surfaces and equipment will be disinfected before work begins;

4.4.5 The Compliance Officer or duly appointed representative of the premises shall appoint an employee who will be responsible for:

4.4.5.1 Ensuring adequate hygienic products such as soap and hand sanitiser in the [COMPANY NAME] office;

4.4.5.2 Ensuring that all door handles are sanitised every hour;

4.4.5.3 Provide employees with hand sanitiser and two cloth masks.

5. LIST OF EMPLOYEES

5.1 According to the Regulations issued in terms of Section 27(2) of the Disaster Management Act, a list of employees must be compiled to include employees;

5.1.1 Who can work from home;

5.1.2 Who are over the age of 60;

5.1.3 Who have comorbidities.

5.2 A table annexed to the bottom of this document marked, Annexure B, sets out the information as depicted above.

6. ARRANGEMENTS FOR EMPLOYEES IN THE ESTABLISHMENT

6.1 Sanitary and social distancing measures and facilities at the entrance and exit of the workplace.

6.1.1 Employees must practice social distancing of at least 1.5 meters away from any other person in all circumstances.

6.1.2 Employees and visitors shall be required to sanitise their hands upon arrival and departure of the [COMPANY NAME] office;

6.2 Screening facilities and systems,

6.2.1 [COMPANY NAME] may, at its discretion screen any employee and/or visitor reporting / arriving at the premises, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); and require every worker and/or visitor to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness;

6.3 Attendance record-system and infrastructure,

6.3.1 An attendance register is attached at the bottom of this document and marked Annexure C.

6.3.2 The designated representative, as appointed by the Compliance Officer the respective premises shall ensure that a register of

attendance is kept of all visitors to the respective [COMPANY NAME] premises.

6.3.3 The designated representative shall, together with the attendance register, require all visitors to [COMPANY NAME] to complete the Employee/ Visitor Travel History Report as attached to the Return to Work Policy issued by [COMPANY NAME] and subject such visitor to screening.

6.4 Employee work-area,

6.4.1 Where employees working spaces are less than 1,5 meters apart, effective measures shall be implemented to ensure that all employees are at least working 1,5 meters apart from one another.

6.4.2 Where the action in 6.4.1 is not possible, a physical barrier needs to be placed between employees to prevent the possible transmission of the virus.

6.5 Staff rotation arrangements,

6.5.1 [COMPANY NAME] may as far as practicable, minimize the number of workers at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing.

6.5.2 By all means necessary, [COMPANY NAME] shall ensure effective staff rotation arrangements through the attached Annexure A, alternatively, within its discretion against the backdrop of creating and maintaining a safe and healthy working environment for its employees.

7. ARRANGEMENTS FOR VISITORS

- 7.1 No handshakes or other physical contact is allowed between employees or employees and visitors/clients.
- 7.2 Visitors should sanitise their hands upon entering the [COMPANY NAME] office with alcohol-based hand sanitizer, with an alcohol content of at least 70%.
- 7.3 Visitors must wear face masks or other facial protective equipment when entering the premises and are not allowed to take it off whilst on the premises.
- 7.4 Visitors must practice social distancing of at least 1.5 meters away from any [COMPANY NAME] employee or other visitors in all circumstances.
- 7.5 Any visitor to the [COMPANY NAME] office must complete the attached travel history report and should be kept on record.
- 7.6 Visitors shall be screened for any symptoms associated with COVID-19 and will not be allowed onto the premises if any symptoms are displayed.

