**COVID-19 POLICIES, PROCEDURES AND PRACTICES**

- MANUAL -

**MAKROSAFE HOLDINGS (PTY) LTD**



**COVID-19: POLICIES, PROCEDURES AND PRACTICES**

**- TABLE OF CONTENTS -**

[**1**](#_heading=h.gjdgxs) **MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY MANUAL CHANGES 5**

[**2**](#_heading=h.1fob9te) **INTRODUCTION TO THE MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY MANUAL 6**

[2.1 BACKGROUND 7](#_heading=h.3znysh7)

[2.1.1 PURPOSE 7](#_heading=h.2et92p0)

[2.1.2 LEGAL BASIS 7](#_heading=h.tyjcwt)

[2.1.3 QUALITY POLICY STATEMENT 7](#_heading=h.3dy6vkm)

[2.2 DEFINITIONS 7](#_heading=h.1t3h5sf)

[2.2.1 MANAGEMENT MANUAL 7](#_heading=h.4d34og8)

[2.2.2 OPERATING AND MAINTENANCE MANUAL 8](#_heading=h.2s8eyo1)

[**3**](#_heading=h.17dp8vu) **COVID-19 POLICY 9**

[3.1 COVID-19: INTRODUCTION 10](#_heading=h.3rdcrjn)

[3.2 APPLICATION 10](#_heading=h.26in1rg)

[3.3 EMPLOYER RESPONSIBILITY 10](#_heading=h.lnxbz9)

[3.3.1 DUTY TO PREVENT WORKER EXPOSURE TO COVID-19 INFECTION 10](#_heading=h.35nkun2)

[3.3.2 FULFILLING EMPLOYER RESPONSIBILITY TO ENSURE A HEALTHY AND SAFE WORKPLACE 10](#_heading=h.1ksv4uv)

[3.4 HEALTH AND SAFETY COMMITTEE/SHE REPRESENTATIVE RESPONSIBILITY 11](#_heading=h.44sinio)

[3.4.1 MEANINGFUL ENGAGEMENT IN PROTECTING THE WORKPLACE AGAINST COVID-19 12](#_heading=h.2jxsxqh)

[3.5 CONTROLLING EXPOSURE 13](#_heading=h.z337ya)

[3.5.1 WORKING AT MORE THAN ONE WORK LOCATION 13](#_heading=h.3j2qqm3)

[3.5.2 IMPLEMENTING EXPOSURE CONTROLS 13](#_heading=h.1y810tw)

[3.5.3 HIERARCHY OF CONTROLS 14](#_heading=h.4i7ojhp)

[3.5.4 PHYSICAL DISTANCING AND ITS REQUIREMENTS 14](#_heading=h.2xcytpi)

[3.5.5 MEASURES TO HELP ACHIEVE PHYSICAL DISTANCING IN THE WORKPLACE 14](#_heading=h.1ci93xb)

[3.5.6 WHEN PHYSICAL DISTANCING CANNOT BE MAINTAINED 15](#_heading=h.3whwml4)

[3.5.7 ENSURING SAFETY DURING WORKER TRANSPORTATION 16](#_heading=h.2bn6wsx)

[3.6 ILLNESS IN THE WORKPLACE 17](#_heading=h.qsh70q)

[3.6.1 PRIMARY SYMPTOMS OF COVID-19 17](#_heading=h.3as4poj)

[3.6.2 HOW COVID-19 SPREADS 17](#_heading=h.1pxezwc)

[3.6.3 WORKERS DISPLAYING SYMPTOMS OF COVID-19 17](#_heading=h.49x2ik5)

[3.6.4 WHAT TO DO IF YOU DEVELOP SYMPTOMS 18](#_heading=h.2p2csry)

[3.6.5 QUARANTINE AND WORKING FROM HOME 19](#_heading=h.147n2zr)

[3.6.6 TRAVEL 19](#_heading=h.3o7alnk)

[3.6.7 MEETINGS 20](#_heading=h.23ckvvd)

[3.6.8 HYGIENE IN THE WORKPLACE 20](#_heading=h.ihv636)

[3.6.9 WEARING FACE MASKS 21](#_heading=h.32hioqz)

[3.6.10 SEMINARS, TRAINING AND CONFERENCES 21](#_heading=h.1hmsyys)

[3.6.11 COVID-19 PRE-WORK TESTING/SCREENING 21](#_heading=h.41mghml)

[3.6.12 RIGHT TO REFUSE 21](#_heading=h.2grqrue)

[3.7 COMPENSATION FOR OCCUPATIONALLY ACQUIRED NOVEL CORONAVIRUS DISEASES (COVID-19) 22](#_heading=h.vx1227)

[3.7.1 DIAGNOSIS AND ACCEPTANCE OF LIABILITY UNDER COIDA 22](#_heading=h.3fwokq0)

[3.7.2 CONFIRMATORY TESTS 22](#_heading=h.1v1yuxt)

[3.7.3 CLAIMS 23](#_heading=h.4f1mdlm)

[3.7.4 ADJUDICATION 23](#_heading=h.2u6wntf)

[3.7.5 BENEFITS 25](#_heading=h.19c6y18)

[3.8 VERIFICATION OF INFORMATION 25](#_heading=h.3tbugp1)

[3.9 CONSEQUENCE OF BREACH 25](#_heading=h.28h4qwu)

[**4**](#_heading=h.nmf14n) **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY 27**

[4.1 INTRODUCTION 28](#_heading=h.37m2jsg)

[4.2 APPLICATION 28](#_heading=h.1mrcu09)

[4.3 PERSONAL PROTECTIVE EQUIPMENT (PPE) 28](#_heading=h.46r0co2)

[4.4 CLASSIFYING WORKER EXPOSURE TO SARS- COV-2 28](#_heading=h.2lwamvv)

[4.4.1 VERY HIGH EXPOSURE RISK 29](#_heading=h.111kx3o)

[4.4.2 HIGH EXPOSURE RISK 29](#_heading=h.3l18frh)

[4.4.3 MEDIUM EXPOSURE RISK 30](#_heading=h.206ipza)

[4.4.4 LOWER EXPOSURE RISK (CAUTION) 30](#_heading=h.4k668n3)

[4.5 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS 30](#_heading=h.2zbgiuw)

[4.5.1 LOWER EXPOSURE RISK GROUP 30](#_heading=h.1egqt2p)

[4.5.2 MEDIUM EXPOSURE RISK GROUP 31](#_heading=h.3ygebqi)

[4.5.3 HIGH EXPOSURE RISK GROUP 31](#_heading=h.2dlolyb)

[4.6 GENERAL MEASURES TO PROTECT AGAINST INFECTION 31](#_heading=h.sqyw64)

[4.7 THE VARIOUS FORMS OF PERSONAL PROTECTIVE EQUIPMENT (PPE) 32](#_heading=h.3cqmetx)

[4.7.1 MASKS 32](#_heading=h.1rvwp1q)

[4.7.2 GLOVES 33](#_heading=h.4bvk7pj)

[**5**](#_heading=h.2r0uhxc) **TESTING/SCREENING OF EMPLOYEES FOR COVID 19 34**

[5.1 BACKGROUND 35](#_heading=h.1664s55)

[5.2 PURPOSE 36](#_heading=h.3q5sasy)

[5.3 PROCEDURE 36](#_heading=h.25b2l0r)

[5.4 COVID-19: MAKROSAFE HOLDINGS (PTY) LTD EMPLOYEE POSITIVE TEST PROTOCOL 38](#_heading=h.kgcv8k)

[5.5 CHECK SHEETS 40](#_heading=h.34g0dwd)

[5.6 SCENARIO MANAGEMENT ALGORITHMS 41](#_heading=h.1jlao46)

[**6**](#_heading=h.43ky6rz) **WORKING FROM HOME POLICY 42**

[6.1 POLICY BRIEF AND PURPOSE 43](#_heading=h.2iq8gzs)

[6.2 SCOPE 43](#_heading=h.xvir7l)

[6.3 POLICY ELEMENTS 44](#_heading=h.3hv69ve)

[6.3.1 HOME-BASED WORKING TIMEFRAMES 44](#_heading=h.1x0gk37)

[6.3.2 REASONS THAT MAY DEMAND HOME-BASED WORKING CIRCUMSTANCES 45](#_heading=h.4h042r0)

[6.3.3 HEALTH AND SAFETY WHEN WORKING FROM HOME 45](#_heading=h.2w5ecyt)

[6.3.4 CONFIDENTIALITY AND SECURITY 47](#_heading=h.1baon6m)

[6.3.5 COMPENSATION AND OTHER BENEFITS 48](#_heading=h.3vac5uf)

[6.3.6 DISCIPLINE AND OTHER HR RELATED MATTERS 48](#_heading=h.2afmg28)

[6.3.7 AD HOC ARRANGEMENTS 48](#_heading=h.pkwqa1)

[6.3.8 COMMUNICATION 48](#_heading=h.39kk8xu)

[6.3.9 TIPS FOR EMPLOYEES WORKING FROM HOME 49](#_heading=h.1opuj5n)

[6.3.10 TOOLS AND EQUIPMENT 49](#_heading=h.48pi1tg)

[6.3.11 ACKNOWLEDGMENT OF RECEIPT 49](#_heading=h.2nusc19)

[6.4 HOME-BASED WORK CONTROLLER APPOINTMENT LETTER (LEGAL REFERENCE) 50](#_heading=h.1302m92)

[6.4.1 EXPLANATION 50](#_heading=h.3mzq4wv)

[6.5 WORKING FROM HOME: RISK ASSESSMENT 53](#_heading=h.2250f4o)

[6.5.1 DESCRIPTION OF HAZARDS AND RISKS 53](#_heading=h.haapch)

[6.5.2 CONTROL MEASURES 54](#_heading=h.319y80a)

[**7**](#_heading=h.1gf8i83) **WORKPLACE READINESS AFTER LOCK-DOWN 56**

[7.1 COVID-19: INTRODUCTION 57](#_heading=h.40ew0vw)

[7.2 PURPOSE AND SCOPE 57](#_heading=h.2fk6b3p)

[7.3 APPLICATION 57](#_heading=h.upglbi)

[7.4 GETTING THE WORKPLACE READY FOR THE ARRIVAL OF COVID-19 57](#_heading=h.3ep43zb)

[7.5 PREVENTING THE SPREAD OF COVID-19 IN THE MAKROSAFE HOLDINGS (PTY) LTD WORKPLACE 59](#_heading=h.1tuee74)

[7.6 MANAGING COVID-19 RISKS WHEN ORGANISING MEETINGS AND EVENTS 60](#_heading=h.4du1wux)

[7.6.1 KEY CONSIDERATIONS TO PREVENT OR REDUCE COVID-19 RISKS 60](#_heading=h.2szc72q)

[7.7 MAKROSAFE HOLDINGS (PTY) LTD EMPLOYEE TRAVELLING CONSIDERATIONS 62](#_heading=h.184mhaj)

