BUSINESS CONTINUITY PLAN

including

RISK ADJUSTMENT STRATEGY

Protection of the Workforce during COVID-19

This Document is intended to be dynamic and will be subject to Updates from time to time as and when regulations are released by Government.

CONTENTS

1. Introduction 2
2. Responsibilities 3
3. Who should or should not report for duty? 5
4. Procedure if employee displays symptoms or is diagnosed with the virus 5
5. Offices, sales areas and workshops - Access Points 6
6. Hand Washing 7
7. Cleaning 8
8. Respiratory and personal Hygiene 9
9. Small businesses 9
10. Worker obligations 9
11. Ventilation 10
12. Social Distancing 10
13. Personal Protective Equipment (PPE) 10
14. Ablution, Eating and Changing Facilities 11
15. Meetings / Briefings 11
16. Transport 12
17. Deliveries and Returns 13
18. Product sales to and returns from customers 13
19. Handling customer vehicles on site 13
20. Monitoring and enforcing the Regulations 14
21. Disclaimer 14
22. Annexure 1 - Department Of Employment and Labour 15
23. Annexure A of Annexure 1 - Sectoral Guidelines Template 23
24. Annexure 2 Personal Protective Equipment (PPE) 24
25. Annexure 3 – Symptom Monitoring Form 31
26. Annexure 4 – Worker Risk Assessment V2 32
27. Annexure 5 – Employer Risk Assessment 35
28. Annexure 6 – H S Practitioner GENERIC DOCUMENT 41

1. INTRODUCTION

Automotive Aftermarket Businesses operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This guidance is intended to introduce consistent measures on Automotive Aftermarket Businesses of all sizes in line with the Government's recommendations on social distancing when conducting their workplace risk assessments. These are exceptional circumstances and the industry must always comply with the latest Government advice on Coronavirus including compliance with the **Occupational Health and Safety Act No.85 of 1993** and the **Disaster Management Act, of 2002**, and the subsequent regulations.

Given the nature of the Automotive Aftermarket industry and its strict health and safety regulatory environment in which we have always and continue to operate, we are an industry that is able to deal with such an unprecedented global pandemic. With trained health and safety practitioners within organisations - driven by existing health, safety, environment, risk and quality policies and procedures - already exist within the Automotive Aftermarket industry, all of which is prescribed by the **Occupational Health and Safety Act No.85 of 1993** and in particular, Section 8 of the Act that places the onus on employers to provide and maintain a working environment that is safe and without risk to the health of their employees. The Automotive Main Agreement signed by Government, Organised Labour and Organised Business further reinforces these considerations.

This document is for the purpose of a coordinated approach and common action to deal with prevention of, and identifying COVID-19 cases and risks within the Automotive Aftermarket industry and communities. Government Ministers have stressed on many platforms that should the infection rate increase significantly, that we may all revert back to Level 5. It remains our collective responsibility to help contain the spread of the virus

This document refers directly to the COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations (annexure 1).

This document is intended to provide assistance for the period during which the COVID-19 Regulations are in force.

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2. RESPONSIBILITIES

To ensure and maintain a safe and healthy working environment for employees and members of the public, it is advised that all the Automotive Aftermarket businesses should assess the workplace risks posed by the COVID-19 pandemic, giving due consideration to the response measures announced in the president's speech. Companies should therefore determine mitigation measures to minimize risk as far as reasonably practicable, allowing work to continue safely and without harm to all relevant stakeholders, including clients, employees, Automotive Aftermarket businesses, suppliers, manufacturers and all interested and affected parties.

- Management and the designated COVID-19 Manager must ensure that all workers complete and signoff the COVID-19 worker risk assessment final V2 as included as Annexure 4
- Management and the designated COVID-19 Manager must ensure that the COVID-19 Employer risk assessment GENERIC bk documents are completed and signed off as included as Annexure 5
- Management and the designated COVID-19 Manager must ensure that in the event that a Health and Safety Practitioner is performing a risk assessment that the HS Practitioner GENERIC document is completed and signed off, as included as Annexure 6

COVID-19 Symptom Screening

Recognising that the public health system will not be able to respond to every possible COVID-19 incident identified in the workplace, employers should have the following in place:

- Appoint a single person responsible for the implementation of the regulations.
- Perform a detailed Risk assessment in line with the OHSA requirements
- Adequately train (directly or indirectly) identified company personnel to perform daily workplace COVID19 symptom screening.
- Provide where feasible posters leaflets and notices informing of the dangers of the COVID-19 Virus and the prevention of infection, in conspicuous places.
- Provide compulsory medical screening equipment such as infrared Thermometers.
- Provide prescribed personal protective equipment (PPE) to those assigned to perform the screening.
- Keep record of all such screening results, and should an employee show any positive symptoms related to COVID-19, then such an employee will be quarantined, and the **Department of Health Hotline 0800 029 999** immediately contacted.

Automotive Aftermarket businesses will furthermore ensure a healthy working environment by:

- Strict application of these regulations with monitoring and supervision.

- As far as reasonably practical, educate employees, and all visitors to business premises as to the preventive measures to avoid infection, including these guidelines in detail.
- Ensuring the workplace, ablution facilities, eating facilities and customer areas are clean and hygienic.
- Providing sanitising and/or hand wash facilities as required.
- Promoting regular hand washing by employees.
- Reducing meetings and gatherings that bring individuals within 2 meters of each other for extended periods.
- Providing PPE, over and above prescribed face masks, when close contact work is required.
- The separation of individuals wherever practicably possible.
- Promoting good respiratory hygiene by employees.
- Keeping employees informed on developments related to COVID-19.
- Each Company is to open and maintain a COVID-19 register and will update the information daily.

Employers must obtain relevant information, recommendations and topics regarding the COVID-19 pandemic from the World Health Organization's (WHO) websites (www.who.int) for use in the education of employees, and to display the information in prominent areas within every workplace. Such information should also be included in health and safety briefings in all sales areas, workshops as well as offices. Detailed information on symptoms and protection can be found on the Corona Virus Q&A section of the WHO websites, (direct link: https://www.who.int/news-room/q-a-detail/q-a-coronaviruses#).

Employers acknowledge the associated risks of the virus, act accordingly, and to put into place extraordinary health and safety measures. Employers are further advised to avoid disinformation in social media and to reference the following sources for official, accurate information and updates:

The World Health Organisation	https://www.who.int/	Twitter @who
National Institute of Communicable Diseases	https://www.nicd.ac.za/	Twitter @nicd_sa
National Department of Health	http://www.health.gov.za/	Twitter @HealthZA
The Presidency		Twitter @PresidencyZA
SA Corona Virus	https://sacoronavirus.com/	

The International Labour Organisation COVID-19 Standards
https://www.ilo.org/global/standards/WCMS_739937/lang--en/index.htm

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3. WHO SHOULD OR SHOULD NOT REPORT FOR DUTY?

Every employer must take measures to:

- screen any worker, at the time that they report for work, 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);
- require every worker 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; and
- require workers to immediately inform the employer if they experience any of the symptoms in sub-clauses 21.1 and 21.2 as included in annexure 1 while at work.

Anyone who meets one of the following criteria should also **not** report for duty / be present or at work in offices, sales areas and workshops:

- Has a high temperature or a new persistent cough.
- Is a vulnerable person as identified by an Occupational Health Practitioner (by virtue of their age, underlying health condition, clinical condition or is pregnant).
- Is living with someone in self-isolation.

Persons not able to report for work due to the Symptoms or infection with COVID-19 will in terms of section 22 of the BCEA be subject to normal sick leave or special leave conditions

4. PROCEDURE IF EMPLOYEE DISPLAYS SYMPTOMS OR IS DIAGNOSED WITH THE VIRUS

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

Thereafter, they must arrange to be tested and follow the government's requirements in terms of isolation and / or quarantine and report this to the Department of Health.

