

[PLEASE INSERT COMPANY NAME OR PLACE ON COMPANY LETTERHEAD]

COVID-19 WORKPLACE POLICY

Clause 1 INTRODUCTION

1.1 COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. In order to reduce and eliminate the escalation of COVID-19 infections in the workplace, it is necessary to adopt and implement occupational health and safety

[REDACTED]

Clause 2 DEFINITIONS

In this Policy:

2.1 “COVID-19” means Coronavirus Disease 2019.

2.2 [REDACTED]

2.3 “Self-quarantine” means a precautionary measure taken by a person who has been in contact with someone who has contracted COVID-19, but has not tested positive or is not showing any symptoms of the virus.

2.4 “Workplace” means any premises or place where a person performs work.

Clause 3 THE OBJECTIVE OF THIS POLICY

3.1 The aim of this policy is to ensure a safer working environment for all employees and to minimise the spread of COVID - 19 in the workplace.

3.2 [REDACTED]

contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. Similarly, OHSa also imposes a duty on employees to take reasonable care for their own health and safety and that of their fellow employees.

3.3 [REDACTED]

3.4 The Organisation shall appoint a manager as COVID-19 Representative that shall familiarise himself / herself with the current status of COVID-19 in South Africa and shall make themselves available to answer any employees' concerns related to COVID-19.

Clause 4 **APPLICATION**

[REDACTED]

[REDACTED]

Clause 5 **GENERAL PRINCIPLES**

5.1 How does COVID-19 spread?

5.1.1 Coughing or sneezing – an individual can contract COVID-19 if one is standing within one meter of an infected person by breathing in droplets coughed out or exhaled by the ill person.

[REDACTED]

[REDACTED]

5.2 Primary symptoms of COVID-19

5.2.1 Fever;

5.2.2 Cough;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.2.7 Muscle or joint ache or pain;

5.2.8 Body chills;

5.3 What to do if you develop symptoms?

[REDACTED]

[REDACTED]

[REDACTED] t.

5.3.4 If the Organisation has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at the workplace during the day, the Organisation will request the employee to leave the workplace and seek medical treatment and / or testing immediately.

5.3.5 Should any employee be diagnosed with COVID-19, the Organisation must-

[REDACTED]

[REDACTED]

[REDACTED]

Clause 6 GENERAL PROTOCOL AT THE WORKPLACE

6.1 Hygiene in the workplace

[REDACTED]

[REDACTED]

6.1.3 All visitors entering the Organisation's offices are required to provide the receptionist with their name and contact number which shall be retained by

[Redacted]

[Redacted]

[Redacted]

[Redacted]

6.2.4.3 assess the risk of transmission, disinfect the area and the employee's workstation and refer any other employee who may be at risk for screening and take any other appropriate measure to prevent possible transmission;

6.2.4.4 ensure that the employee is tested or referred to an identified testing site;

6.2.4.5 place its employee on paid sick leave in terms of section 22 of the Basic Conditions of Employment Act, Act75 Of 1997 ("the BCEA") or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit;

[Redacted]

[Redacted]

6.2.5 If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, the Organisation shall only allow an employee to return to work on the following conditions:

[Redacted]

[Redacted]

[Redacted]

6.3 Wearing of cloth masks

6.3.1 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.

[REDACTED]

[REDACTED]

6.3.3.1 provide each of its employees, free of charge, with a minimum of two cloth masks, for employees to wear while at work and while commuting to and from work; and

6.3.3.2 require all members of the public, including suppliers, to wear masks when inside the workplace.

[REDACTED]

6.4 Meetings

6.4.1 The Organisation proposes that all meetings at this time are conducted by teleconference or by any other electronic platform.

[REDACTED]

[REDACTED]

6.4.3.1 All delegates in the meeting have washed their hands for 20 seconds prior to the meeting commencing;

6.4.3.2 Alcohol-based hand sanitizer with at least 70% alcohol must be placed in the meeting room and used by all delegates at the start and end of the meeting;

[REDACTED]

[REDACTED]

6.4.3.5 If someone should contract the virus shortly after the meeting, the Organisation should inform all delegates.

6.5 Seminars, Training and Conferences

[REDACTED]

6.5.2 The presentation of seminars and training to employees and clients will be converted to online facilitation.

6.6 Travel

[REDACTED]

[REDACTED]

Clause 7 SELF-QUARANTINE AND WORKING FROM HOME

7.1 If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform the Department of Health and the COVID-19 Representative.

[REDACTED]

[REDACTED]

[REDACTED]

Clause 8 WORKING REMOTELY

8.1 The Organisation will encourage, as far as it is operationally possible, to minimise the number of employees at the workplace at any given time and in doing so will establish a rotation system, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing.

[REDACTED]

[REDACTED]

Clause 9

CONSEQUENCE OF BREACHING THIS POLICY

■

[REDACTED]

9.2

It is the employee's responsibility to contact management or the COVID - 19 Representative should he/she have any queries.