[7.7.1 BEFORE TRAVELING 63](#_heading=h.3s49zyc)

[7.7.2 WHILE TRAVELING 63](#_heading=h.279ka65)

[7.7.3 WHEN EMPLOYEES RETURN FROM TRAVELING: 63](#_heading=h.meukdy)

[7.8 OFFICE WORKERS: MINIMISING THE RISK OF EXPOSURE TO COVID-19 64](#_heading=h.36ei31r)

[7.9 MANAGING THE RISKS OF EXPOSURE TO THE COVID-19 VIRUS 64](#_heading=h.1ljsd9k)

[7.9.1 PHYSICAL DISTANCING 64](#_heading=h.45jfvxd)

[7.10 HYGIENE 65](#_heading=h.2koq656)

[7.10.1 ENVIRONMENTAL CLEANING 65](#_heading=h.zu0gcz)

[7.10.2 WORKER HYGIENE 66](#_heading=h.3jtnz0s)

[7.10.3 OFFICE SANITATION 66](#_heading=h.1yyy98l)

[7.10.4 HOW TO CLEAN AND DISINFECT 67](#_heading=h.4iylrwe)

[7.11 GENERAL ADVICE FOR WORKERS, CUSTOMERS AND OTHERS 70](#_heading=h.2y3w247)

[7.12 CONSULTATION AND COMMUNICATING WITH WORKERS 70](#_heading=h.1d96cc0)

[7.13 HAZARD AND RISK ASSESSMENT: EXPOSURE TO INFECTIOUS DISEASES (COVID-19) 72](#_heading=h.3x8tuzt)

[7.13.1 DESCRIPTION OF HAZARDS AND RISKS 72](#_heading=h.2ce457m)

[7.13.2 CONTROL MEASURES 73](#_heading=h.rjefff)

[7.14 COVID-19 POSTERS FOR DISPLAY IN THE](#_heading=h.3bj1y38) WORKPLACE 74

# MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY MANUAL CHANGES

**CONFIDENTIALITY NOTICE**

The contents of this manual are exclusively for the use of the employees of MAKROSAFE HOLDINGS (PTY) LTD.

The information contained herein is proprietary and confidential. It may be shared with outside parties only after authorisation.

**REVISION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION NO** | **DATE** | **DESCRIPTION** | **AUTHOR** |
| 001 | 04/2020 | INITIAL RELEASE | MSH |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHC19001 |
| **INTRODUCTION TO THE MAKROSAFE HOLDINGS (PTY) LTD COVID-19 MANUAL** | Rev No.: | 001 |
| Page No.: | Page 1 of 3 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# INTRODUCTION TO THE MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY MANUAL

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS001 |
| **INTRODUCTION TO THE MAKROSAFE HOLDINGS (PTY) LTD COVID-19 MANUAL** | Rev No.: | 001 |
| Page No.: | Page 2 of 3 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | BACKGROUNDAs an extension to its Vision, Mission and Values, MAKROSAFE HOLDINGS (PTY) LTD sees the importance of ensuring that its employees are protected from the devastating effects of COVID-19. This COVID-19 Manual is implemented and reviewed on a regular basis.PURPOSETo set out MAKROSAFE HOLDINGS (PTY) LTD’s quality policy and objectives, and to ensure that quality management of the total COVID-19 Manual is implemented and integrated by all management and employees of MAKROSAFE HOLDINGS (PTY) LTD.LEGAL BASIS* Occupational Health and Safety Act 85 of 1993, as amended.

QUALITY POLICY STATEMENTMAKROSAFE HOLDINGS (PTY) LTD will at all times adhere to this policy and procedure:1. MAKROSAFE HOLDINGS (PTY) LTD is committed to establishing and sustaining a safe workplace, where employees are informed of the dangers involved in the work they conduct, as well as ways of mitigating risk.
2. All MAKROSAFE HOLDINGS (PTY) LTD staff will be trained in these policies, procedures and practices.
3. The following information will be officially recorded and documented:
	* The policy objectives.
	* The degree of achievement of the policy objectives.
	* Analysis of reviews to identify policy application trends.
	* Corrective actions and its effectiveness.
	* Skills and training of personnel.
	* Personnel performance in terms of the application of these policies.

DEFINITIONSMANAGEMENT MANUALA collection of policies and management system descriptions that will facilitate effective management of the Company. | **MAKROSAFE HOLDINGS (PTY) LTD VISION, MISSION AND VALUES****MAKROSAFE HOLDINGS (PTY) LTD SAFETY POLICY** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS001 |
| **INTRODUCTION TO THE MAKROSAFE HOLDINGS (PTY) LTD COVID-19 MANUAL** | Rev No.: | 001 |
| Page No.: | Page 3 of 3 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | OPERATING AND MAINTENANCE MANUALA collection of working and administrative procedures that describe the details of business practice not taught in an employees’ basic education.All MAKROSAFE HOLDINGS (PTY) LTD management processes will be reviewed and re-defined on an annual basis.The following hierarchy is adopted for this Manual:A Policy is a document which briefly describes, in point form, the strategic direction or overriding principles that determine how a specific process will be managed in the Company.A Working Procedure specifies step-by-step instructions on how to perform a task in a real work situation. It is the document employees use to guide themselves as they actually perform work in real time. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 1 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# COVID-19 POLICY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 2 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | COVID-19: INTRODUCTIONCoronaviruses are a large family of viruses that may cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).The most recent Coronavirus disease is COVID-19.Common signs of infection include respiratory symptoms, fever, coughing, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death, according to the World Health Organisation (WHO).APPLICATIONThis policy applies to all employees of MAKROSAFE HOLDINGS (PTY) LTD.EMPLOYER RESPONSIBILITYDUTY TO PREVENT WORKER EXPOSURE TO COVID-19 INFECTIONMAKROSAFE HOLDINGS (PTY) LTD is required to take reasonable steps to ensure the health and safety of its workers and other parties at its workplace. With respect to COVID-19, that responsibility includes requirements of the Occupational Health and Safety Act 85 of 1993, Department of Labour requirements, and the implementation of policies and procedures to protect workers from the risk of exposure to COVID-19.FULFILLING EMPLOYER RESPONSIBILITY TO ENSURE A HEALTHY AND SAFE WORKPLACEMAKROSAFE HOLDINGS (PTY) LTD has an obligation under the Occupational Health and Safety Act 85 of 1993 (Section 8) to ensure the health and safety of workers at its workplace and places where work is being done. With respect to COVID-19, this obligation includes protecting workers by following the orders of the Department of Labour and developing control measures to prevent worker exposure. These measures include the following: |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 3 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Ensuring that the following workers do not come to work:
	+ Anyone with COVID‐19-like symptoms such as a sore throat, fever, sneezing, or coughing. They must self‐isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
	+ Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.
* Maintaining a distance of two metres between workers and others wherever possible, by revising work schedules, organising work tasks, posting occupancy limits (for example, on elevators and other small spaces), and limiting the number of workers at one time in break locations.
* Ensuring that the appropriate numbers of people are in each area of a worksite.
* Providing adequate hand-washing facilities on site for all workers and ensuring their location is visible and easily accessed. The provision and maintenance of adequate washroom facilities is required by the Occupational Health and Safety Act 85 of 1993 (Facilities Regulations, 1988).
* Regularly cleaning all common areas and surfaces, including washrooms, shared offices, common tables, desks, light switches and door handles.

HEALTH AND SAFETY COMMITTEE/SHE REPRESENTATIVE RESPONSIBILITYHealth and Safety Committee and SHE Representatives play an important role in helping MAKROSAFE HOLDINGS (PTY) LTD establish and maintain a healthy and safe workplace.The committee or representative gives workers and MAKROSAFE HOLDINGS (PTY) LTD a way to work together to identify and find solutions to workplace health and safety issues, which includes health and safety concerns related to COVID-19. The joint committee or representative(s) must:* Identify situations that may be unhealthy or unsafe for workers, and advise on effective systems for responding to those situations.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 4 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Consider and promptly deal with complaints relating to the health and safety of workers.
* Consult with workers and MAKROSAFE HOLDINGS (PTY) LTD on issues related to occupational health and safety, and the occupational environment.
* Make recommendations to MAKROSAFE HOLDINGS (PTY) LTD and workers for improving the occupational environment.
* Advise MAKROSAFE HOLDINGS (PTY) LTD on programmes and policies required under the regulations for the workplace, and monitor their effectiveness.
* Advise MAKROSAFE HOLDINGS (PTY) LTD on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers.

MEANINGFUL ENGAGEMENT IN PROTECTING THE WORKPLACE AGAINST COVID-19In order to ensure meaningful engagement between MAKROSAFE HOLDINGS (PTY) LTD and the Health and Safety Committee and SHE Representative(s), MAKROSAFE HOLDINGS (PTY) LTD will assist as follows:* Ensure there is a mechanism in place where workers can raise any concerns about the risk of COVID-19 exposure at the workplace to the Health and Safety Committee and SHE Representative(s).
* Have Health and Safety Committee participate in a walk-through assessment of the work process(es) to identify potential areas of increased risk and priority action.
* Ensure that the Health and Safety Committee is involved in the development of control plans for different job tasks.
* Involve the Health and Safety Committee in promoting approved social distancing measures.
* Have the Health and Safety Committee provide feedback on the effectiveness of control measures implemented.

The Health and Safety Committee must continue to meet regularly as required under the OHSA. Consider holding meetings remotely for some or all participants, through the use of teleconferencing or video conferencing, to encourage physical distancing. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 5 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | CONTROLLING EXPOSUREMAKROSAFE HOLDINGS (PTY) LTD will implement procedures to minimise or eliminate the risk of exposure to biological agents, such as COVID-19 as follows:* Make provision for procedures to eliminate or minimise the risk of exposure.
* Communicate precautions to workers.
* Train supervisors and workers to follow the precautions.
* Undertake regular inspections of the workplace.
* Remedy unsafe or harmful conditions without delay.
* Maintain physical distancing wherever possible, specifically with respect to potential COVID-19 exposures.
* Review work procedures to ensure appropriate distancing.
* Identify potential means of transmission on surfaces.
* Minimise worker contact with those surfaces.

WORKING AT MORE THAN ONE WORK LOCATIONMAKROSAFE HOLDINGS (PTY) LTD undertakes to control potential risk relating to working in more than one location as follows:* Implement measures aimed at preventing workers from comingling at multiple work locations, for example changes to shift scheduling to minimise worker contact.
* Implementing enhanced and rigorous cleaning and hygiene practices in lunch rooms and washrooms to eliminate/minimise potential risk where practicable.