If the worker is already at work immediately:

- isolate the worker, provide the worker with a surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and
- assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;

If a worker has been diagnosed with Covid-19 the employer must:

- Inform the Department of Health and the Department of Employment and Labour. **Department of Health Hotline 0800 029 999** immediately contacted.
- Investigate the cause including any control failure and review its risk assessments to ensure that the necessary controls and PPE requirements are in place.
- Provide administrative support to any "contact-tracing" measures implemented by the Department of Health.

Any worker who is diagnosed with the COVID-19 virus must be given support and, in no way, be discriminated against in the workplace.

If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, the employer may only allow this worker to return to work on the following conditions:

- The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;
- The employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- The employer closely monitors the worker for symptoms on return to work.

5. OFFICES, SALES AREAS AND WORKSHOPS - ACCESS POINTS

- Ad-hoc visitors to sales areas and workshops or offices are to be denied access.
- A strict visitor access control policy to be implemented for all offices, sales areas and workshops, which should include application, pre-screening procedures (including a medical and travel history questionnaire) and authorisation procedures.
- All individuals will be required to wash their hands with a hand sanitiser or soap and water, before and immediately after entry / egress from the business premises that uses a fingerprint reader such as those used for access control.
- Introduce staggered shift commencement times or multiple access points to reduce congestion.
- Have in place safety representative(s) equipped with the necessary PPE to ensure adequate distancing between workers (2m) is enforced at access points.
- No breathalysers are to be used. Should an individual display suspected intoxication, alternative methods of testing will be considered such as the visual assessment test.

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- Entrances to offices, sales areas and workshops must have hand washing or sanitising facilities and all individuals entering and exiting the offices, sales areas and workshops must wash or sanitise their hands.
- Where work stations cannot be spaced 1.5 metres apart, physical barriers must be installed.
- Hand washing technique posters shall be displayed near the hand wash area.
- A fever screening process will be implemented at all business premises access points.
- Visitor registers at entry points will be completed by the designated person and not by the visitor.
- The designated person will wash or sanitise their hands every time they use the visitors register and pen.

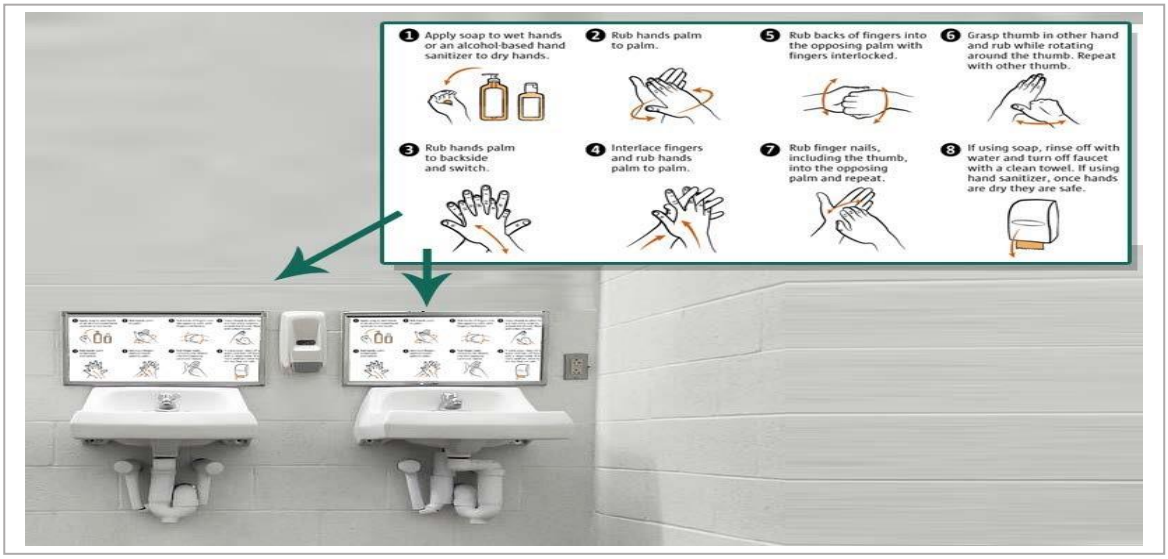
6. HAND WASHING

All individuals shall wash their hands with soap and water for at least 20 seconds or use approved 70% alcohol based hand sanitizer when:

- entering or leaving a offices, sales areas and workshops ;
- before eating
- after eating;
- after offices, sales areas and workshops walks;
- after ablutions;
- after touching hand rails, door handles, paper, envelopes etc; and
- any other interactions that may require hand washing.

Basins with soap and water or alcohol based hand sanitizer must be provided at:

- all business premises access points;
- offices;
- ablution facilities;
- eating areas; and
- appropriate areas around the offices, sales areas and workshops such that a person does not need to walk further than 50m to access these facilities
- Where soap and water are provided for hand washing, so too must paper towels be provided for drying of hands.
- Workers who work in close contact shall have regular access to hand washing facilities.



7. CLEANING

Clean and sanitise objects and surfaces that are frequently touched. This must be done at regular intervals and shall include:

- door handles;
- handrails;
- basins;
- taps;
- toilets;
- lift and hoist controls;
- showers;
- tables;
- chairs;
- computer equipment;
- telephones
- cell phones;
- photocopiers;

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- customer access registers;
- gates; and
- biometric readers;
- As far as practicable, crockery and eating utensils should be disposable;
- Automotive Aftermarket business management are to ensure that soap and water is always available and hand sanitiser levels are kept at levels that are sufficient;
- Adequate rubbish bins are to be provided for the disposal of paper towels;
- Fabric towelling is prohibited;
- Cleaning registers are to be provided in the areas where regular cleaning is required.

8. RESPIRATORY AND PERSONAL HYGIENE

Employers must ensure that:

- Individuals who sneeze must be considerate. Leave the group or room, cover their mouths and nose with a tissue and dispose of the tissue properly; alternatively sneeze into a flexed inside of the elbow.
- Avoid touching one's eyes, nose and mouth with unwashed hands.
- All customers, suppliers and workers are required to wear face masks at all times on the premises

9. SMALL BUSINESSES

Employers with less than 10 employees must employ the following measures:

- arrange the workplace to ensure that employees are at least one and half metres apart or, if not practicable, place physical barriers between them to prevent the possible transmission of the virus;
- ensure that employees that present with the symptoms set out in clause 21 of the Regulations in annexure 1 are not permitted to work;
- immediately contact the COVID-19 hotline: 0800 02 9999 for instruction and direct the employee to act in accordance with those instructions;
- provide cloth masks or require an employee to wear some form of cloth covering over their mouth and nose while at work;
- provide each employee with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their workstations;
- ensure that each employee while at work washes with soap and sanitizes their hands; and
- ensure that their workstations are disinfected regularly; and
- take any other measures indicated by a risk assessment.

10. WORKER OBLIGATIONS

In addition to the obligations of employees under the OHSA, every worker is obliged to comply with measures introduced by their employer as required by this Direction.

11. VENTILATION

Every employer must:

- keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;
- where reasonably practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feedback in through open windows;
- Ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

12. SOCIAL DISTANCING

The following will apply to all individuals at Automotive Aftermarket offices, sales areas and workshops:

- There will be no hand shaking with any person.
- Avoid unnecessary contact with other individuals.
- When talking, sitting or eating with others, keep a distance of at least 2m between yourselves.
- Avoid close contact with anyone who has a fever or cough and request that all staff and or office management follow these procedures and guidelines in terms of dealing with this person.
- Lifts/Elevators should be avoided, as they are a confined space. Use stairways and do not touch the handrails.
- Where tasks require workers to be in close contact, management shall provide the appropriate PPE for this.
- It is advisable to introduce a floor marking system in high traffic areas to ensure social distancing.
- Wherever possible, work that requires close contact shall be planned to reduce the number of individuals involved in the activity at any one time.

13. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE includes Face Masks, Gloves, Facial shields and others.
- Workers who work in close contact with one another shall wear appropriate PPE.
- Workers shall be trained on how to wear, remove and - where appropriate - dispose of their PPE properly.