COVID-19 RETURN TO WORK COMPANY POLICY – [INSERT DATE] 2020

1. WHERE AN EMPLOYER EMPLOYS 10 OR LESS EMPLOYEES

Where an employer employs less than 10 (ten) employees, the following health and safety measures should be taken, apart from requirements under the Occupational Health and Safety Act;

- 1.1 The workplace should be arranged in such a manner to ensure that employees are at least one and a half meters apart, or place physical barriers between them to prevent possible transmission of COVID-19 where the former is not possible;
- 1.2 An employer may not permit an employee who displays symptoms of COVID-19 to work;
- 1.3 Should an employee display symptoms of COVID-19, the employer must contact the COVID-19 hotline on 0800 02 9999 and instruct employees to act in accordance with the communicated instructions;
- 1.4 The employer must provide employees with 2 cloth masks or require an employee to wear some form of cloth mask which covers their mouth and nose while at work;
- 1.5 The employer must provide all employees with hand sanitiser, soap and clean water and ensure employees practice appropriate

hygiene in the workplace by washing their hands and cleaning / disinfecting their work stations;

1.6 Employees must ensure that their workplaces are cleaned and disinfected every hour;

1.7 Employers must take any other measures necessitated by a risk assessment.

2. **THE SPREAD OF COVID-19 IN THE WORKPLACE**

It is mandatory that all employees familiarise themselves with how COVID-19 is spread in the workplace.

2.2 When someone is infected with COVID-19 coughs or exhales, they release droplets of infected fluid.

2.3 Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones.

2.4 People are infected with COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.

2.5 If people are standing within one meter of a person with COVID-19 they can be infected by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the flu.

2.6 Most persons infected with COVID-19 experience mild symptoms and recover.

2.7 Some experience more severe symptoms and may require hospitalisation.

3. **POLICY BRIEF AND PURPOSE**

This company policy includes the measures [COMPANY NAME] is actively taking to avoid the spread of COVID-19 in our workplaces. You are instructed to follow all these rules diligently, in order to sustain a healthy and safe workplace in this unique environment, as required by the applicable South African legislation. It is important that we all respond responsibly and transparently to the regulations and rules as depicted in the policy. This COVID-19 company policy is susceptible to changes with the introduction of additional governmental guidelines or should circumstances in the workplace change. If so, we will update you as soon as possible via email.

4. **SCOPE**

This policy applies to all [COMPANY NAME] employees who physically work in our office(s) and all visitors/clients to [COMPANY NAME]'s offices.

5. **RESPONSIBLE PARTIES**

[COMPANY NAME] and its employees are the responsible parties and are responsible for ensuring safe and healthy conduct, as well as the for reporting of any unsafe practices. In addition, those appointed in terms of statute must fulfil their roles, as must the committees they participate in

6. **COVID-19 WORKPLACE PLAN**

[COMPANY NAME] has compiled a COVID-19 Workplace Plan which shall, where applicable, be read in conjunction with this policy. All representatives are instructed to familiarise themselves with the COVID-19 Workplace Plan and all Annexures thereto in order to ensure the appropriate performance of their duties.

7. **PERIOD OF APPLICATION**

This policy will remain in force for as long as the declaration of the national disaster published in *Government Gazette* 43096 on 15 March 2020 remains in force.

8. **REQUIRED ACTION**

This policy outlines the required actions of [COMPANY NAME]'s employees and visitors and/or clients in order to protect themselves and their co-workers from a COVID-19 infection and its possible spread. A list of all the required actions are depicted in this document.

9. **RISK AND HAZARD ASSESSMENTS**

The Company has appointed [NAME AND SURNAME] as the Compliance Officer. The Compliance Officer will appoint a representative in each respective office, who shall appoint one designated person in the office to ensure that a daily risk and hazard assessment is done.

9.2 Appropriate risk analyses must be done at the office before any work is resumed. Measures necessary to eliminate or control those risks must be identified and implemented.

9.3 The representative as selected above shall provide a copy of all documented information on a weekly basis to the Compliance Officer of [COMPANY NAME] before close of business every Thursday.

9.4 After work has recommenced, a daily analysis on COVID-19 at the office must be done and a written record of the risk analyses must be kept by the representative appointed by the Compliance Officer. The analysis should consist of, at least, the following:

9.4.1 The identification of all possible hazards and risks;

9.4.2 an analysis of the nature of the risks;

9.4.3 steps to be taken to eliminate or control these risks.