IMPLEMENTING EXPOSURE CONTROLSMAKROSAFE HOLDINGS (PTY) LTD is committed to implement control measures in the workplace to prevent exposure to COVID-19. When selecting a safeguard or a combination of safeguards, MAKROSAFE HOLDINGS (PTY) LTD will start at the top of the hierarchy of controls below to control the hazards.A less effective safeguard will only be chosen when more effective solutions are impracticable.Controls will be developed in consultation with the Health and Safety Committee or SHE Representative and will be monitored continuously in order to ensure that the best level of protection to workers is provided by the controls. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 6 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | HIERARCHY OF CONTROLS1. **Elimination or Substitution:** Involves removing the risk of exposure entirely from the workplace. This could involve postponing, re-organising, or planning work in such a way that workers are not exposed to any risk. Having workers work remotely is an example of eliminating the risk from the workplace.
2. **Engineering controls:** Physical changes in the workplace, such as installing plexi-glass barriers.
3. **Administrative controls:** Altering work practices to minimise exposure, such as minimising the numbers of customers inside grocery stores, staggering work shifts, making virtual appointments, or working from home.
4. **Personal protective equipment (PPE):** PPE will only be considered after careful consideration of the previous control measures.

PHYSICAL DISTANCING AND ITS REQUIREMENTSPhysical distancing between workers, or between workers and others, is an administrative control measure that can be put in place to reduce the risk of COVID-19 transmission.MAKROSAFE HOLDINGS (PTY) LTD will evaluate how to eliminate or minimise work processes that cause workers to work within 2 metres of each other or members of the public. If it is not practicable to eliminate work that causes workers to be within 2 metres of each other, the encroachment on physical distancing will be kept as brief as possible, through planning the work task and providing instructions to workers. MAKROSAFE HOLDINGS (PTY) LTD will consider the use of appropriate personal protective equipment (PPE) in these circumstances (masks, gloves, eye protection, and so forth) and provide instruction on the proper use of that PPE. PPE is the last form of protection and will only be considered after the other control measures: elimination or substitution, engineering controls, and administrative controls.MAKROSAFE HOLDINGS (PTY) LTD will review its worksite and job processes to ensure the best and most effective method of exposure control is in place.MEASURES TO HELP ACHIEVE PHYSICAL DISTANCING IN THE WORKPLACESome options may include: | **MAKROSAFE HOLDINGS (PTY) LTD COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY ON PAGE**  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 7 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Revision of work schedules or implementing work-from-home policies for some staff to limit the number of workers on site at a given time.
* Posting occupancy limits on elevators and other small spaces.
* Limiting the number of workers at one time in break locations by staggering break times.
* Reducing in-person meetings and other gatherings.
* Maintaining an up-to-date list of employees at the workplace.
* Using tape to mark of areas where workers can and cannot walk, or to mark off areas where workers may walk only in one direction (such as down an aisle or narrow corridor).
* Posting signage to remind workers to maintain their distance when interacting.
* Postponing, re-arranging, or planning work tasks in such a way that workers are not required to work in proximity to one another.
* Using machines or other equipment to assist with job tasks usually performed by two workers, such as lifting or carrying heavy objects.
* Managing worker transportation so that two workers are not required to travel in a single vehicle.

WHEN PHYSICAL DISTANCING CANNOT BE MAINTAINEDIn situations where it is not possible to ensure 2 metres of distance between workers through these measures, MAKROSAFE HOLDINGS (PTY) LTD will consider other control measures as appropriate. The following measures will also be taken:* Provision of adequate hand-washing facilities on site for all workers. MAKROSAFE HOLDINGS (PTY) LTD will ensure that their location is visible and easily accessed. Alcohol-based hand sanitiser (minimum 60% alcohol) or soap and water will be provided to help prevent the spread of COVID-19.
* MAKROSAFE HOLDINGS (PTY) LTD will provide and maintain adequate washroom facilities, as required by the Occupational Health and Safety Act 85 of 1993.
* All common areas and surfaces will be cleaned regularly, including wash rooms, shared offices, common tables, desks, light switches, and door handles.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 8 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | ENSURING SAFETY DURING WORKER TRANSPORTATION* MAKROSAFE HOLDINGS (PTY) LTD will assess the number of workers being transported at any one given time and employ measures to ensure distance between workers is maintained.
* Whenever possible, workers will travel alone in their vehicles in order to practice physical distancing. If that is the case, MAKROSAFE HOLDINGS (PTY) LTD will implement all the necessary safeguards related to working alone or in isolation, to ensure the safety of these workers.
* Measures that may be taken to ensure appropriate distance include having workers sit one to a seat, with riders staggered to allow maximum distance, adjusting the number of workers taken per trip, and the overall number of trips needed to transport workers to a work site. It may mean using larger vehicles to ensure maximum spacing, or using multiple vehicles.
* If it is not possible to ensure 2 metres of distance between workers in a vehicle through these measures, the MAKROSAFE HOLDINGS (PTY) LTD will consider other control measures, such as personal protective equipment (PPE) where appropriate.
* MAKROSAFE HOLDINGS (PTY) LTD will implement a process that allows for physical distancing when loading and unloading buses or other vehicles. Workers waiting for loading/unloading should maintain physical distancing while remaining safely away from traffic.
* MAKROSAFE HOLDINGS (PTY) LTD will have hand-washing facilities or sanitising stations available to workers as they enter and exit the vehicle.
* MAKROSAFE HOLDINGS (PTY) LTD will ensure that high-contact surfaces within the vehicle(s) are routinely cleaned. These include seatbelts, head rests, door handles, steering wheels, and hand holds.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 9 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | ILLNESS IN THE WORKPLACEPRIMARY SYMPTOMS OF COVID-19* Fever.
* Cough.
* Shortness of breath or difficulty breathing.

HOW COVID-19 SPREADS* Coughing or sneezing – one 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.
* Close personal contact, such as when shaking hands or touching others.
* Touching an object or surface on which the virus is found (after an ill person coughs or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing hands – touching the mouth, nose, or eyes.

WORKERS DISPLAYING SYMPTOMS OF COVID-19* MAKROSAFE HOLDINGS (PTY) LTD will ensure that the following workers do not come to work. Anyone with COVID‐19-like symptoms such as a sore throat, fever, sneezing, or coughing must self‐isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.
* Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
* Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.

If workers report having COVID-19-like symptoms while at work:* They will be sent them home to recover for the prescribed self-isolation period.
* Their workstation(s) and/or workplace/tools that they were using as part of their job will be cleaned and disinfected.
* All direction from the Department of Health will be followed.
 | **MAKROSAFE HOLDINGS (PTY) LTD TESTING/SCREENING OF EMPLOYEES FOR COVID 19 ON PAGE**  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 10 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | MAKROSAFE HOLDINGS (PTY) LTD will ensure that these policies are communicated to its managers, supervisors, and workers and a process will be implemented to communicate with workers who may fall into one of the categories of those who should not come to work.WHAT TO DO IF YOU DEVELOP SYMPTOMSPeople who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.**Hotline for the COVID-19 as per the Department of Health website: 0800 029 999**Employees who have symptoms of acute respiratory illness are advised to seek medical treatment and diagnosis as soon as possible.The following hospitals have been identified to deal with any cases (as per the Department of Health website):* Western Cape: Tygerberg Hospital.
* Gauteng: Charlotte Maxeke Hospital, Steve Biko Hospital and Tembisa Hospital.
* KwaZulu-Natal: Grey’s Hospital in Pietermaritzburg.
* Limpopo: Polokwane Hospital.
* Mpumalanga: Rob Ferreira Hospital in Mbombela.
* Free State: Pelonomi Academic Hospital in Bloemfontein.
* North West: Klerksdorp Hospital.
* Northern Cape: Kimberley Hospital.
* Eastern Cape: Livingstone Hospital in Nelson Mandela Bay (PE).

Employees with acute respiratory illness symptoms are advised to stay home until they are cleared for work by a registered medical practitioner. It is important to note for an employee to qualify for sick leave, a valid medical certificate booking them off is required. Employees should notify their manager and stay home if they are sick and have been booked off. All employees should follow the company’s sick leave policy in such situations. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 11 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | If the company has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work during the day, the employer will request the employee to leave the workplace and seek medical treatment and or testing immediately. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees at risk.QUARANTINE AND WORKING FROM HOMEFor international travel employees are required to comply with the Statement by President Cyril Ramaphosa on the 15th March 2020 (as attached). 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. If, after informing the Department of Health, they require an individual to self-quarantine, then The Company will apply the following:* If you are able to work during this period and it is possible in terms of your position, then there is no requirement to submit a sick leave or annual leave request. You are, however, required to report daily to your line manager.
* Should you become sick during this period, the normal sick leave policy will apply.

A screenshot of text  Description automatically generatedTRAVELMAKROSAFE HOLDINGS (PTY) LTD is suspending all domestic flight travel until further notice unless absolutely necessary as determined by the parties concerned. Employees will still be required to travel locally to clients and for business purposes, and this will be done in line with current protocols of low contact and high hygiene. In this instance, it is business as usual and we will be guided by our clients in terms of their ongoing needs and expectations. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 12 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | In line with the Statement by President Cyril Ramaphosa on the 15th March 2020, all non-essential travel particularly by air, taxis and buses, is discouraged.MEETINGS* Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or any other electronic platform.
* Could the meeting be scaled down so that fewer people attend?
* Ensure that all participants in the meeting have washed their hands for 20 seconds prior to the meeting commencing.
* Ensure all delegates are seated at least one metre apart
* The names and contact details of all participants within the meeting should be retained for at least one month. This will assist health care authorities to trace who have been exposed to the virus if participant do become ill shortly after the meeting.
* If someone should contract the virus shortly after the meeting, the company should inform all participants.