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- All workers to be provided with hand sanitiser soaps, clean water, paper towels and workstation disinfectant free of charge
- Bins for the disposal of masks shall be provided.
- Safety and supervisory personal shall ensure no close contact work is carried out by workers who are using defective or inadequate PPE. Posters are to be displayed where necessary at all critical points providing guidance on sanitisation procedures.

Other PPE:

- Every employer must check regularly on the websites of the National Department of Health , National Institute of Communicable Diseases and the National Institute for Occupational Health whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties.

Refer to the suggested PPE equipment and product list (annexure 2).

14. ABLUTION, EATING AND CHANGING FACILITIES

- The number of individuals using these facilities at one time is to be restricted to allow for social distancing requirements, and this should be supervised accordingly to ensure compliance.
- Break times are to be staggered to reduce congestion.
- Eating tables should be cleaned before and after each use.

15. MEETINGS / BRIEFINGS

- Meetings where spacing of individuals would be less than 1.5m apart are not to be permitted.
- All meetings are to be limited to no more than 10 participants at any one time.
- Toolbox talks shall be limited to a maximum duration of 15 minutes and shall be in groups that allow for a 2m spacing between individuals but do not require the speaker to shout.
- Toolbox talks must be held in well ventilated areas.
- The awareness of hand washing and other hygiene behaviours is to be communicated daily.
- Offices, sales areas and workshop meetings shall be reduced to only those that are essential and shall wherever possible be held via video conference.
- Wherever possible, meetings and/or briefings shall be held in open areas with good ventilation.
- 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 organizer 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

16. TRANSPORT

- Where transport is provided, occupancy of the vehicle should be reduced in line with government policy in the taxi industry.
- Transport vehicles should be sanitized before and after each trip.
- A fever screening process will be implemented prior to embarkation. Make sure that all Automotive Aftermarket staff have the latest information on areas where COVID-19 is spreading.
- Based on the latest information, the Automotive Aftermarket should assess the benefits and risks related to employees travelling to and from specific areas.
- 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.
- Consider issuing employees who are about to travel with small bottles of alcohol-based hand rub. This can facilitate regular hand sanitising.
- Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
- Ensure employees know what to do and who to contact if they feel ill while traveling.
- Ensure that your employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this.
- Employees using public transport to get to work must ensure they comply with the public transport regulations currently in place.
- Employees who live in or returned from an area where COVID-19 is spreading should 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 (one meter or nearer) with other people, including family members.
- They should also
    - Telephone their employer;
    - Return home immediately;

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- Avoid touching anything;
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow; and
- Thereafter, they must arrange to be tested and follow the government's requirements in terms of isolation and or quarantine and report this to the Department of Health.

17. DELIVERIES AND RETURNS

- All products delivered should be sanitised upon receipt.
- All deliveries should be handled with full PPE.
- After each delivery the area should be disinfected wherever contact was made with equipment used for facilitating the delivery.
- All documents are to be handled with care at all times using PPE.
- Pens used for confirmation of delivery must be sanitised immediately after use and disposed of daily.
- Product returns to suppliers must be disinfected prior to despatch using recognised alcohol based disinfectants.
- All returns to suppliers documentation must be handled with care at all times using PPE.

18. PRODUCT SALES TO AND RETURNS FROM CUSTOMERS

- All products sold in store must be disinfected prior to handing over to the customer.
- All documentation must be handled with care at all times using PPE.
- Pens used for signature confirmation of receipt must be sanitised after each use and disposed of daily.
- All customer contact areas such as sales floors and areas are to be sanitised twice daily, as a minimum.
- Returns from customers must be sanitised prior to being allowed on the premises.

19. HANDLING CUSTOMER VEHICLES ON SITE

- All customer vehicles are to be regarded as infection areas.
- All customer vehicles are to be sanitised immediately upon taking control.
- Vehicle sanitisation is done with an acceptable recognised sanitiser spray and or liquid wipe.
- Contact areas of the interior of the vehicle are to be covered using disposable plastic seat covers, steering wheel covers, brake and gear knob covers such as commercially available, or using cling wrap.
- Prior to return of the vehicle to the customer the protective covers should be removed once the interior of the car has again been sanitised.
- Customers are not to be allowed to drive their vehicles within the confines of the business premises.
- Customers are not to be allowed to accompany their vehicles in the confines of the work areas.
- Signage must be clearly visible limiting the movement of customers in the confines of the business premises and especially the workshop areas.

20. MONITORING AND ENFORCING THE REGULATIONS

- An inspector designated in terms of section 28 of OHSA may perform any of the functions in section 29 of OHSA and exercise any of the powers listed in section 30 of OHSA in order to monitor compliance with this Direction.
- In so far as any contravention of this Direction constitutes a contravention of an obligation or prohibition under OHSA, the offences and penalties provided for in section 38 of OHSA apply.
- An inspector, contemplated in clause 42, may for the purpose of promoting, monitoring and enforcing compliance with the OHSA, advice employees and employers of their rights and obligations in terms of this Direction in accordance with section 64 of the BCEA.

21. DISCLAIMER

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22. ANNEXURE 1 - Department Of Employment and Labour

DIRECTION BY THE MINISTER OF EMPLOYMENT AND LABOUR IN TERMS OF REGULATION 10 (8) OF THE REGULATIONS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN TERMS OF SECTION 27 (2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

I, Thembelani Waltermade Nxesi, the Minister of Employment and Labour, acting in terms of Regulation 10 (8) of the Regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27 (2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) in terms of Regulation 10 (8) of the Regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27 (2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) has determined that it is necessary to implement occupational health and safety measures in certain workplaces to prevent the escalation of COVID-19 infections as set out in the Schedule.

_____

MR. T. W. NXESI, MP

MINISTER OF EMPLOYMENT AND LABOUR

DATE:

SCHEDULE

COVID-19 Direction on Health and Safety in the Workplace

issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations

Preamble

1. On 17 March 2020, the Department of Employment and Labour issued guidelines for employers to deal with COVID-19 at workplaces.[1] The Department of Employment and Labour appealed to employers to use the prescriptions of the OHSA in particular the Hazardous Biological Agents Regulations governing workplaces in relation to Coronavirus Disease 2019 caused by the SARS-CoV-2 virus.

2. In the period since the issuing of the guidelines, a clearer picture has emerged about COVID-19 and the nature of the hazard and risk in the workplace and the precautions that should be taken to minimise the risk. The purpose of these directions is to stipulate measures that must be taken by employers in order to protect the health and safety of workers and members of the public who enter their workplaces or are exposed to their working activities.

3. These directions seek to ensure that the measures taken by employers under OHSA are consistent with the overall national strategies and policies to minimise the spread of COVID-19.

4. The OHSA, read with its regulations and incorporated standards, requires 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 workers and to take such steps as may be reasonably practicable to eliminate or mitigate the hazard or potential hazard.

5. The OHSA further requires employers, to ensure, as far as is reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. This obligation also applies to self-employed persons (for example, plumbers or electricians) whose working activities bring them into contact with members of the public.

6. For the purposes of OHSA in the workplaces to which this Direction applies, the identifiable hazard relating to COVID-19 is that workers face is the transmission by an infected person to workers in the workplace. In workplaces to which the public has access, the hazard includes transmission of the virus by members of the public. Each situation requires special measures to be implemented by employers in order to prevent the transmission of the virus.

7. Although OHSA requires employers to review and update risk assessments on a regular basis, the new hazard posed by COVID-19 is clearly identifiable and the basic measures to eliminate or minimise the risk are now well known[2]. The object of conducting or updating a risk assessment in respect of COVID-19 is to provide specific focus on COVID-

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[1] http://www.labour.gov.za/DocumentCenter/Publications/Occupational%20Health%20and%20Safety/COVID-19%20Guideline%20Mar2020.pdf

[2] These basic measures may be further refined in the sector guidelines or in amendments to the direction as the science on the transmission of the disease progresses.

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19 and adapt the measures required by this Direction to specific working environments taking into account the Risk Assessment Guides published online by the National Department of Health.

8. This Direction is based on infection transmission prevention and specific occupational hygiene practices that focus on the need for employers to implement measures to mitigate or eliminate the transmission of the virus in the workplace.