9.4.4 If an employer employs more than 500 employees, the employer shall submit a record of its risk assessment

together with a written policy which concerns the health and safety of its employees to;

- 9.4.4.1 The health and safety committee of the employer and
- 9.4.4.2 The Department of Employment and Labour

4 PRECAUTIONS TO FOLLOW TO AVOID BEING INFECTED



1

WASH YOUR HANDS

Wash your hands with soap thoroughly. Wash the back of your hands, between the fingers and under the nails. Always wash your hands with soap before you eat and after being out in public.



2

GOOD PERSONAL HYGIENE

Cover your mouth with a tissue paper when coughing or sneezing. Avoid touching your face with dirty hands at all times. If you have to, be sure to wash your hands with soap thoroughly first.



3

DO NOT SHARE FOOD AND UTENSILS

Bacteria can be transmitted onto knives, forks, spoons and straws. Only use clean utensils and do not share drinks. Always clean your hands before eating.



4

SEE A DOCTOR IF YOU ARE UNWELL

Typical symptoms include cough, runny nose, fever and shortness of breath. If you are experiencing any of these symptoms, seek medical attention promptly. Call the clinic or doctor ahead of your visit and inform them of your symptoms and travel history.

24HR NICD HOTLINE 0800 029 999

REMAIN VIGILANT AND ADOPT GOOD PERSONAL HYGIENE PRACTICES
The situation is evolving, check updates on www.health.gov.za and www.nicd.ac.za



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



VENUE / PREMISES: _____

DATE: _____

NAME AND SURNAME: _____

Questionnaire	
Have you been in contact with anyone who might have or has tested positive for the Coronavirus?	
Have you been in contact with anyone who has Flu?	
Do you have any Flu symptoms? E.g.: Coughing Runny Nose Fever Diarrhea Shortness of breath	
Did you take your temperature this morning and what was the result?	
Have you travelled Nationally or Internationally lately, if so where to?	
Have you been in contact with any person who has recently travelled Nationally or Internationally?	

CONDUCTED BY: _____

SIGNATURE: _____

TOOLBOX / SAFETY TALK RECORD

REGION:		PROJECT:	
CONTRACT:		OTHER FORUMS:	
TOPIC:	COVID – 19	DATE:	