HYGIENE IN THE WORKPLACE* All visitors and employees entering The Company’s offices must be requested by the receptionist to wash their hands on entering the premises.
* Cover your cough or sneeze with a tissue, dispose of the tissue in the relevant waste bin.
* Clean and disinfect frequently touched objects, including workstations, and surfaces using a regular household cleaning spray or wipe.
* Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
* If soap and water are not readily available, use an alcohol-based hand sanitiser with at least 60% alcohol.
* AVOID handshakes with any staff member or client - rather do the elbow bump or ‘Wuhan foot tap’.
* Avoid touching your face.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 13 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | WEARING FACE MASKSBased on the most recent WHO advice, there is no established scientific evidence available on the usefulness of wearing face masks to protect non-sick persons. A face mask still allows tiny droplets through which may carry infection. Wearing a face mask is more useful for an infected person trying to prevent further spread of the virus. SEMINARS, TRAINING AND CONFERENCESNo employee may attend external seminars, training or conferences, unless these are presented online. The presentation of seminars and training to clients will be converted to online/blended facilitation.COVID-19 PRE-WORK TESTING/SCREENINGWorkplace testing for COVID-19 is limited to a number of specific groups, including health care workers.MAKROSAFE HOLDINGS (PTY) LTD will implement and communicate a clear policy to workers about not coming to work sick or with symptoms.RIGHT TO REFUSEMAKROSAFE HOLDINGS (PTY) LTD acknowledges workers’ right to refuse work if they believe it presents an undue hazard.An undue hazard is an ‘unwarranted, inappropriate, excessive, or disproportionate’ risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.In these circumstances, the worker should follow the ‘Right to Refuse Dangerous Work Policy and Procedure. The worker would begin by reporting the undue hazard to MAKROSAFE HOLDINGS (PTY) LTD for investigation and MAKROSAFE HOLDINGS (PTY) LTD would then need to consider the refusal.Unresolved issues must be reported to the Department of Labour. | **MAKROSAFE HOLDINGS (PTY) LTD RIGHT TO REFUSE DANGEROUS WORK POLICY AND PROCEDURE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 14 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | COMPENSATION FOR OCCUPATIONALLY ACQUIRED NOVEL CORONAVIRUS DISEASES (COVID-19)The Department of Employment and Labour has unveiled its guidelines to deal with COVID-19 at workplaces within the context of the Occupational Health and Safety (OHS) Act of 1993. The OHS read with the Hazardous Biological Agents Regulations issued in terms of section 43 of the OHS obliges the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. All employers are required to review current risk assessments before implementing control measures considering the new hazards posed by exposure to COVID-19 in the workplace. MAKROSAFE HOLDINGS (PTY) LTD will deal with the COVID-19 19 pandemic and the process of submitting the claim in accordance with Compensation of Injuries and Diseases Act, 130 of 1993 (COIDA) as follows:DIAGNOSIS AND ACCEPTANCE OF LIABILITY UNDER COIDADiagnosis will be done based on the following factors: * Occupational exposure to a known source of COVID-19.
* A reliable diagnosis of COVID-19 as per the WHO guidelines.
* An approved official trip and travel history to countries and/or areas of high risk for COVID-19 on work assignment.
* A presumed high-risk work environment where transmission of COVID-19 is inherently prevalent.
* A chronological sequence between the work exposure and the development of symptoms.

CONFIRMATORY TESTS* Sputum, nasopharyngeal or throat swab specimen collected from all patients at admission tested by real time polymerase chain reaction (PCR) for SARS-Cov-2 RNA performed within three hours of collection.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 15 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | CLAIMS REPORTING REQUIREMENTS* MAKROSAFE HOLDINGS (PTY) LTD will report all occupationally acquired COVID 19 cases in the prescribed format within 14 days of receipt of notice from the affected employees. This report will include all the relevant exposure, medical and earnings information pertaining to the claims in line with the requirements of section 65 of COIDA.
* First Medical Report in respect of an Occupational Disease indicating U07.1 as the ICD-10 code for COVID-19.
* Exposure History and/or any other appropriate employment history which should include any information that will be helpful to the adjudication of the claim.
* A medical report on the employee’s symptoms that details the history, establishes a diagnosis of COVID-19 and laboratory results and chest radiographs where appropriate or any other information relevant to the claim.

ADJUDICATIONAll claims for potential occupationally acquired COVID 19 will be treated as prescribed in section 65 and 66 of COIDA which for the sake of clarity reads as follows: **65. COMPENSATION FOR OCCUPATIONAL DISEASES***1) Subject to the provisions of this Chapter, an employee shall be entitled to the compensation provided for and prescribed in this Act if it is proved to the satisfaction of the Director-General:**a. that the employee has contracted a disease mentioned in the first column of Schedule 3 and that such disease has arisen out of and in the course of his or her employment; or* *b. that the employee has contracted a disease other than a disease contemplated in paragraph (a) and that such disease has arisen out of and in the course of his or her employment.*  |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 16 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | *2) If an employee has contracted a disease referred to in subsection (1) and the Director-General is of the opinion that the recovery of the employee is being delayed or that his temporary total disablement is being prolonged by reason of some other disease of which the employee is suffering, he may approve medical aid also for such other disease for so long as he may deem it necessary.* *3) If an employee has contracted a disease referred to in subsection (1) resulting in permanent disablement and that disease is aggravated by some other disease, the Director-General may in determining the degree of permanent disablement have regard to the effect of such other disease.**4) Subject to section 66, a right to benefits in terms of this Chapter shall lapse if any disease referred to in subsection (1) is not brought to the attention of the commissioner or the employer or mutual association concerned, as the case may be, within 12 months from the commencement of that disease.**5) For the purposes of this Act the commencement of a disease referred to in subsection (1) shall be deemed to be the date on which a medical practitioner diagnosed that disease for the first time or such earlier date as the Director-General may determine if it is more favourable to the employee.* *6) The provisions of this Act regarding an accident shall apply mutatis mutandis to a disease referred to in subsection (1), except where such provisions are clearly inappropriate.* **66. PRESUMPTION REGARDING CAUSE OF OCCUPATIONAL DISEASE***If an employee who has contracted an occupational disease was employed in any work mentioned in Schedule 3 in respect of that disease, it shall be presumed, unless the contrary is proved, that such disease arose out of and in the course of his employment.* |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 17 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | BENEFITS TEMPORARY TOTAL DISABLEMENT (TTD)Payment for temporary total disablement shall be made for confirmed COVID-19 for as long as such disablement continues or Maximum Medical Improvement has been reached, but not for a period exceeding 24 months.MEDICAL AIDIn all accepted cases of COVID-19, medical aid shall be provided for a period of not more than 30 days from the date of diagnosis. Further medical aid will be considered if it will reduce the extent of the disablement. DEATH BENEFITSReasonable burial expenses, widow’s and dependent’s pensions shall be payable, where applicable, that means if the cause of death has direct nexus to the reported COVID-19 claim.VERIFICATION OF INFORMATIONAt this stage the outbreak of COVID-19 is a developing story and more information is being provided by the authorities daily.Please refrain from forwarding information related to the virus without verifying it with credible sources such as the World Health Organisation ‘WHO’ and National Institute of Communicable Diseases ‘NICD’.Spreading unverified information may contribute to unnecessary panic, stigma, discrimination, and a negative perception of MAKROSAFE HOLDINGS (PTY) LTD. None of this adds value to the fight against COVID-19.CONSEQUENCE OF BREACHIf an employee breaches this policy the necessary disciplinary action will be taken. It is important to note that the company’s sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19. The normal sick leave policy which is in line with Labour Law will still apply.It is the employee’s responsibility to contact management should he/she have any queries. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS002 |
| **COVID-19 POLICY** | Rev No.: | 001 |
| Page No.: | Page 18 of 18 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_Employee signature as receipt hereof Date |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 1 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 2 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | INTRODUCTIONCoronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including South Africa. To reduce the impact of COVID-19 outbreak conditions on the organisation, MAKROSAFE HOLDINGS (PTY) LTD is preparing its employees as far in advance as possible of potentially worsening outbreak conditions.APPLICATIONThis policy applies to all employees of MAKROSAFE HOLDINGS (PTY) LTD.PERSONAL PROTECTIVE EQUIPMENT (PPE)Although engineering and administrative controls are considered more effective in minimising exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it will not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.All types of PPE are:* Selected based upon the hazard to the worker.
* Properly fitted and periodically refitted, as applicable (e.g., respirators).

CLASSIFYING WORKER EXPOSURE TO SARS- COV-2Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 2 metres of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 3 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | Job tasks can be divided into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most employees will likely fall in the lower exposure risk (caution) or medium exposure risk levels.**Figure 1: Occupational Risk Pyramid for COVID-19**VERY HIGH EXPOSURE RISKVery high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, post-mortem, or laboratory procedures. Workers in this category include:* Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
* Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
* Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

HIGH EXPOSURE RISKHigh exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 4 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients’ rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
* Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
* Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

MEDIUM EXPOSURE RISKMedium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 2 metres of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).LOWER EXPOSURE RISK (CAUTION)Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 2 metres of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTSLOWER EXPOSURE RISK GROUPAdditional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 5 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | MEDIUM EXPOSURE RISK GROUPWhen selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.HIGH EXPOSURE RISK GROUPMost workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks. Those who work closely with (either in contact with or within 2 metres of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators.PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection.Workers who dispose of PPE and other infectious waste will also be trained and provided with appropriate PPE.GENERAL MEASURES TO PROTECT AGAINST INFECTION* Social distancing (1,5 – 2 square metre) distancing from any other person in any circumstance. This includes any bodily contact such as handshakes. Greet people without making any physical contact.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 6 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Wash hands with soap and water for 20 seconds, or use alcohol-based hand sanitiser after contact with any person or after contact with frequently touched surfaces (e.g. keyboards, screens, phones, door handles, work surfaces).
* Cough/sneeze etiquette (cough in the fold of the elbow or in a tissue which you discard and wash your hands) remain the mainstay of protecting yourself and others.
* Avoid touching your eyes, nose and mouth with unwashed hands.
* Surfaces that are frequently touched, e.g. toilet door handles, etc, should be cleaned with diluted bleach disinfectant (20 ml bleach per litre water) hourly, or less frequently depending on the circumstance.
* General housekeeping e.g. the cleaning of keyboards, telephones, handbag bottoms.
* People who feel ill should stay at home. Create 1,5m distance from others and be extra vigilant about environmental hygiene.
* Avoid any place where there is a form of crowding as far as possible.
* Support others to comply with the golden rules.

**THE VARIOUS FORMS OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**PPE is classified into categories:* Eye and face protection (plastic shields).
* Hand protection (various types of gloves).
* Body protection (coats).
* Respiratory protection (depending on risk – masks).

MASKSMasks are in general more recommended for health workers.* The World Health Organisation (WHO) recommends that for public-level control of COVID-19 only symptomatic people or their carers wear a face mask.
* When masks are worn, they recommend that users follow correct safety procedures.
* If you are healthy and apply the golden rules, and are not caring for someone with COVID infection, you do not need a mask.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS004 |
| **COVID - 19 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY** | Rev No.: | 001 |
| Page No.: | Page 7 of 7 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * When travelling alone in a private vehicle no PPE (no mask or gloves) is required.
* Masks are only effective when used in combination with the other prevention methods.
* Surgical masks do provide sufficient protection against the distribution of droplets that are created by coughing, sneezing, speaking loudly/shouting. As the epidemic unfolds, the use of face masks by all people who are at risk of exposure, even if not sick is recommended.
* Cloth masks provide less protection than surgical masks. They should only be considered when surgical masks are not available.
* To improve cloth mask filtration, use of a water-resistant membrane cloth on the inside of the mask is advised in order to prevent transmission of droplets. Cloth masks must be washed with warm soapy water and dried in the sunlight.

**HANDLING MASKS*** Before putting on a mask, clean hands and fit mask tightly on the face, covering the nose and mouth.
* Do not fiddle with the mask.
* Avoid letting the mask get wet.
* To remove the mask, remove it from behind (do not touch the front of the mask), and discard immediately in a closed bin and clean hands.