9. This Direction recognises that there are sector specific measures that need to be taken into account and accordingly provides for sector guidelines to supplement this Direction.

10. This Direction does not reduce the existing obligations of the employer in terms of OHSA nor prevent an employer from implementing more stringent measures in order to prevent the spread of the virus.

Definitions

11. In this Direction, unless the context indicates otherwise –
"BCEA" means the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
"COVID-19" means Coronavirus Disease 2019;
"Disaster Management Act" means the Disaster Management Act, 2002 (Act No. 57 of 2002);
"OHSA" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
"PPE" means personal protective equipment;
"virus" means the SARS-CoV-2 virus;
"worker" means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer[3];
"workplace" means any premises or place where a person performs work.

Application

12. Subject to clause 13, this Direction applies to employers and workers in respect of-
    12.1 the manufacturing, supply or provision of essential goods or essential services, as defined in Schedule 2 of the Regulations issued in terms of section 27(2) of the Disaster Management Act;
    12.2 any workplace permitted to continue or commence operations before the expiry of those Regulations.

13. This Direction does not apply to workplaces-
    13.1 excluded from the OHSA in terms of section 1(3) of the OHSA;
    13.2 in which medical and health care services as defined in Schedule 2 in the Regulations issued in terms of section 27(2) of the Disaster Management Act (other than retail pharmacies) are performed;
    13.3 in respect of which another Minister has issued a direction under those Regulations dealing with health and safety.

14. Subject to the employer's obligations under OHSA to conduct a risk assessment, employers with less than 10 employees need only apply the measures set out in clause 40 of this Direction.

Period of application

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

Administrative measures

16. Every employer must establish the following administrative measures:

[3] The distinction between 'worker' and 'employee' in the Direction is used to ensure that all persons who in work in a workplace are protected and to locate the responsibility in respect of certain obligations imposed on the employer in respect of its employees such as an application for illness benefits or worker's compensation.

16.1 It must undertake a risk assessment to give effect to the minimum measures required by this Direction taking into account the specific circumstances of the workplace.

16.2 if the employer employs more than 500 employees, that employer must submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of OHSA to-

16.2.1 its health and safety committee established in terms of section 19 of OHSA; and

16.2.2 the Department of Employment and Labour.[4]

16.3 it must notify all workers of the contents of this Direction and the manner in which it intends to implement it;

16.4 it must notify its employees that if they are sick or have symptoms associated with the COVID–19 that they must not come to work and to take paid sick leave in terms of section 22 of the BCEA;

16.5 it must appoint a manager to address employee or workplace representative concerns and to keep them informed and, in any workplace in which an health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;

16.6 it must ensure that the measures required by this Direction and its risk assessment plan are strictly complied with through monitoring and supervision;

16.7 it must, 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 social distancing, as contemplated in clause 17;

16.8 it must take measures to minimize contact between workers as well as between workers and members of the public;

16.9 it must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms;

16.10 if a worker has been diagnosed with COVID-19, an employer must-

16.10.1 inform the Department of Health[5] and the Department of Employment and Labour; and

16.10.2 investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and

16.11 it must give administrative support to any contact-tracing measures implemented by the Department of Health.

Social distancing measures

17. Every employer must arrange the workplace to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature of the sector, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time in terms of clause 16.5 may assist in achieving the required social distancing.

18. If it is not practicable to arrange work stations to be spaced at least one and a half metres apart, the employer must-

18.1 arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working; or

[4] Submission must be made to the Provincial Chief Inspector at http://www.labour.gov.za/About-Us/Ministry/Pages/IES0320-7398.aspx

[5] Report may be made to the COVID-19 hotline: 0800 02 9999.

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18.2 if necessary, supply the employee free of charge with appropriate PPE based on a risk assessment of the working place.

19. Every employer must ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas.

Health and safety measures

20. Every employer must implement the following health and safety measures.

Symptom screening[6]

21. Every employer must take measures to-
    21.1 screen any worker, at the time that they report for work, 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);
    21.2 require every worker to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and
    21.3 require workers to immediately inform the employer if they experience any of the symptoms in sub-clauses 21.1 and 21.2 while at work.

22. Employers must comply with any guidelines issued by the the National Department of Health in consultation with the Department in respect of –
    22.1 symptom screening; and
    22.2 if in addition required to do so, medical surveillance and testing.

23. If a worker presents with those symptoms, or advises the employer of these symptoms, the employer must –
    23.1 not permit the worker to enter the workplace or report for work; or
    23.2 if the worker is already at work immediately-
        23.2.1 isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and
        23.2.2 assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
    23.3 ensure that the worker is tested or referred to an identified testing site;
    23.4 place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
    23.5 ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
    23.6 if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.[7]

24. If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:

[6] For more specific guidelines see: Department of Health "Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection".

[7] GG 43126 GN193 of 23 March 2020.

24.1 The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;
24.2 the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
24.3 the employer closely monitors the worker for symptoms on return to work.

Sanitizers, disinfectants and other measures

25. For the purposes of these clauses, a hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

26. Every employer must, free of charge, ensure that –
26.1 there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use;
26.2 every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.

27. If a worker interacts with the public, the employer must provide the worker with sufficient supplies of hand-sanitizer at that worker's workstation for both the worker and the person with whom the worker is interacting.

28. Every employer must take measures to ensure that-
28.1 all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;
28.2 all areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected;
28.3 disable biometric systems or make them COVID-19-proof.

29. The employer must ensure that-
29.1 there are adequate facilities for the washing of hands with soap and clean water;
29.2 only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
29.3 the workers are required to wash their hands and sanitize their hands regularly while at work;
29.4 the workers interacting with the public are instructed to sanitize their hands between each interaction with public;
29.5 surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.

Cloth masks

30. The main benefit of everyone wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. Since some persons with the virus may not have symptoms or may not know they have it, the Department of Health requires that all persons wear cloth masks when in a public place.

31. For the reasons underlying the Department of Health's requirement, every employer must –
31.1 provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition,[8] for the employee to wear while at work and while commuting to and from work; and
31.2 require any other worker to wear masks in the workplace.

[8] http://www.thedtic.gov.za/wp-content/uploads/Updated_Recommended_Guidelines_Fabric_Face_Masks.pdf .

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32. The number and replaceability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular, where these may result in the mask becoming wet or soiled.

33. Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.

34. An employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the Guidelines referred in clause 31.1 recommendations.

35. The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines.

Measures in respect of workplaces to which public have access

36. The principal purpose of the measures contained in the following clause is to protect workers from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to virus through their interaction with workers or other persons present in such a workplace.

37. Depending on what is reasonably practicable given the nature of the workplace, every employer must-
    37.1 arrange the workplace to ensure that there is a distance at least one and a half metres between workers and members of the public or between members of the public; or
    37.2 put in place physical barriers or provide workers with face shields or visors;
    37.3 if appropriate, undertake symptom screening measures of persons other than the employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health;
    37.4 if appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace;
    37.5 require members of the public, including suppliers, to wear masks when inside their premises.

Ventilation

38. Every employer must –
    38.1 keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;
    38.2 where reasonably practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feed back in through open windows;
    38.3 ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

Other PPE

39. Every employer must check regularly on the websites of the National Department of Health[9], National Institute of Communicable Diseases[10] and the National Institute for Occupational Health[11] whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties.

Small businesses

40. Employers with less than 10 employees must take the following measures:
    40.1 arrange the workplace to ensure that employees are at least one and half metres apart or, if not practicable, place physical barriers between them to prevent the possible transmission of the virus;
    40.2 ensure that employees that present with the symptoms set out in clause 21 are not permitted to work;

[9] http://www.health.gov.za/

[10] https://www.nicd.ac.za/

[11] http://www.nioh.ac.za/

40.3 immediately contact the COVID-19 hotline: 0800 02 9999 for instruction and direct the employee to act in accordance with those instructions;
40.4 provide cloth masks or require an employee to wear some form of cloth covering over their mouth and nose while at work;
40.5 provide each employee with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their workstations;
40.6 ensure that each employee while at work washes with soap and sanitizes their hands; and
40.7 ensure that their workstations are disinfected regularly;
40.8 take any other measures indicated by a risk assessment.

