

COVID-19 READY WORKPLACE PLAN

JUNE 2020

1. WORKPLACE PLAN BRIEF AND PURPOSE

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

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

Despite some [COMPANY NAME] employees working from home, all [COMPANY NAME] offices will re-open on _____ and the trading hours will be from _____ till _____.

3. PHASED RETURN OF EMPLOYEES

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

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

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

- 3.2.2 In 'phase 2' _____% of employees will return to the workplace.
- 3.2.3 In 'phase 3' _____% of employees will return to the workplace.
- 3.2.4 In 'phase 4' employees with underlying medical conditions will return to the workplace.
- 3.3 Employees who are reintroduced to the workplace in 'phase 1' will return to the office on _____ and will abide by all instructions and recommendations as provided in the [COMPANY NAME] Covid-19 Return to Work Policy, as well as those set out in this document.
- 3.4 Employees who are reintroduced to the workplace in 'phase 2' will return to the office on _____ and will in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].
- 3.5 Employees who are reintroduced to the workplace in 'phase 3' will return to the office on _____ and will in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].
- 3.6 Employees who disclosed any underlying medical condition in the submission of their Health Disclosure, will return to work in 'phase 4' and will be reintroduced into the [COMPANY NAME] office from the week of _____. These employees will in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by [COMPANY NAME].

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

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

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

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

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

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

4.4.1 all [COMPANY NAME] employees will, prior to commencing work, complete a(n) Employee / Visitor Travel History and Health Disclosure document and such documents will be kept on file;

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

4.4.3 [COMPANY NAME] will as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working

hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing;

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

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

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

4.4.5.2 ensuring that all door handles are sanitised every hour; and

4.4.5.3 provide employees with hand sanitiser and two cloth masks.

5. LIST OF EMPLOYEES

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

5.1.1 who can work from home;

5.1.2 who are over the age of 60;

5.1.3 who have comorbidities.

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

6. ARRANGEMENTS FOR EMPLOYEES IN THE ESTABLISHMENT

6.1 Sanitary facilities must be present at the entrance and exit of the workplace and all social distancing measures must be observed.

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

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

6.2 Screening facilities and systems

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

6.3 Attendance record-system and infrastructure:

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

6.3.2 The designated representative, as appointed by the Compliance Officer at the respective premises will ensure that a register of attendance is kept of all visitors to the respective [COMPANY NAME] premises.

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

6.4 Employee work-area

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

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

6.5 Staff rotation arrangements

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

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

7. DUTIES OF THE DESIGNATED COMPLIANCE OFFICER

The Company has appointed [NAME AND SURNAME] as the Compliance Officer. The Compliance Officer, where necessary, will appoint a representative in each respective office, who will, together with the Compliance Officer, where applicable, ensure that the following administrative measures are adhered to:

7.1 the Compliance Officer and/or its representative(s) will oversee the implementation of this return to work plan;

- 7.2 the Compliance Officer and/or its representative(s) will oversee adherence to the health and safety measures established in the workplace in such a manner that it will give effect to this plan and any company policy in relation to this plan;
- 7.3 where the employer has more than one workplace, an employer will appoint representative employees to perform the function as contained in 7.2 at its various workplaces;
- 7.4 the Compliance Officer and/or its representative(s) will address employee and workplace representative concerns and keep these individuals informed of any strides made in the concerns raised;
- 7.5 where a health and safety committee has been elected, the Compliance Officer and/or its representative(s) will consult with such committee on the nature of the hazard(s) in such workplace and the measures that need to be taken to eliminate or mitigate the identified hazards;
- 7.6 if an employer employs more than 500 employees, the employer will submit a record of its risk assessment together with a written policy that concerns the health and safety of its employees to:
- 7.6.1 the health and safety committee of the employer; and
 - 7.6.2 the Department of Employment and Labour within 21 days of the commencement of the latest Direction, being 4 June 2020.
- 7.7 Where appropriate, consultation must take place on the risk assessment with, and make such plan available to:
- 7.7.1 any representative trade union as contemplated by section 14(1) of the Labour Relations Act, 1995 (Act No. 66 of 1995); and

7.7.2 any health and safety committee established in terms of section 19 of OHSA; or

7.7.3 in the absence of such a committee, a health and safety representative designated in terms of section 17(1) of OHSA or employee representative.

8. ARRANGEMENTS FOR VISITORS

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