<p>WHY ARE WE GIVING THIS TALK?</p> <p>➤ help workers to recognize HAZARDS and RISK (cover Risk Assessment)</p>	<p>To practice good hygiene and safe work methods to prevent or reduce the spread of</p> <p><u>COVID – 19.</u></p>
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<p>HOW CAN WE WORK SAFELY?</p> <p>➤ address safe work procedures</p> <p>➤ steps to eliminate / reduce risk</p> <p>➤ follow all safety rules</p> <p>➤ correct unsafe situations</p>	<ol style="list-style-type: none"> 1. Stay home when you have flu like symptoms; 2. Keep your hands clean at all times. Wash the back of your hands, between the fingers and under the nails. Keep your nails short. Always wash your hands before and after you eat and after being out in the public; 3. Complete a “health check” on all participants before being allowed on a work vehicle or site. (<i>sudden onset of at least one of the following: cough, sore throat, fatigue, shortness of breath</i>), refer him / her to nearest medical institution dealing with COVID - 19 cases in your area; 4. Cover your mouth and nose when you sneeze; 5. Keep a safety distance of 2 meters between you and a fellow participant on site; 6. Do not share tools and equipment. Where the sharing of tools and equipment are unavoidable, hands, tools and equipment must be washed / sterilized before and after use; 7. Possibly infected participants must be isolated and provided with a face mask (N95 surgical mask or 3 x material layer washable face mask); 8. Remove gloves when eating, drinking or answering cell phones. Do not put used gloves inside trouser pockets. When holding the glove, use fingers to grip the glove on the top inner part of the glove covering the risk areas. Avoid touching your face area with dirty gloves and/or hands at all times. Wash gloves daily; 9. Provide washing facilities (clean water, soap and hand sanitizers); 10. Where portable toilets are used, the seat must be sanitized after each use; 11. Using work transportation to and from work - Vehicles inside must be sanitized at the end of a work day (after participants have been dropped off from work); <u>During transportation participants must wear the following PPE when seated inside a vehicle:</u> <ol style="list-style-type: none"> a) Safety goggles; b) Face mask (3 x material layer washable face mask) must be used; c) Non - sterile medical gloves; d) Long sleeve overalls. <ul style="list-style-type: none"> ✓ Ensure the vehicle is adequately ventilated. Keep canopy windows open at all times; ✓ Preferable, adequate railings should be fitted to reduce "confine space" risk; ✓ Do not overload vehicles. Sneeze and cough inside a tissue or arm; ✓ Where possible, introduce additional trips to drop and collect participants. This is to reduce the amount of participants on a vehicle at ONE time.
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DO'S	DON'TS	GOING INTO SELF ISOLATION
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1. Complete a “ health check ” on all participants before being allowed on a work vehicle or site.	1. Do not come to work if you have flu like symptoms.	<p>Participant who fulfils the criteria for a suspected COVID-19 case, the following measures must taken:</p> <ul style="list-style-type: none"> ✓ provide the participant as well as the first aider assisting the participant with a face mask (N95 surgical mask); ✓ direct the participant to a separate area. A minimum of 2 meter distance should be kept between suspected COVID-19 cases and other participants; ✓ Instruct the participant to cover his/her nose and mouth during coughing or sneezing with a tissue with a flexed elbow. The participant must perform hand hygiene (wash hands or use alcohol-based hand rub, which should be readily available on site). ✓ Limit the movement of the participant. ✓ Refer the participant to nearest medical institution dealing with COVID - 19 cases. Call the institution ahead of the visit and inform them of the symptoms. <p>WHEN IS SELF ISOLATION REQUIRED:</p> <ul style="list-style-type: none"> ➤ Where a person / participant had possible face-to-face contact (≤2 meters) or was in a closed environment with a COVID - 19 case; ➤ all persons living in the same household as a COVID - 19 and; <p>SELF ISOLATION - Isolation is defined as the separation or restriction of activities of an ill person with a contagious disease from those who are well.</p> <p>Participant/s with suspected COVID - 19 infection with mild symptoms and no underlying or immunocompromising conditions may be cared for / isolated in the home environment.</p> <p>Isolating at home:</p> <ul style="list-style-type: none"> ✓ Avoid unnecessary social contact; ✓ Avoid travel; ✓ Remain reachable for monitoring <p>NB!! The safety information contained in this “toolbox talk” must be read in conjunction with the COVID - 19 SWP</p>	
2. Cover all wounds and cuts and keep it clean with anti-septic ointment.	2. Avoid touching your face with dirty hands.		
3. Clean all utensils before eating.	3. Do not share food, drink and eating utensils.		
4. Throw used tissue away in a close bag or container.	4. Do not share tools and equipment.		
<p>5. Wash your hands with soap thoroughly. Wash the back of your hands, between the fingers and under the nails. Wash hand:</p> <ul style="list-style-type: none"> ✓ before and after treating a cut or wound; ✓ after using toilet; ✓ after using tools; ✓ after blowing nose, coughing, or sneezing; ✓ after touching an animal, animal feed, or animal waste; ✓ after touching waste <p>When work is complete;</p> <ul style="list-style-type: none"> ✓ Wash your face and forearms before leaving the worksite. 	5. Do not allow unauthorised people in the working area.		
<p>6. Wear the required PPE;</p> <ul style="list-style-type: none"> ✓ Put on mask as prescribed in SWP; ✓ Put on and remove safety gloves as prescribed in the SWP; ✓ Wash / sterilize safety gloves daily; ✓ Remove uniform / PPE when you arrive home and put it in a sealed plastic bag. Where possible wash the clothes at a high temperature. Wash your body before engaging with family members or prepare food. 	6. Do not shake and other ways of physical greetings / contact should also be avoided.		
7. Sterilize water containers after use.			
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