Worker obligations

41. In addition to the obligations of employees under the OHSA, every worker is obliged to comply with measures introduced by their employer as required by this Direction.

Monitoring and enforcing the Direction

42. An inspector designated in terms of section 28 of OHSA may perform any of the functions in section 29 of OHSA and exercise any of the powers listed in section 30 of OHSA in order to monitor compliance with this Direction.

43. In so far as any contravention of this Direction constitutes a contravention of an obligation or prohibition under OHSA, the offences and penalties provided for in section 38 of OHSA apply.

44. An inspector, contemplated in clause 42, may for the purpose of promoting, monitoring and enforcing compliance with the OHSA, advise employees and employers of their rights and obligations in terms of this Direction in accordance with section 64 of the BCEA.

Sectoral guidelines

45. The Chief Inspector appointed in terms of section 27 the OHSA must facilitate the development of sector specific guidelines to supplement this Direction by engaging with the social partners through the offices of the National Economic Development and Labour Advisory Council.

46. The sector specific guidelines must follow the template attached as Annexure A:

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23. ANNEXURE A OF ANNEXURE 1 - Sectoral Guidelines Template

1. Risk assessment
   1.1. Identification of exposure levels
   1.2. Identification of “high contact” activities
   1.3. Identification of vulnerable workers and special measures for their protection, including protection against unfair discrimination or victimization

2. Engineering controls
   2.1. Ventilation
   2.2. Physical barriers
   2.3. Adaptation of workstations to increase social distance

3. Administrative controls
   3.1. Screening/ reporting of symptoms/ sick leave
   3.2. Minimizing contact
   3.3. Rotation and shift work
   3.4. Work-at-home strategies
   3.5. Communication and information strategies
   3.6. Role of health and safety committees and representatives
   3.7. Education and training
   3.8. Reporting of incidents for regulatory purposes
   3.9. Reporting for purposes of public health, contact tracing, screening, testing and surveillance

4. Healthy and safe work practices
   4.1. Disinfectants, sanitisers and personal hygiene
   4.2. Other

5. PPE
   5.1. Masks
   5.2. Gloves
   5.3. Facial shields
   5.4. Other

6. Provision of safe transport for employees
   6.1. Personal hygiene
   6.2. Social distancing
   6.3. Arrangements to minimise exposure associated with commuting
   6.4. Cloth masks (if commuter)
   6.5. PPE (driver/conductor of employer-provided transport)

24. ANNEXURE 2 Personal Protective Equipment (PPE)

RMI RECOMMENDED PPE SUPPLIERS IN REGIONS

GAUTENG SUPPLIER RACE	COMPANY NAME	CONTACT DETAILS	PRICING	COMMENT
Hand-sanitiser **70% alcohol requirement**	Elgoin pty	Maria 0824202215	50ml with pump@R39 100ml with pump @R69 200mlwith lid @R69 1L trigger spray @149 5L with lid @R499	
	Tool rep guys Magosi Distributors	Cheryl 0825207200 Brenda 0114723955	200ml 80%alc @R138 500ml 80% alc @R218.50 5l 80% alc @ R402.50 25l 80% alc @ R1667.50 400ml 70% alc @ R48.20	
Thermometer	Transfrontier Investments Tool Rep Guys	Ilse 0782999468 Cheryl 0825207200	R 650 Each – Slimzo no contact forehead thermometer R 1700 no contact Forehead thermometer	
Signage and Posters	Usapho Suppliers	Mark Oldale 0724865201	R40 for a Covit-19 information posters.	
Microbial Fogging and Sterilisation	Bluchem What the fog Best 4 pest	Kyle 0726135699 David 0730369273 0747868866/0835724786	200m2 R1350 400m2 = R1550 600m2 = R1750 Fogging R3,50 per cubic meter Decontamination fumigation and sanitization R3,00 per square meter R4 per square meter	
Face Shields	Grant Jenkins	Sarah 0739466024	R 72.45-Each incl vat Head visor with screens 40.25	

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	Tool rep guys	Cheryl 082527200		
Face-Masks	MGI Promotions	Fred	Reusable R 35	
	Tools rep guys Girl in a garage	Cheryl 082527200 Tammy 0823152502	Re-uable10x washes R10.93 Face shields @ R40	
Counter top and Hanging Sneeze Shields (hanging and standing	Octangle Marketing	Rion Steenekamp 0824043969/0104473797	Desk protective screen 800mmx500mm x1@R750 10 or more @R425	
WESTERN CAPE **SUPPLIER LIST**	**COMPANY NAME**	**CONTACT DETAILS**	**PRICING**	**COMMENTS**
Hand-sanitiser **70% alcohol requirement**	Steiner Services	Olivia Volkwyn 072 627 9990	R90 PER 1L	
	Orbit Industrial	Jeandre Rademeyer 084 623 2716	1000L Flowbin @ R75 000.00 excl. 25 Litre over 200 units @ R1450.00 excl. VAT. 5 Litre over 500 units @ R325.00 excl. VAT. 500ml over 1000 units @ R73.33 excl. VAT.	
Thermometer	Ink@Your Doorstep Care4u infrared forehead Thermometer	Nazreen Yaseen 0832449308	R1499.00 – Single Unit R1399.00 for 5 or more units excl Courier	
	Complete Specialized Retail Solutions	Peter Roodman 072 787 5503	R1 950.00 excl vat	
Signage and Posters	Usapho Suppliers	Mark Oldale 0724865201	R40 for a Covit-19 information posters.	
Microbial Fogging and Sterilisation	Steiner Services	Olivia Volkwyn 072 627 9990	TO BE QUOTED PER SQUARE METER	
	What the Fog	David 0730369273	R750 - 200 square m R1 450 – 500square m	

Face Shields	Usapho suppliers	Mark Oldale 0724865201	R100.00 each	
	Complete Specialized Retail Solutions Anway	Peter Roodman 072 787 5503 Wayne Kanneymer 083 529 2107	R109.00 each R120.00 each	
Face-Masks	Plantinum Promo	Terri Frankkental 082 7887 887	R40 each	
	House of Monatic	Marjorie Kaylor 084 609 9125	R35 R45	
Counter top and Hanging Sneeze Shields (hanging and standing)	Usapho Suppliers	Mark Oldale 0724865201	Plexi Glass Hanging Sneeze Shield 850mm x600mm = R600 1400mm x 600mm = R1000 Plexi Glass Counter top Sneeze Shield 850mm x 600mm = R650 1200mm x 900mm = R1250	
	Anway	Wayne Kannemeyer 083 529 2107	Plexiglass Hanging Sneeze Shield 850mm x600mm = R700 1400mm x 600mm = R1200 Plexi Glass Counter top Sneeze Shield 850mm x 600mm = R750 1200mm x 900mm = R1450	
EASTERN CAPE SUPPLIER LIST	**COMPANY NAME**	**CONTACT DETAILS**	**PRICING EXCLUDING VAT.**	**COMMENTS**