**GLOVES**There is little evidence that gloves are useful as a method of protection. Wearing gloves and touching infected surfaces and then touching your face is the same as touching with a bare hand. It provides a false sense of security, does not prevent the transmission of the virus, leads to sweating of the hands and may cause allergy.I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_Employee signature as receipt hereof Date |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 1 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# TESTING/SCREENING OF EMPLOYEES FOR COVID 19

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 2 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | BACKGROUNDThis policy is applicable to all MAKROSAFE HOLDINGS (PTY) LTD deemed to be essential services workers as covered by regulation GN R.398 of Government Gazette 43148 under section 3 of the Disaster Management Act, 1957 (Act 57 of 2002) as amended on 25 March 2020 wherein essential services are defined as follows:* Medical, Health (including Mental Health), Laboratory and Medical services;
* Disaster Management, Fire Prevention, Fire Fighting and Emergency services;
* Financial services and Insurance services;
* Production and sale of essential goods (food, cleaning and hygiene products, medical, fuel, basic goods (e.g. airtime, electricity);
* Grocery stores, including spaza shops;
* Electricity, water, gas and fuel production, supply and maintenance;
* Critical government services including social grant payments, Birth and death certificates, and replacement identification documents;
* Essential municipal services;
* Care services and social relief of distress;
* Funeral services, including mortuaries;
* Wildlife Management, Anti-poaching, Animal Care and Veterinary services;
* Newspaper, broadcasting and telecommunication infrastructure and services;
* Production and sale of any supplies for the medical or retail sector;
* Cleaning, sanitation, sewerage, waste and refuse removal services;
* Courts and legal services;
* Essential SARS services defined by the Commissioner of SARS;
* Police, peace officers, traffic officers, military medical personnel and soldiers, correctional services officials and traffic management services;
* Postal services and courier services related to transport of medical products;
* Private security services;
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 3 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Air-traffic Navigation, Civil Aviation Authority, Cargo Shipping and dockyard services;
* Gold, gold refinery, coal and essential mining;
* Accommodation used for persons rendering essential services;
* Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair in relation to the rendering of essential services including components and equipment;
* Transport services for persons rendering essential services;
* Services rendered by politicians in local, provincial and national government;
* Commissioners of Section 9 structures;
* Transport and logistics in respect of essential goods to neighbouring countries.

PURPOSEThe purpose of this policy is to enable:* Early and timeous identification and diagnosis of workers at risk of COVID-19 infection.
* Early referral for appropriate treatment, care and timeous return to work of affected workers.
* The protection of other unaffected workers, consumers, visitors and clients of these groups of workers.

PROCEDURE* Employees will be screened for COVID-19 related symptoms and report such symptoms to a designated person and/or occupational health practitioner prior to entry into the workplace or work area in order for a decision to be made as to the staff member’s continued attendance at work.
* At the start of a shift and prior to ending the shift, designated persons and/or occupational health practitioner must check with employees whether they have experienced sudden onset of any of the following symptoms: cough, sore throat, shortness of breath or fever/chills (or ≥ 38°C measured temperature if this is available at the worksite), in the past 24 hours as outlined in the symptom monitoring sheet. These are the current criteria for the identification of persons under investigation (PUI).
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 4 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Should an employee report any of the abovementioned symptoms, s/he should immediately be provided with a surgical mask and referred to the designated staff at the MAKROSAFE HOLDINGS (PTY) LTD workplace so that arrangements can be made for COVID-19 testing at the closest testing centre.
* Should an employee report any additional symptoms as outlined in the symptom monitoring sheet, s/he will be provided with a surgical mask and referred to the occupational health clinic, family practitioner or primary care clinic for further clinical evaluation and requirement for COVID-19 testing if indicated.
* On receiving their results the employee and/or health professional supporting the employee should notify MAKROSAFE HOLDINGS (PTY) LTD so that the employee is managed accordingly.
* MAKROSAFE HOLDINGS (PTY) LTD will proactively take steps to obtain this information to avoid any delays in reporting.
* The employee will be managed according to either scenario 1 or 2 in the algorithm outlined in SCENARIO MANAGEMENT ALGORITHMS on page .
* A positive COVID-19 test in an employee will require all potential contacts in the MAKROSAFE HOLDINGS (PTY) LTD workplace to be assessed using scenarios 3 or 4 in the SCENARIO MANAGEMENT ALGORITHMS on page .
* All employees, on returning to work after isolation or quarantine period, should follow general work restrictions that include:
* Undergoing medical evaluation to confirm that they are fit to work.
* Wearing of surgical masks at all times while at work for a period of 21 days from the initial test.
* Implementing social distancing measures as appropriate (in the case of health workers avoiding contact with severely immuno-compromised patients).
* Adherence to hand hygiene, respiratory hygiene, and cough etiquette.
* Continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 5 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | COVID-19: MAKROSAFE HOLDINGS (PTY) LTD EMPLOYEE POSITIVE TEST PROTOCOLThis protocol is applicable in all instances where a currently employed employee of MAKROSAFE HOLDINGS (PTY) LTD is tested positive for the Covid – 19 virus.In all such instances this must be reported immediately as follows to all of the channels:* The relevant RD must be informed and the incident logged.
* The relevant RD must immediately inform the Head office.

It may not be apparent at the time of the positive test whether the employee contracted the virus outside the workplace or as a result of work activities and/or during the performance of work activities. An investigation into this will be required and it may become apparent where the employee contracted the virus in consultation with Government tracing agents or through our own investigation. In both instances, it will be the responsibility of the relevant RD to ensure that the employee that was tested positive does not come into contact with other employees of the Company and/or our client or the client’s employees or other individuals that may visit the client premises and/or in general to ensure that the immediate risk of the spread of the virus is minimised. For the avoidance of doubt, upon being tested positive for having contracted Covid – 19, the employee may not report to work. Such employees will only be allowed to return to work if he or she is in possession of a valid medical certificate stipulating when the employee may return to work and/or having undergone a mandatory required quarantine or isolation period as may be prescribed in a Government Regulation of Act or by a medical practitioner as required. The focus in dealing with an employee that has tested positive for Covid – 19 will be on the following: * Ensuring that the possibility of an immediate spread of the virus is minimized - ensure that the Company is in possession of the latest contact details of the employee and that alternative contact details are obtained.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS005 |
| **TESTING/SCREENING OF EMPLOYEES FOR COVID 19** | Rev No.: | 001 |
| Page No.: | Page 6 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * That the employee is isolated and/or placed in quarantine as may be the requirement in terms of relevant Government Regulations.
* That the necessary reporting has been done in terms of a relevant Government Regulation (if appropriate or required).
* That a thorough investigation is conducted to identify other employees, client employees or individuals visiting a client site that came within a 2 metres (radius) 2 metres with the positively tested employee.
* If the employee that tested positive worked at a client site, that the client be informed about the positive test so as to ensure that appropriate action can be taken in consultation with the client. In such instances, the relevant RD will co-ordinate interaction with the client.
* To assist in any Government required tracing process, within 24 hours.
* That, if it is found that the employee contracted the virus as a result of work activities and/or during the performance of his or her work activities then the necessary Injury on Duty (IOD) forms must be completed and such instance must be reflected on WCA as IOD – Covid – 19 (as guided by the WCA coordinators/specialists), where applicable - that if the employee contracted the virus outside of the workplace then ensuring that the employee is booked off sick and that such sick leave is reflected as Covid – 19 on WCA (as guided by the WCA coordinators/ specialists), where applicable - that other benefits that may apply in terms of special directives or regulations in terms of the Disaster Management Act be explored and applied for, if appropriate and applicable, which may be applicable instead of or in addition to sick leave or IOD.
* That the employee receives support in terms of physical and/or mental health or other more basic needs where appropriate and practical.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_Employee signature as receipt hereof Date |  |

## CHECK SHEETS





## SCENARIO MANAGEMENT ALGORITHMS





|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 1 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# WORKING FROM HOME POLICY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 2 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | POLICY BRIEF AND PURPOSEThe purpose of this policy is to govern employee work from home in such a way that it is beneficial to MAKROSAFE HOLDINGS (PTY) LTD. Please note the following in terms of this policy:* It caters for the health and safety of employees deemed eligible to perform work from home during times that work is carried out from home.
* Acceptance of this ‘Working from Home Policy’ does not alter the employee’s duties, obligations, responsibilities and/or conditions of employment with MAKROSAFE HOLDINGS (PTY) LTD, unless specifically agreed upon in writing.
* This ‘Working from Home Policy’ is available only to those employees deemed eligible to work from home at MAKROSAFE HOLDINGS (PTY) LTD sole discretion and based on an analysis conducted in line with its COVID-19 POLICY.
* Both MAKROSAFE HOLDINGS (PTY) LTD and the employee may end the remote work assignment at any time with or without cause, should it be deemed safe to do so, within the scope and ambit of the MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY.
* This permission to work from home may be withdrawn at any time as MAKROSAFE HOLDINGS (PTY) LTD’s business needs require.

SCOPEThis policy applies to all employees that have been designated the responsibility to carry out their duties from their place of residence.Employees are allowed to work from home only if an analysis conducted by MAKROSAFE HOLDINGS (PTY) LTD identifies the employee’s work duties as duties that can be performed from home.Based on the analysis conducted, the following positions/persons are not eligible for the application of Home-Based Work Activities: | **MAKROSAFE HOLDINGS (PTY) LTD COVID-19 POLICY ON PAGE**  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 3 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * (Position)
* (Position)
* (Position)

POLICY ELEMENTS* Home-Based working timeframes.
* Reasons that may demand Home-Based working circumstances.
* Health and Safety when working from home.
* Confidentiality and security.
* Compensation and benefits.
* Discipline and other HR related matters.
* Ad hoc Arrangements.
* Communication.
* Tips for Employees working from home.
* Tools and Equipment.
* Acknowledgement and receipt.

HOME-BASED WORKING TIMEFRAMESEmployees that qualify for and are permitted to work from home may do so:* Full time (If agreed to by the management representative).
* On specified days (As stipulated in the agreement with the management representative.)
* Occasional, temporary or permanently, depending on the employee’s nature of work and the circumstances that demand such undertaking be considered.
* Employees working from a designated workspace will be expected to attend all essential meetings via video conference or by phone.
* Employees are reminded that this ‘Working from Home Policy’ is not to be used in lieu of sick leave, FMLA leave, and so forth. MAKROSAFE HOLDINGS (PTY) LTD is not responsible for any expenses related to remote work during this period.
* Employees must follow their regular assigned work schedule, unless otherwise discussed with and approved by the employee’s manager. All arrangements for childcare, elder care, repair persons, and so forth, must be arranged so as not to interfere with the employee’s regular work schedule.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 4 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * All employees are responsible for their time keeping and recording of hours worked. Employees subject to this policy must record their working hours as set in their employment contracts from \_\_\_\_\_\_ to \_\_\_\_\_\_ , on all working days. Employees may be asked to work on holidays and weekends as stipulated in their employment contracts.
* Core times that an employee has to be available as required in terms of this policy are as follows:
	+ Mornings: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.
	+ Afternoons: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

REASONS THAT MAY DEMAND HOME-BASED WORKING CIRCUMSTANCESThis policy may be enforced with employees that do qualify for home-based working activities to be performed under the following conditions/circumstances:* Control measure to combat the spreading of the COVID-19 virus.
* Parenting.
* Severe weather conditions and acts of nature.
* Family responsibility emergencies.
* Medical reasons, prohibiting the employee from travelling to work.
* Work-life balance.
* Overlong commute.
* Government actions and standards prohibiting travel on public roads.
* Civil unrest.

