

The Covid-19 Coronavirus – xxx Protocol

xxx, as a responsible employer, is taking precautions to prevent and minimise the impact of the Covid-19 coronavirus at our offices.

Symptoms to identify whether you are affected

Acute respiratory illness with sudden onset of at least one of the following:
cough, sore throat, shortness of breath or fever of 38°C (measured) or more.

AND

If within the 14 days prior to the onset of symptoms, you were in close contact with a confirmed or probable case of Covid-19 or returned from a high risk country

Precautions you need to take to minimise/prevent getting infected at home and at the office:

- Thoroughly wash your hands up until your elbows, including the back of your hands and under your nails for at least 20 seconds at least before you eat and after you have been out in public.
- Thoroughly wash surfaces and items with soap, as the virus can last up to 24 hours
- If it comes to a point where you are urged to wear a mask, ensure that you don't use it for more than a day, so germs don't spread inside it
- Don't share food, cups utensils and towels (even with the rest of the family)
- Where possible, avoid being in 0.5 to 2m of anyone sneezing or coughing to avoid large droplets
- When coughing and sneezing, do so inside the elbow, and not into your hands.

Please note: Symptoms may only show up to 14 days later, and you are encouraged to use the maximum length of time to rule out symptoms or infection.

Precautions at the office

Guides and information

1. Reminders and information will be visible around the offices and in bathrooms for ease of reference and encouraging good hygiene
2. The business will continue to provide communication about what we are doing and anything of relevance that affects business as usual and our people

Cleaning at the office

1. Regularly used large public surfaces will be cleaned every 2 hours on rotation. Other surfaces will be cleaned on a daily basis. We will be using disinfectants with at least 60% alcohol content
2. Hand sanitizers will be available for use in and around public spaces and near desks. These will also contain at least 60% alcohol. Remember though that soap and water is still recommended.
3. Tissues will be provided to use and discard safely in bins with plastic bags. These will be cleared regularly by the cleaning staff.

4. Bring your own Tupperware, cups and utensils to avoid sharing these items during this period
5. Only dishwashers will be used to clean office crockery and cutlery.
6. Colour coded gloves and cloths will be used by our Office Keepers for designated areas

International Travel

All those travelling from countries and regions that have identified cases will need to self-quarantine for at least 14 days upon your return to South Africa. You will be provided with more information from HR and your Director.

Those planning to travel internationally, specifically to countries already identified as high risk, are encouraged not to travel.

Domestic Travel

Currently, the international travel protocols do not apply here, however this will continue to be reviewed and updated as required.

When you have identified symptoms

1. Those who have the identified symptoms mentioned above are to inform their manager and HR as soon as they are able to.
2. You will be required to self-quarantine for a period of 14 days.
3. You need to go to the designated medical centres/doctor/medical professional and follow the doctor's orders to continue to self-quarantine until diagnosed
4. If cleared, you are to return when the doctor has confirmed that you are able to
5. If confirmed, then the doctor will initiate the protocol required to ensure that you are isolated in an approved medical facility
6. Please inform the business as soon as you are aware of either outcome

Please Note: During self-quarantine you will be required to work from home. We have prepared a separate policy guideline that will be shared with staff.