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Hand-sanitiser **70% alcohol requirement**	1. Powerflow 2. Expanded Horizons 3. Karoo Lavender 4. CBS Virus Defence 5. Waydin Coatings 6. Emizen	082 326 5927 accounts@autopower.co.za 082 486 0834 haig@viptep.co.za 082 215 4914 Info@karoolavender.co.za 082 420 2421 poenaswanepoel@gmail.com 082 895 7350 waynes@usaspares.co.za 082 877 6773 christo@stbt.co.za	R 743.48 R 660.87 R575.00 R 3,000.00 R 100 000,00 R 308.71 R 1,474.26 R 41,98 R 104,92 R 1,049.12	5 L – Gel 5 L – Liquid 25L (when ordering 1000 units) Awaiting Product & Price List 25 L 1000L Flo-bin 5L 25L 1L 5L 25L
Signage and Posters	Powerflow CBS Virus Defence Usapho Suppliers	082 326 5927 accounts@autopower.co.za 082 420 2421 poenaswanepoel@gmail.com Mark Oldale 0724865201	Price on request Price on request R40 for a Covit-19 information posters.	**THIS WE WILL HAVE ONE NATIONAL QUOTE AS, IT WILL REDUCE COST. IT WILL BE DESIGNED BY CATHY FINDLEY AND WILL GIVE MEMBERS THE OPPORTUNITY TO PRINT IT THEMSELVES. OR HAVE IT PRINTED FROM THE SUPPLIER.**
Thermometer	Expanded Horizons	082 486 0834 haig@viptep.co.za	R 2,260.00	
Microbial Fogging and Sterilisation	Olivia Volkwyn	Steiner Services 072 627 9990	TO BE QUOTED PER SQUARE METER	
Face Shields	1. Bluetrace 2. Powerflow 3. CBS Virus Defence	083 600 2606 bluetrace@hotmail.co.za 082 326 5927 accounts@autopower.co.za 082 420 2421 poenaswanepoel@gmail.com	Unit Price each R 47.83 R 43.48 R 39.13 R 34.78 R 35.00 R 30.00	When ordering this quantity PE-Based Company Awaiting Product & Price list 1 - 100 101 - 500 501 - 1000 1001 + Each 100

	4. Expanded Horizons	082 486 0834 haig@viptep.co.za	R32.00	1000
Face-Masks	1. Powerflow	082 326 5927 accounts@autopower.co.za	Unit Price each R 13.48 R 13.04 R 12.17 R 11.74 R 11.30	When ordering this quantity 100 - 500 501 - 1000 1001 - 5000 5001 - 15000 15001 +
	2. CBS Virus Defence	082 420 2421 poenaswanepoel@gmail.com	R 17.00 R 15.00	10 000 100 000
	3. Expanded Horizons	082 486 0834 haig@viptep.co.za	R 33.00	1000
Counter top and Hanging Sneeze Shields (hanging and standing)	Powerflow	082 326 5927 accounts@autopower.co.za	R 450.00 R 550.00 Price on request	
FREE STATE AND NORTHERN CAPE **SUPPLIER LIST**	**COMPANY NAME**	**CONTACT DETAILS**	**PRICING EXCLUDING VAT.**	**COMMENTS**
Hand-sanitiser **70% alcohol requirement**	Complete Specialized Retail Solutions Workhorse Workwear	Peter Roodman 072 787 5503 Gustav Van Heerden 051-4485902/3	R499,99 excl. /5L (5% discount on price for RMI members R339, 95 excl. R1244, 95 excl.	5L 25L
Thermometer	Complete Specialized Retail Solutions Workhorse Workwear Ink@Your Doorstep	Peter Roodman 072 787 5503 Gustav Van Heerden 051-4485902/3 Nazreen Yaseen 0832449308	R1 950.00 excl. (5% discount on price for RMI members) R1581, 95 excl. Care4u.Infrared Forehead Thermometer. R1499, 00 – Single Unit R1399, 00 for 5 or more units excl. Courier	
Signage and Posters	Usapho Suppliers	Mark Oldale 0724865201	R40 for a Covit-19 information posters.	National Supplier
Microbial	Olivia Volkwyn	Steiner Services	Awaiting Quote	

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Fogging and Sterilisation	Cleaning Specialists What the Fog	Hannes Greeff David Le Roux	R8, 30 per square m R750 - 200 square m R1450 – 500square m	
Face Shields	Complete Specialized Retail Solutions Workhorse Workwear	Peter Roodman 072 787 5503 Gustav Van Heerden 051-4485902/3	R109.00 excl. (5% discount on price for RMI members) R69, 95 excl.	
Face-Masks	Complete Specialized Retail Solutions Workhorse Workwear	Peter Roodman 072 787 5503 Gustav Van Heerden 051-4485902/3	R18, 50 excl. minimum of 500 units (5% discount on the price for RMI members) 3-ply disposable face masks - R16, 95 excl. minimum of 100 units 2-ply washable mask – R15, 95 excl. minimum order of 50 units	
Counter top and Hanging Sneeze Shields Shields (hanging and standing)	Usapho Suppliers Workhorse Workwear Usapho Suppliers	Mark Oldale 0724865201 Gustav Van Heerden 051-4485902/3 Mark Oldale 0724865201	3mm Plexi Glass Hanging Sneeze Shield 1000 x600 = R650 1000 x 1000 = R950 Counter top Sneeze Shield 800 x 600 = R650 1000 x 800 = R950 Hanging Sneeze Shield 1000 x 600 3mm – R545, 95 excl. Hanging Sneeze Shield 1000 x 1000 3mm – R750, 95 excl. Counter Top Sneeze Shield 800 x 600 3mm – R599, 95 excl. Counter Top Sneeze Shield 1000 x 800 3mm – R795, 95 3mm Plexi Glass Hanging Sneeze Shield 1000 x 600 = R650 1000 x 1000 = R950 3mm Plexi Glass Counter top Sneeze Shield 800 x 600 = R650 1000 x 800 = R950	
KZN **SUPPLIER LIST**	**COMPANY NAME**	**CONTACT DETAILS**	**PRICING EXCLUDING VAT.**	**COMMENTS**
Hand-sanitiser **70% alcohol requirement**	STERi-iPA www.steriipa.co.za	Jay 074 601 8889	10 X 100 ml R 295.00 5 L R 330.00 20 L R 1350.00	Less discount bulk buying

	Surgiments	Ravi Naidoo 082 854 6896	200 ml R 53 .00 500 ml R 80.00 5 L R 450.00	
Thermometer	Ink@Your Doorstep Care4u infrared forehead Thermometer STERi-iPA	Nazreen Yaseen 0832449308 Jay 074 601 8889	R 1499.00 – Single Unit R 1399.00 for 5 or more units excl Courier Awaiting prices	
Signage and Posters	Usapho Suppliers	Mark Oldale 0724865201	R40 for a Covit-19 information posters.	
Microbial Fogging and Sterilisation	Mr Pest and Timber	Errol Perumal 074 042 1279	R 13.00 - square m 70% Alcohol based. Large areas discounted	
Face Shields	Mr Pest Surgiments	Errol Perumal 074 042 1279 Ravi Naidoo 082 854 6896	R 35.00 with foam on headband R 25.00 Mon Excl VAT	
Face-Masks	Mr Pest STERi-iPA	Errol Perumal 074 042 1279 Jay 074 601 8889	R 12.00 3 ply cloth mask K 95 Mask R 195.00 Mask C R 50.00	
Counter top and Hanging Sneeze Shields Shields (hanging and standing)	Retail shop Fit	Stanley Deon 066 474 3521	Price dependant on area	

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25. ANNEXURE 3 – Symptom Monitoring Form

r Influenza-like / Coronavirus symptoms for staff

NAME:_____

SURNAME:_____

CONTACT NUMBER:_____

DATE OF BIRTH:_____

NEXT OF KIN:_____

CONTACT NUMBER OF NEXT OF KIN:_____

ROLE AT COMPANY: _____

HOME ADDRESS:_____

_____

QUESTIONS FOR WEEK :_____(1-7 DAYS WORKING WEEK)

1. HAVE YOU BEEN EXPOSED TO A PERSON WHO TESTS POSITIVE TO COVID-19? YES NO

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	COMMENTS
TEMPERATURE								
Sore throat	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Cough	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Loss of smell OR loss of taste	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Body aches	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Chills	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Shortness of breath	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Redness of the eyes	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Nausea/vomiting/ diarrhoea	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Fatigue/ weakness	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
At Home or work?	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	

26. ANNEXURE 4 – WORKER RISK ASSESSMENT V2

(Document prepared by the Risk Assessment Group within the Occupational Health and Safety

Please note: This is an interim guide that may be updated as the outbreak in South Africa intensifies, to guide additional workforce preserving strategies; Version 1, 17 April 2020

Workstream of the National Department of Health – Covid-19 Response)

How to use this Guide?

- Use the questions below to assess if it is safe to start work.
- If you answer **NO** to any of the questions, **r**eport this immediately to your supervisor, who will help to identify a practicable and reasonable solution.