Other justifications for the Working from Home Policy to be enforced will depend on the judgement and reasoning as decided by MAKROSAFE HOLDINGS (PTY) LTD.HEALTH AND SAFETY WHEN WORKING FROM HOMEAs per the Occupational Health and Safety Act of South Africa (85 of 1993), every employee is responsible for their own health and safety and that of others who may be affected by their actions and/or omissions (Section 14). With the enforcement of this policy, the company therefore enacts the employer responsibilities towards the employee through the rules and guidelines needed to ensure a safe working environment at home as per the Health and Safety Act. |  |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 5 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | All employees that fall under the control of this policy therefore have the following responsibilities:* Conducting their actions in such a manner that promotes their Health and Safety at home.
* To abide by all rules, stipulations and guidelines in the control of risk whilst performing Home-based work activities.
* To report to their management representatives any matter that may affect their health and safety at home.
* To maintain the required documents as required by the risk assessment conducted for the Home-based work activities to be carried out.
* To perform the duties in terms of health and safety necessary for the maintenance and upkeep of safe working conditions at home.

It is important to note that the employee will be expected to designate a specific area where work activities will be performed at home. Such area needs to be specified towards the management representative for the control and monitoring of health and safety.No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment. Should the employee sustain any injuries in their designated workspace and in conjunction with his or her regular work duties, the employee is responsible for notifying his or her manager of such injuries as soon as is practicable. The Company will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee’s non-working time.If, while working from a designated workspace, the employee experiences technical issues with his or her computer or internet access that prevent the employee from working remotely, the employee must notify his or her manager immediately.Interruptions to work caused by internet outages may require the employee to work from their regular office space for the remainder of the day, or until the outage is fixed.Employees working from a designated workspace may, from time to time, be required to come to their usual work site as required by the needs of the Company. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 6 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | The employee remains ultimately responsible and liable for any other area at home which does not fall within the scope of the designated area communicated to the management representative. The employee will be provided with a health and safety file for the specific area they have designated as their workplace, at home. The file will contain the following elements that need to be maintained for the monitoring and control of health and safety related matters:* Hazardous Chemicals.
* Construction.
* Contractor Control.
* Emergency Evacuation.
* Inspections.
* Machinery and Equipment.
* Management System.
* Personal Protective Equipment.
* Risk Assessment.
* Training.
* Working at Heights.
* Buildings and Structures.
* Health and Safety Organisation and communication.
* Surveys and Surveillance.
* Health and Safety Administration.

CONFIDENTIALITY AND SECURITYEmployees working remotely are reminded that even if they are working from a designated workspace, they are bound by any confidentiality and/or security agreements they signed in connection with their employment with the Company, and any confidentiality and/or security policies contained in the Company policies.Thus, consistent with the Company’s expectations of information security for employees working in the office, remote employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.Steps include regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace.  |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 7 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | Any questions regarding this Working from Home Policy may be directed to your Management representative or the Human Resources Department.COMPENSATION AND OTHER BENEFITSThe compensation and benefits of the employee will be discussed with the employee prior to the enforcement of this policy. DISCIPLINE AND OTHER HR RELATED MATTERSThe company’s policies and procedures remain intact and are not affected by the enforcement of this policy. Employees have the responsibility of adhering to the rules and procedures enacted by any other policy whilst working from home. The employees who are working from will be measured on the outcomes they have achieved for the purpose of Key Performance Indicating and evaluation.AD HOC ARRANGEMENTSTemporary Home-based work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the company and with the consent of the employee’s health care provider, if appropriate.All informal Home-based work arrangements are made on a case-by-case basis, focusing first on the business needs of the company.COMMUNICATIONThe company will communicate with the employee on a frequency agreed on to determine and confirm the employee’s wellbeing and conformance to company policies and procedures. Employees who fall under this policy have to respond to Company and client communications within the agreed specific timeframe as required by Company standards. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 8 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | TIPS FOR EMPLOYEES WORKING FROM HOMEMaintain your morning and daily routine. Wake at the same time, and continue the routine that works for you.* **Repurpose commute time for self-care.** The average South African commute is almost 31 minutes each way. Don’t let this reclaimed time go to waste.
* **Dress for success.**
* **Focus on nutrition.** Maintain focus and energy by avoiding foods with sugars, artificial ingredients, or empty calories.
* **Designate a dedicated workspace.** Find an environment that fosters productivity. It should be quiet, comfortable, and free of distractions - and different from where you usually eat or relax.
* **Take time to go outside.** Taking breaks is great for your focus and well-being. Recharge by walking around the block or stepping outside on a patio or balcony.

TOOLS AND EQUIPMENTEmployees are expected to use the equipment and tools provided by the Company for the successful application of the Working from Home Policy. Other resources as may be required need to be discussed with the relevant management representative. All employees will receive remote support from their specific departments and management representatives to enable successful Home-Based work activities. Employees are required to discuss these supporting structures with their management representatives. ACKNOWLEDGMENT OF RECEIPTI acknowledge that I have received a copy of the Work From Home Policy and that I agree to abide by it at all times. I understand that the Working from Home Policy represents the current policy regarding Home-based work activities and that it does not affect my status as an employee, and that the Company retains the right to change or rescind the Working from Home Policy at any time as the company deems necessary. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **COVID 19: WORKING FROM HOME POLICY** | Rev No.: | 001 |
| Page No.: | Page 9 of  |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_/\_\_Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_/\_\_Management representative DateSignatureHOME-BASED WORK CONTROLLER APPOINTMENT LETTER (LEGAL REFERENCE)EXPLANATIONWith the current expanding need for employers to designate the completion of responsibilities from home, the necessity for the appointment of a responsible person to manage and control the risks that such employees may be exposed to is justified. The responsible person may have to liaise between operational and human resource departments to ensure that the employees in question are adhering to company and legislative requirements. The exercising of the appointment responsibilities and duties will fall under the direct control of the 16.2 of the Company. |  |

(Company Name)

(Company address)

Home-Based Work Controller.

(Legal reference)

(Appointee Name and surname)

I, \_\_\_\_\_\_\_\_\_ the 16.2 appointee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby appoint you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the Home-Based Work Controller.

In terms of this appointment, the following functions must be performed:

1. Ensure that all employees adhere to the health and safety requirements for performing their duties from home.
2. Conduct regular checks with regard to the maintenance of the required health and safety documentation needed for safe work from home with the employees.
3. Liaise with the 16.2 on matters relating to the health and safety of employees performing Home-Based Work duties.
4. To provide to the employees the needed documentation required for safe work from home.
5. To investigate with the 16.2 appointee any occurrence of incidents of any nature that may have an impact on the health and safety of the employee whilst performing duties related to the company, from home.
6. To communicate to the employees any changes or improvements to the Home-Based Work Policy and other elements as deemed necessary.

You will be required to review the Act as well as company standards and procedures for the effective execution of this appointment.

You will be required to undergo training on Legal Liability as well as other aspects which may influence this appointment and its execution.

This appointment is valid from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_/\_\_/\_\_

Signature: 16.2 Date

Kindly confirm your acceptance to this appointment by completing the following:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the implications of this appointment as detailed above and confirm my acceptance thereof.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_/\_\_

Signature Date

Home-Based Work

Letter of permission and designation of responsibilities:

Dear \_\_\_\_\_\_\_\_,

This letter serves to inform you that you have qualified for Home-Based Work to be conducted.

The following responsibilities need to be carried out by you in this regard:

1. You are responsible for your own health and safety and that of others who reside with you.
2. You are responsible for reporting any incident that may affect your health and safety to the Home-Based Work Controller or the 16.2 immediately after occurrence.
3. You are responsible for conducting the activities pertaining to your health and safety on the frequency stipulated for the completion of such activities including that of conducting regular inspections of your work area at home.
4. You are responsible for maintaining and keeping up to date all the necessary documentation required for your safety whilst working from home.
5. You may be required to provide evidence of your workplace safety in the form of photos or video recordings on request.

Please complete the declaration below as proof that you have read and understood the responsibilities delegated to you in this regard.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understood the responsibilities stipulated above and understand that non-conformance in this regard may result in disciplinary action against me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_/\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_/\_\_/\_\_

16.2 Signature Date

## WORKING FROM HOME: RISK ASSESSMENT

### DESCRIPTION OF HAZARDS AND RISKS

|  |  |
| --- | --- |
| **HAZARD/RISK** | **DESCRIPTION** |
| Slip Trip and Fall: Loose carpets in home office area | Tripping and falling over an object in control access point resulting in minor strains, sprains and fractures |
| Slip Trip and Fall: Loose tiles | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Lubricated/wet surface in home office area | Slipping and falling over lubricated/slippery surfaces resulting in head, neck, back and pelvic injuries |
| Slip Trip and Fall: uneven floor surfaces in home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Furnishing Items in walkways | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Cracked tiles and floor surfaces in home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Stairs/Steps leading into home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Protruding carpet edging Strips in home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Electric cables running over carpets in home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Slip Trip and Fall: Cleaning appliances (Brooms, Mops, Buckets, Vacuum Cleaner, Cleaning cloths) left unattended in front of and in home office area | Tripping and falling over an object leading to a neck/back/pelvic injury |
| Physical Hazard: Pinch points between door and door frames | Contact between hard surfaces at control access point resulting in minor injuries, sprains and strains |
| Physical Hazard: Pinch points between two sliding doors | Contact between hard surfaces at control access point resulting in minor bumps and bruises |
| Electrical Hazard: Loose connections and wiring on electrical devices | Contact between loose and live electrical wires in control access point resulting in uncontrolled fire, property damage, serious bodily harm, fatality |
| Slip, Trip and Fall Hazard: Wet/lubricated floors in home office area | Slipping and falling over lubricated/slippery surfaces resulting in head, neck, back and pelvic injuries |
| Criminal Activity: Robberies | Exposure to Criminal Activity resulting in trauma, physical injury, fatality |
| Criminal Activity: Hostage Taking | Exposure to Criminal Activity resulting in trauma, physical injury, death. |
| Ergonomical Hazard: Limited room for moving through and in the office area | Moving in a confined area resulting in contact with hard surfaces, minor bumps and bruises. |
| Physical Hazard: Nip points between protruding door latch in home office area | Contact with sharp points resulting in minor perforations, lacerations to body. |
| Physical Hazard: Nip points between protruding sharp point by home office area | Contact with sharp points resulting in minor perforations, lacerations to body. |
| Physical Hazards: Nip points between protruding sharp edge from furnishings in home office area. | Contact with sharp points resulting in minor perforations, lacerations to body. |
| Ergonomical Hazard: Incorrect body position/workplace lay-out | Person exposed to ergonomically incorrect body position resulting in injury. |
| Ergonomical Hazard: Incorrect body position/workplace lay-out | Person exposed to ergonomic stress due to the repetitive nature of the work resulting in musculoskeletal disorders |
| Slip, Trip and Fall Hazard: Obstacles due to poor housekeeping | Person trip and fall due to poor housekeeping/loose wires resulting in injury |
| Physical Hazard: Heavy object by dislodging of fixed monitors | Person struck by dislodging monitor resulting in injury. |
| Fire Hazard - Short circuit on electrical components | Short circuit on electrical components causing a fire resulting in injury and damage |
| Environmental Hazard: Incorrect illumination due to poorly lit home office | Person exposed to poorly lit control room resulting in eye strain, headaches and illness |
| Psycho-social Hazard - social disturbances | Person exposed to social disturbances, conflict, violence resulting in possible bruises, cuts, permanent disability, death |
| Thermal Hazard: Hot surfaces on boiled kettle surfaces | Person makes contact with the hot kettle resulting in first and or second degree burns |
| Chemical Hazard: Cleaning chemicals | Person makes contact with the cleaning chemicals resulting in skin irritation |
| Fire Hazard: Metal objects in microwave | Person places metal objects in microwave causing a fire resulting in equipment loss |
| Environmental Hazard: Adverse weather conditions in lightning | Person gets struck by lightning while in the garden during a overcast day resulting in unconsciousness, loss of limb, fatality |
| Environmental Hazard: Adverse weather conditions in floods | Person area of work gets flooded due to heavy rain resulting in property loss, damaged equipment, injury or fatality  |

### CONTROL MEASURES

|  |  |
| --- | --- |
| **CONTROL CATEGORY** | **DESCRIPTION** |
| **ADMINISTRATIVE CONTROLS** | * Home office inspection checklist
* Good housekeeping
* SOP for working from home
* Electrical safety awareness
* Mental health Awareness
* Working from Home policy
* Annual Occupational Therapist home/work place Review
 |
| **EQUIPMENT** | * Fire extinguisher
* First aid bag
* Adequate Lighting
* Hand Sanitiser
 |
| **TRAINING**  | * Task Analysis & SOP's
* COVID-19 Awareness Training
* COVID-19 Task Analysis and Risk Assessment
* Ergonomics
 |
| **CERTIFICATES**  | * Electrical certificate of compliance
 |
| **HYGIENE SURVEY**  | * Ergonomic Assessment (Internal assessment)
 |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK DOWN** | Rev No.: | 001 |
| Page No.: | Page 1 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

# WORKPLACE READINESS AFTER LOCK-DOWN

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compiled By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |
| **Authorised By:** | [TITLE] | [NAME AND SURNAME] | **SIGNATURE** | **DATE** |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 2 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | COVID-19: INTRODUCTIONWhen someone who has COVID-19 coughs or exhales, they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could become infected by COVID-19 simply 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 become infected by breathing in droplets coughed out or exhaled by them.COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.PURPOSE AND SCOPEThis purpose of this policy is to provide guidance on:* Getting the workplace ready for the arrival of COVID-19.
* Preventing the spread of COVID-19 in the MAKROSAFE HOLDINGS (PTY) LTD workplace.
* Managing COVID-19 risks when organising meetings and events.
* MAKROSAFE HOLDINGS (PTY) LTD employee travelling considerations.

APPLICATIONThis policy applies to all employees of MAKROSAFE HOLDINGS (PTY) LTD.GETTING THE WORKPLACE READY FOR THE ARRIVAL OF COVID-19MAKROSAFE HOLDINGS (PTY) LTD sets out to do the following:* Develop a plan of what to do if someone becomes ill with suspected COVID-19 at one of its workplaces. The plan will cover the following aspects:
* Putting the ill person in a room or area where they are isolated from others in the workplace.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 3 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Limiting the number of people who have contact with the sick person.
* Contacting the local health authorities.
* Considering how to identify persons who may be at risk.
* Supporting people who may be at risk, without inviting stigma and discrimination into the workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).
* MAKROSAFE HOLDINGS (PTY) LTD will inform the local public health authority that it is developing the plan and seek their input and guidance.
* Promote regular tele-working across the organisation. Tele-working will help MAKROSAFE HOLDINGS (PTY) LTD to keep operating while its employees stay safe.
* Develop a contingency and business continuity plan for an outbreak in the communities where MAKROSAFE HOLDINGS (PTY) LTD operates.
* The plan will help prepare MAKROSAFE HOLDINGS (PTY) LTD for the possibility of an outbreak of COVID-19 in its workplaces or community. It may also be valid for other health emergencies.
* The plan will address how to keep MAKROSAFE HOLDINGS (PTY) LTD running even if a significant number of employees, contractors and suppliers cannot come to its place of business - either due to local restrictions on travel or because they are ill.
* The plan will be communicated to MAKROSAFE HOLDINGS (PTY) LTD employees and contractors and it will ensure that they are aware of what they need to do – or not do – in terms of the plan. Key points will include the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (for example Paracetamol or Ibuprofen) which may mask the symptoms of COVID-19.
* The plan will address the mental health and social consequences of a case of COVID-19 in the workplace or in the community and will offer information and support.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 4 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Where applicable, MAKROSAFE HOLDINGS (PTY) LTD will develop partnerships and plans with the local health and social service providers in advance of any emergency.

Sources of information to include:* The latest information from WHO on where COVID-19 is spreading: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
* Advice and guidance from WHO on COVID-19: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

PREVENTING THE SPREAD OF COVID-19 IN THE MAKROSAFE HOLDINGS (PTY) LTD WORKPLACEIn order to pro-actively help prevent the spread of infections in the workplace, MAKROSAFE HOLDINGS (PTY) LTD will do the following:* Ensure that the workplace is clean and hygienic by:
	+ Wiping surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) with disinfectant at pre-determined regular intervals.
* Promote regular and thorough hand-washing by employees, contractors and customers by:
	+ Placing sanitising hand rub dispensers in prominent places around the workplace and ensuring maintenance thereof.
	+ Prominently displaying posters with information relating to the prevention of COVID-19 throughout the workplace.
* Using a combination of communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing.
* Ensuring that staff, contractors and customers have access to places where they can wash their hands with soap and water.
* Promote good respiratory hygiene in the workplace by:
	+ Displaying posters that promote respiratory hygiene, coupled with a combination of other communication measures.
 | **COVID-19 POSTERS FOR DISPLAY IN THE WORK PLACE ON PAGE**  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 5 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * + Ensuring that face masks and/or paper tissues are available at the workplace, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
* Advise employees and contractors to consult national travel advice before going on business trips.
* Brief MAKROSAFE HOLDINGS (PTY) LTD employees, contractors and customers on the importance of staying at home/work from home when:
	+ They experience a mild cough or low-grade fever (37.3 C or more).
	+ COVID-19 starts spreading in the community.

MANAGING COVID-19 RISKS WHEN ORGANISING MEETINGS AND EVENTSOrganisers of meetings and events need to consider the potential risk from COVID-19 because:* There is a risk that people attending MAKROSAFE HOLDINGS (PTY) LTD meetings or events might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID-19.
* While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who becomes infected by COVID-19 needs hospital treatment.

KEY CONSIDERATIONS TO PREVENT OR REDUCE COVID-19 RISKSBEFORE THE MEETING OR EVENT* Check the advice from the authorities in the community where you plan to hold the meeting or event. Follow their advice.
* Develop and agree a preparedness plan to prevent infection at your meeting or event.
* Consider whether a face-to-face meeting or event is needed. Could it be replaced by a teleconference or online event?
* Could the meeting or event be scaled down so that fewer people attend?
* Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 6 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Pre-order sufficient supplies and materials, including tissues and hand sanitiser for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
* Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
* Ensure that all organisers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the event or meeting.
* Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
* Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
* Have a plan for how they can be safely transferred from there to a health facility.
* Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting.
* Agree the plan in advance with the MAKROSAFE HOLDINGS (PTY) LTD healthcare provider.

DURING THE MEETING OR EVENT* Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organisers are taking to make this event safe for participants.
* Build trust. For example, as an icebreaker, practice ways to say hello without touching.
* Encourage regular hand-washing or use of an alcohol rub by all participants at the meeting or event.
* Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 7 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Provide contact details or a health hotline number that participants can call for advice or to give information.
* Display dispensers of alcohol-based hand rub prominently around the venue.
* If there is space, arrange seats so that participants are at least one meter apart.
* Open windows and doors whenever possible to make sure the venue is well ventilated.
* If anyone who starts to feel unwell, follow your preparedness plan or call your hotline.
* Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.
* Thank all participants for their cooperation with the provisions in place.

AFTER THE MEETING* Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
* If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
* If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.
* Thank all the participants for their cooperation with the provisions in place.

MAKROSAFE HOLDINGS (PTY) LTD EMPLOYEE TRAVELLING CONSIDERATIONS |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 8 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | BEFORE TRAVELING* MAKROSAFE HOLDINGS (PTY) LTD will ensure that its employees have the latest information on areas where COVID-19 is spreading. This information can be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
* Based on the latest information, MAKROSAFE HOLDINGS (PTY) LTD will assess the benefits and risks related to upcoming travel plans.
* MAKROSAFE HOLDINGS (PTY) LTD will avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
* MAKROSAFE HOLDINGS (PTY) LTD will ensure that all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner).
* MAKROSAFE HOLDINGS (PTY) LTD will issue employees who are about to travel with small bottles (50 - 100 ml) of alcohol-based hand rub. This can facilitate regular hand-washing.

WHILE TRAVELING* Employees will be encouraged to wash their hands regularly and stay at least 1.5 metres away from people who are coughing or sneezing.
* MAKROSAFE HOLDINGS (PTY) LTD will ensure employees know what to do and who to contact if they feel ill while travelling.
* MAKROSAFE HOLDINGS (PTY) LTD will ensure that its employees comply with instructions from local authorities where they are travelling. If, for example, they are told by local authorities not to go somewhere, they must comply with this. Employees will comply with all local restrictions on travel, movement or large gatherings.

WHEN EMPLOYEES RETURN FROM TRAVELING:* MAKROSAFE HOLDINGS (PTY) LTD employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 9 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

OFFICE WORKERS: MINIMISING THE RISK OF EXPOSURE TO COVID-19* The Occupational Health and Safety Act 85 of 1993 (Section 8) prescribes that all employers have to take care of the health and safety of its workers (staff, contractors, volunteers) and others (clients, customers and visitors) at the workplace. This includes:
	+ Providing and maintaining a work environment that is without risk to health and safety.
	+ Providing adequate facilities for staff to carry out their work.