Always practise these controls in your workplace 1. Social distancing must be at least 1.5 metre away from any other person in any circumstance. 2. 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. phones, door handles etc. 3. Cough in the fold of the elbow or in a tissue which you discard in a bin and wash your hands. 4. Avoid touching your eyes, nose and mouth with unwashed hands.	
Employee training and awareness	
I have received training on COVID-19 and the virus causing it, how the virus is spread, the symptoms of the disease and how I can protect myself against infection.	
I am trained and familiar with the COVID-19 protocols in my workplace.	
I know the protocol of self-isolate at my home or at a quarantine site should I become ill with symptoms of COVID-19.	

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I know the protocol to report should I become ill with symptoms of COVID-19.	
I have been told about the screening and testing procedure for Covid-19	
I have been told about contact-tracing for Covid-19 if I am tested positive for Covid-19	
I have been trained in the correct use, how many times PPE can be used before it needs to be replaced, storage and safe disposal of used/contaminated PPE.	
Hygiene and cleaning measures	
Hand washing sink with soap & approved (70% alcohol) hand sanitiser is available.	
Surfaces and equipment are cleaned and disinfected with approved disinfection/sanitising products on a regular basis (at least every four hours)	
I know the required personal hygiene practices such as couching/sneezing into my elbow if I do not have a clean tissue with me, washing my hands regularly for 20 sec, and not sharing stationary, eating utensils and/or PPE with a colleague.	
Reduce physical contact (social distancing 1.5 m or 2 x arm-length)	
I know the social distancing rule of keeping a distance of at least 1.5 meter or 2 x arm-length between myself and any colleague or person from the public.	
I know that I need to avoid physical contact such as handshakes, touching and hugs.	
I know that crowds or gatherings (e.g. large groups >10 or groups in spaces where there is not sufficient ventilation) needs to be avoided at my workplace.	
When dining at work or during breaks, I need to maintain a 1.5 meter distance from colleagues while dining, and I must not sit face-to-face opposite any other person.	

Personal Protective Equipment	
I have all the PPE specific to my work tasks to protect me from COVID-19 in addition to my normal PPE required to work safely.	
My PPE is a in good condition and I'm familiar with the procedure how to use it and how to replace it when it is damaged or lost.	
Personal wellbeing	
I monitor my own health for early COVID-19 symptoms (cough, sore throat, shortness of breath or fever ≥ 38°C) or flu symptoms and know what to do and where I need to report to if I experience any of the mentioned symptoms.	
I know the contact number and how to access psychological support services should I need support.	
Emergency response	
I am familiar with the procedure to report in case someone at home or in my workplace has symptoms of COVID-19.	

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27. ANNEXURE 5 – EMPLOYER RISK ASSESSMENT

Specialised health risk assessment for workplaces (by employers and self-employed persons)

(Document prepared by the Risk Assessment Group within the Occupational Health and Safety

Please note: This is an interim guide that may be updated as the outbreak in South Africa intensifies, to guide additional workforce preserving strategies; Version 1, 17 April 2020

Workstream of the National Department of Health – Covid-19 Response)

Purpose

This guide is to be used by employers or self-employed persons to assess the potential risk of exposure to COVID-19 infection and control measures at all workplaces. (*SARS-CoV-2 virus is the causative virus of Covid-19*).

Objectives

i) To identify and assess the potential risk of exposure to SARS-CoV-2 virus at workplaces
ii) To identify control measures (or the absence of control measures) and assess their effectiveness to reduce the risk of transmission of SARS-CoV-2 virus from recognised and unrecognised sources of infection in a workplace
iii) To inform the employer of the risk of potential exposure to SARS-CoV-2 virus and additional controls that might be required.

Requirements for the protection of employees against hazardous biological agents (HBA) such as SARS-CoV-2 virus are covered in the South African Occupational Health and Safety Act, 1993, Regulations for Hazardous Biological Agents, 2001.

This guide serves as a departure point for employers, self-employed persons and appropriately qualified persons to guide their COVID-19 Risk Assessments. This content must not be regarded as the absolute content of a Risk Assessment, rather it is the minimum requirements.

1. Risk assessment by the employer or self-employed person

1.1. Regulation 6(1) of the Regulations for Hazardous Biological Agents (2001) requires an employer or self-employed person to determine if any person might have been exposed to a HBA.

1.2. The relevant health and safety representative or relevant health and safety committee must first be consulted before proceeding with the risk assessment.

1.3. The employer must inform the relevant health and safety representative or relevant health and safety committee in writing of the arrangements made for the risk assessment, give them reasonable time to comment thereon and ensure the outcomes and findings of the risk assessments are made available to the relevant health and safety representative or relevant health and safety committee, which may comment thereon.

1.4. The employer or self-employed person must keep a record of the risk assessment and consider matters such as:

i) the nature and dose of the SARS-CoV-2 virus to which an employee may be exposed and the suspected route of exposure and exposure scenarios;
ii) where SARS-CoV-2 virus might be present and it what physical form it is likely to be;
iii) the nature of the work, process and any reasonable deterioration, ot failure of, any control measure;
iv) what effects the SARS-CoV-2 virus can have on an employee; and
v) the period of exposure

1.5. An employer or a self-employed person must cause the risk assessment to be conducted based on all available information as far as is reasonably practicable, including:

i) classification of SARS-CoV-2 virus into the relevant risk group, according to its level of risk of infection;
ii) recommendations Organisations such as the World Health Organization (WHO) or a competent person regarding the control measures necessary in order to protect the health of employees against SARS-CoV-2 virus as a result of their work; and
iii) knowledge of diseases from which employees might be suffering and which may be aggravated by conditions at the workplace.

1.6. An employer must review the risk assessment if there-

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i) Is a reason to suspect that the previous assessment is no longer valid; or

ii) A change in process or numbers of employees that may lead transmission risk or

iii) Following a suspected or confirmed COVID-19 case at the workplace

1.7. The outcomes and findings of the risk assessments must inform the programme to monitor the exposure of employees to COVID-19 as well as the programme of medical surveillance.

2. Risk management and control measures

2.1. Annexure 2 of the Regulations for Hazardous Biological Agents (2001) sets out a hierarchy of control measures using standard and transmission-based precautions.

2.2. Personal protective equipment should be appropriate to the route of transmission e.g. respirators, impermeable gloves, supply, selection, training, separate storage, decontamination or sterilisation.

2.3. Testing of engineering control measures should be conducted every 24 months by an approved HBA inspection authority (retaining records for at least 3 years).

2.4. Annexure D of the Regulations for Hazardous Biological Agents (2001) sets out requirements for the labelling, packaging, transporting and storage in special containers marked with the biohazard sign.

2.5. The employer must have written procedures for disposal of HBA to a designated site in terms of the Environmental Conservation Act and decontamination or disinfection of all containers.

3. Competencies

3.1. The Regulations for Hazardous Biological Agents (2001) don't define any competency requirements for conduction HBA risk assessments (or for the monitoring of exposure at the workplace). Employers and self-employed persons are advised to ensure anyone engaged to undertake an HBA risk assessment is competent in risk assessment processes and is familiar with the Regulations for Hazardous Biological Agents (2001). Knowledge of the HBA of concern (in this case SARS-CoV-2 virus) and HBA in general is advisable. It is recommended that the services of a registered Occupational Hygienist or certified Safety Professional is obtained to undertake the COVID-19 risk assessments.

3.2. Regulation 12.(b) of the Regulations for Hazardous Biological Agents (2001) requires that examinations and tests of engineering control measures be

carried out at intervals not exceeding 24 months by an approved HBA inspection authority or by a person whose ability to do the measurements, analysis and tests is verified by such an approved HBA inspection authority.

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4. Guidance notes

4.1. Anticipated high exposure areas depending on the sector, that will need immediate assessment, then others that will require assessment, less urgently include the following areas:

- Entry points to the workplace
- Change house facilities
- On-site canteen and similar dining areas
- Waiting areas
- Evacuation and gathering places
- Etc.

4.2. Persons Under Investigation (PUI)

The risk assessment must include the potential to screen employees entering the workplace, and the appropriate measures to manage suspect employees (PUI). The risk assessment should also include chaperoning of PUI to the next point at the workplace (PUI should not be left wandering around, getting lost, removing mask etc.). Preferably, a cordoned-off walkway (or at least marked walkway) should be present directing the PUI to the next point at the workplace – ideally to an isolation zone. The risk assessment must also include assessments of the controls within this isolation zone – 1.5m social distancing, presence of barriers, identification of contact points etc.

COVID-19 Risk Assessment Report								
Site: Sector*:				Date:				
Department:				Risk Assessor:		Name & Surname	Signature	
Work Area/s:				Employer:		Name & Surname	Signature	
Occupations in Area:				Health & Safety Representative:		Name & Surname	Signature	
Risk Assessment								
Source of Hazard	**Route of exposure**	**Activities & tasks**	**Existing Control Measures**	**Control effectiveness**	**Risk classification**	**Additional Controls Required**	**Responsible person(s)**	**Due Date/s**

Department of Employment and Labour Exposure Risk Classification

Low Exposure Risk	Medium Exposure Risk	High Exposure Risk	Very High Exposure Risk
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 meter of) the general public.	Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.	High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.	Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

*Mining, Agriculture, Fishing, Forestry, Manufacturing, Service

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COVID-19 WALK-THROUGH RISK ASSESSMENT

(Document prepared by the Risk Assessment Group within the Occupational Health and Safety Workstream of the National Department of Health – Covid-19 Response)

Please note: This is an interim guide that may be updated as the outbreak in South Africa intensifies, to guide additional workforce preserving strategies

Version 1, 17 April 2020

Purpose

This tool is to be used by Occupational Health and Safety professionals at workplaces to assess:
- the potential risk of exposure to SARS-CoV-2 virus;
- current control measures; and
- provides recommendations for their management.

Objectives

iv) To identify and assess the potential risk of exposure to SARS-CoV-2 virus at workplaces
v) To identify control measures (or the absence of control measures) and assess their effectiveness to prevent exposure
vi) To inform the management of the risk of potential exposure to SARS-CoV-2 virus and additional controls that might be required.

Guidance note (example of a health facility)

Anticipated high exposure areas that will need immediate assessment, then others that will require assessment, less urgently include the following areas:

1. Entry points to the workplace
2. Change house facilities
3. On-site canteen and similar dining areas
4. Waiting areas
5. Evacuation and gathering places
6. Etc.

COVID-19 Walk-through risk assessment			
Site: Sector*:	Date:		
Department:	Risk Assessor:	Name & Surname	Signature
Work Area/s:	Area Supervisor:	Name & Surname	Signature
Occupations in Area:	Health & Safety Representative:	Name & Surname	Signature

***Mining, Agriculture, Fishing, Forestry, Manufacturing, Service**

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COVID-19 Walk-trough risk assessment summary of non-compliance				
Requirement	**Finding**	**Recommendation**	**Responsible person**	**Due date**

No	Requirement	Status			Comments
		Yes	No	NA	
1.	**Basic education & awareness campaigns**				
1.1	Staff COVID-19 education/communication programme				
1.2	Contractor staff COVID-19 education/communication programme				
1.3	PPE donning and doffing training programme				
1.4	Health status self-monitoring and reporting /or questionnaire for employees				
2.	**Hygiene / cleaning measures**				
2.1	Work surfaces are decontaminated with appropriate disinfectants at appropriate intervals				
2.2	Equipment are decontaminated before and after use				
2.4	Hand washing basin is present (located near room exit)				
2.5	Soap and paper towel available at handwashing basin				
2.6	Hand washing procedure is done, on entering the workplace, after removing PPE, and before leaving the workplace)				

2.9	Additional sanitation facilities (e.g. hand sanitizers, etc.) at door entrances				
3.	**Reduce physical contact (social distancing)**				
3.1	Facility access and visitation is limited or restricted				
3.2	Limits crowds or gatherings (e.g. large groups >10 or groups in restricted spaces)				
3.3	Discourage physical contact of employees (e.g. handshakes, hugs)				
3.4	Closure of communal areas (e.g. gyms)				
3.5	Scatter dining and 1.5-meter distance while dining and not sitting face-to-face. Separate utensils and frequent disinfect.				
3.6	Eliminate frequent contact of surfaces (e.g. leave door open were possible)				
3.7	Stagger tea and lunch breaks to limit employee groupings				
3.8	Working places rearranged to ensure maximum distance between employees				
3.9	No clustering at in elevators. Elevators not to take more than 50% of their carrying capacity.				
3.10	Employees, contractors and visitors entering the facility are screened for COVID-19 symptoms				
3.11	Employees, contractors and visitors entering the facility who screen positive for COVID-19 symptoms are immediately provided with 'patient' masks.				
3.12	PUIs are chaperoned to the next point at the workplace and preferably, a cordoned-off walkway (or at least marked walkway) is present directing the PUI to the next point at the workplace.				
3.13	An isolation zone is provided for PUIs and the isolation zone allows for 1.5 m spacing, presence of barriers, etc.				

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4.	**Engineering control measures**				
4.1	Mechanical ventilation is in working order (inward flow, not recirculated to other areas of building, HEPA filtered when reconditioned and recirculated in laboratory, exhausted air discharged through HEPA filters)				
4.2					
4.3					
4.3	Sufficient air changes and indoor air quality of an acceptable standard				
4.4	Physical barriers / screens as a barrier between personnel and visitors				
4.5	If A/C must be used, disable re-circulation of internal air. Weekly clean/disinfect/replace key components and filters.				
5.	**Administrative controls**				
5.1	Reliable and sustainable source for procurement of key components, including PPE				
5.2	Adequate supplies of PPE, sanitary materials and cleaning products				
	Procedures are in place for personnel to self-check and/or supervisors and colleagues to verify that all relevant PPE is used by personnel during all shifts (e.g. checklists, briefing sessions etc.)				
5.3	Emergency communication plans are current and in place				
5.4	Access to psychological support services				
5.5	Is the COVID-19 Infection Prevention and Control Guidelines for South Africa available, and have they been explained to employees?				
6.	**Personal Protective Equipment**				
6.1	PPE is selected based on a documented risk assessment, and should meet the minimum recommendations without using excessive PPE for the setting/task				
6.2	PPE must be available in the appropriate sizes				

6.3	Disposable gloves				
6.4	Disposable plastic apron				
6.5	Closed shoes, non-slip soles and shoe covers				
6.6	Eye protection (goggles/face shield or visors)				
6.7	Respiratory protection (FFP2/N95 or better respirators) for high risk situations (e.g. aerosol-generating procedures), and surgical masks for infectious persons				
6.8	Each employee has been supplied with a minimum of two cloth masks?				
6.9	PPE is consistently and properly worn when required				
6.10	PPE is regular inspected, maintained and replaced, as necessary				
6.11	PPE is properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.				
6.12	Documented respiratory fitment programme that includes fit testing, training, and medical assessments				
6.13	Facial hair (clean shaving) policy for areas where respirators are mandatory.				
7.	**Safe work practices**				
7.2	Eating, drinking, application of cosmetics and smoking in workplaces is prohibited				
7.3	No storage of food or drink or personal items (coats, bags) in work area				
7.4	Materials (pens, pencils, gum, etc.) is not placed in the mouth while in the laboratory or clinical setting				
7.7	Mobile electronic devices kept in areas where they cannot be contaminated, if not decontaminated frequently				

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7.8					
7.9	Working places rearranged to ensure maximum distance between employees				
8.	**Waste management**				
8.1	Waste management policy and contract with service provider				
8.2	Waste management contractor complies with occupational health and safety requirements for their employees.				
8.3	Records of waste removal, destruction, and treatment available				
10.	**Emergency response**				
10.1	Response plan in case someone becomes ill with symptoms of COVID-19 in the workplace				
10.2	Suspected COVID-19 case isolation areas and protocols				
10.3	System to track and trace potential interactions				
10.4	Self-quarantine protocols available and current				