MAKROSAFE HOLDINGS (PTY) LTD will identify risks at the workplace, and where possible eliminate or minimise those risks.If the workplace has been determined to be an essential service by the government and MAKROSAFE HOLDINGS (PTY) LTD is permitted to continue operating, it will ensure any risks to its workers are eliminated or minimised as much as is reasonably practicable. Where possible, to eliminate the risk of exposure to the COVID-19 virus in the workplace, MAKROSAFE HOLDINGS (PTY) LTD may allow its employees to work from home in complete isolation from others. If it is not feasible for employees to perform their jobs from home, MAKROSAFE HOLDINGS (PTY) LTD will do all it can to minimise the risk of exposure to COVID-19 so far as reasonably practicable. MANAGING THE RISKS OF EXPOSURE TO THE COVID-19 VIRUSPHYSICAL DISTANCINGOne of the most effective ways to minimise the spread of the COVID-19 virus is to limit physical proximity between staff to at least 1.5 metres apart. Practical measures to encourage physical distancing include: |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 10 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Allowing staff to work from home, if practicable, creating additional floor space in the usual office environment.
* Calculating the area of each workspace or floor and directing those workers remaining in the office environment to at least 1.5 metres apart to continue performing their duties.
* Rotating shifts (early morning, afternoon/evening), compressing hours, changing start and finish times, so that there are less staff in the office at one time or having staff doing one day on, one day off rotations.
* Not allowing use of meeting rooms or other spaces that would not allow for the required spacing.
* Discouraging use of public transport if possible, or if not feasible, recommending that workers:
	+ Travel at off peak times
	+ Wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser before and after travelling on public transport, and
	+ Maintain physical distancing measures during any trip.
	+ Encouraging workers to travel to meetings separately (e.g. Don’t share a taxi)
	+ For customer facing workers, creating floor markings that provide minimum 1.5 metre guide between clients queuing for service and using physical barriers where possible, and
	+ Encouraging workers to physically distance themselves in break rooms and when using lifts.

If physical distancing measures introduce new health and safety risks (for example because they impact communication), MAKROSAFE HOLDINGS (PTY) LTD manage those risks too.HYGIENEENVIRONMENTAL CLEANINGThe amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19. MAKROSAFE HOLDINGS (PTY) LTD will ensure: |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 11 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * That surface wipes to clean workstations, and workstation equipment such as monitors, phones, keyboards and mouses are provided.
* That frequently touched surfaces such as doors, hand rails, windows and vending machines are cleaned and disinfected frequently using appropriate detergent and disinfectant solutions.
* That people cleaning the workplace wear gloves and use alcohol-based hand sanitiser before and after wearing gloves.

WORKER HYGIENEMAKROSAFE HOLDINGS (PTY) LTD employees are required to practicegood hygiene, including: * Frequent hand washing.
* Washing body, hair (including facial hair) and clothes thoroughly every day.
* Limiting contact with others, including through shaking hands.
* Covering their mouths while coughing or sneezing.

Washroom facilities for workers will have adequate facilities for good hygiene such as adequate supply of soap, water and toilet paper. These will be kept clean, properly stocked and in good working order. Supplies of alcohol-based hand sanitisers will be provided around the office space, where possible.Staff will also be informed about the risk of exposure and good hygiene through increased signage and information.OFFICE SANITATIONAt a office, or other facility:* Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
* Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards and remote controls used by the ill persons, focusing especially on frequently touched surfaces.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 12 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.HOW TO CLEAN AND DISINFECTHARD (NON-POROUS) SURFACES* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, most common EPA-registered household disinfectants should be effective.
* Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
* Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against Corona viruses when properly diluted.
* Prepare a bleach solution by mixing:
* 5 tablespoons (1/3 cup) bleach per gallon of water (3.8 litre) or
* 4 teaspoons bleach per quart of water (1 litre)

SOFT (POROUS) SURFACESFor soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:* If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.

ELECTRONICS* For electronics such as tablets, touch screens, keyboards and remote controls, remove visible contamination if present.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 13 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Follow the manufacturer’s instructions for all cleaning and disinfection products.
* Consider the use of wipeable covers for electronics.
* If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

LINEN, CLOTHING, AND OTHER ITEMS THAT GO IN THE LAUNDRY* In order to minimise the possibility of dispersing virus through the air, do not shake dirty laundry.
* Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
* Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND HAND HYGIENE* The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
* Gloves and gowns should be compatible with the disinfectant products being used.
* Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
* Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
* If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
* Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
 |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 14 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
* Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitiser that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
* Additional key times to clean hands include:
	+ After blowing one’s nose, coughing, or sneezing.
	+ After using the restroom.
	+ Before eating or preparing food.
	+ After contact with animals or pets.
	+ Before and after providing routine care for another person who needs assistance such as a child.

ADDITIONAL CONSIDERATIONS* MAKROSAFE HOLDINGS (PTY) LTD will work with its local government health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
* MAKROSAFE HOLDINGS (PTY) LTD will educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognise the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19.
* MAKROSAFE HOLDINGS (PTY) LTD will develop and implement policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
 |  |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 15 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | * MAKROSAFE HOLDINGS (PTY) LTD will ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with Hazardous Chemical Substances Regulations.

GENERAL ADVICE FOR WORKERS, CUSTOMERS AND OTHERS* Avoid touching your mouth, eyes, and nose with unwashed (or gloved) hands.
* Clean your hands thoroughly for at least 20 seconds using soap and water, or alcohol-based hand rub.
* Cover your nose and mouth when coughing and sneezing with a tissue or a flexed elbow. Put tissues in the bin.
* Avoid close contact with anyone with cold or flu-like symptoms.
* Physical distancing - maintain a 1.5 metre distance to others (two arm’s length).

Stay home if you are sick.* Seek medical advice if you have a fever, cough, sore throat or shortness of breath.

CONSULTATION AND COMMUNICATING WITH WORKERSMAKROSAFE HOLDINGS (PTY) LTD will consult with its employees on health and safety matters relating to COVID-19. Employees will be allowed to express their views before any decisions are made.Employees are most likely to know about the risks of their work. Involving them will help build commitment to this process and any changes.MAKROSAFE HOLDINGS (PTY) LTD will communicate clearly with workers about control measures and will provide clear direction and guidance about what is expected of workers.Employees should know: * When to stay away from the workplace.
* What action to take if they become unwell.
* What symptoms to be concerned about.

Employees have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. |  |

|  |  |  |
| --- | --- | --- |
| **PROCEDURE DOCUMENT** | Doc No.: | MSHQMS006 |
| **WORKPLACE READINESS AFTER LOCK-DOWN** | Rev No.: | 001 |
| Page No.: | Page 16 of 20 |
| Date Compiled: 04/2020 | Next Revision Date:04/2021 |

|  |  |  |
| --- | --- | --- |
| **ISO GUIDELINES** |  | **REFERENCES** |

|  |  |  |
| --- | --- | --- |
|  | MAKROSAFE HOLDINGS (PTY) LTD will provide workers with a point of contact to discuss their concerns, and access to support services, including employee assistance programs.I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (employee number/ ID number) hereby agree that I have read and understood the contents of this policy and agree to comply with the provisions of this policy.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_Employee signature as receipt hereof Date |  |

## HAZARD AND RISK ASSESSMENT: EXPOSURE TO INFECTIOUS DISEASES (COVID-19)

### DESCRIPTION OF HAZARDS AND RISKS

|  |  |
| --- | --- |
| **HAZARD/RISK** | **DESCRIPTION** |
| Biological Hazard: Person exposed to COVID-19 infected mucus and respiratory droplets from persons with COVID-19 virus | Person makes contact with COVID-19 infected mucus or respiratory droplets from persons with COVID-19 virus, causing person to contract the COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |
| Biological Hazard: Multiple persons exposed to COVID-19 infected droplets when person with COVID-19 virus sneezes or coughs | Multiple persons make contact with COVID-19 infected droplets when person sneezes or coughs, causing multiple persons to become infected with COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible multiple fatalities |
| Biological Hazard: Person exposed to surfaces contaminated with COVID-19 virus | Person makes contact with exposed surfaces infected with COVID-19 virus, causing person to contract the COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |
| Biological Hazard: Person exposed to unintentional contact with unaware or undiagnosed COVID-19 positive carrier | Person makes contact with unidentified or unaware exposed COVID-19 persons mucus or respiratory droplets, causing person to contract the COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |
| Biological Hazard: Person exposed to intentional contact with person aware of or diagnosed with COVID-19 virus (malicious intent or intent to harm others) | Person makes contact with mucus, respiratory droplets or other bodily fluids from person who is intentionally aware of their positive COVID-19 status and deliberately withholds status from employer, causing uncontrolled exposure of COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |
| Biological Hazard: Poor housekeeping and cleaning of workplace allows COVID-19 virus to spread | Person makes contact with COVID-19 contaminated surfaces, improperly cleaned and disinfected to prevent the COVID-19 virus spread, causing person to contract the COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |
| Psychosocial Hazard: Person undergoes medium-term isolation due to testing positive for COVID-19 virus | Person is placed in required isolation for 2 weeks or more after testing positive for COVID-19 virus, resulting in psychosocial stress, financial impact to the company in sick leave |
| Physical Hazard: Person undergoes physical abuse for suspected infection with COVID-19 virus | Person is physically attacked by fellow workers due to suspected COVID-19 infection, resulting in bumps, bruises, possible fractures |
| Psychosocial Hazard: Person verbally abused for suspected infection of COVID-19 | Person is attacked verbally by fellow workers due to suspected COVID-19 infection, resulting in psychosocial stress |
| Chemical Hazard: Person exposed to prolonged exposure to hand soap and hand sanitiser | Person undertakes frequent washing of hands with soap and hand sanitizer, as part of COVID-19 countermeasures, resulting in skin dryness, irritation, possible light chemical burns |
| Psychosocial Hazard: Person does not take COVID-19 virus threat seriously and ignores instructions and advice countermeasures | Person does not take COVID-19 virus threat seriously and ignores any instructions or advice provided to counter potential COVID-19 virus exposure, causing person to contract the COVID-19 virus, resulting in symptomatic effects, possible runny nose, possible sore throat, possible cough, possible fever, possible pneumonia, possible respiratory distress, possible fatality |

### CONTROL MEASURES

|  |  |
| --- | --- |
| **CONTROL CATEGORY** | **DESCRIPTION** |
| Engineering Controls | * Self Isolation
* Social Isolation
* High Frequency Air Filters
* Increased Ventilation
* Workplace Sanitising
* Social Distancing
 |
| Administrative Controls | * Thermal Screening
* Covid 19 Questionnaire
* Covid 19 Awareness Training
* Covid 19 Awareness Posters
* Hygiene Awareness Training
* Hygiene Schedule for Cleaning
* Emergency Evaluation Planning Procedure
* Covid 19 Reporting Procedure
* Daily Temperature Monitoring
* Daily Symptom Sheet Checklist
 |
| Personal Protective Equipment Controls | * Barrier Mask (FFP1 , FFP2 , FFP3 , NP95 , STERILE SURGICAL , BARRIER MASK) Dependant on exposure
* Latex Gloves
* Face Shield
* EN 95 Respirator
 |

## COVID-19 POSTERS FOR DISPLAY IN THE WORKPLACE



