

COVID-19

Keeping you informed.



ARA

WORKPLACE SANITISATION

All staff members should read carefully and strictly apply the following protocols when they return to work.

⊘ Do not enter the general workplace unless

you have passed through the **temperature testing protocol** your employer has put in place. The temperature register is to be completed by any person entering the premises. Should a temperature reflect 37.6°C or higher the person may not enter the workplace.

Please understand that if you are tested positive for COVID-19 and have entered the workplace your actions can result in the business being closed/quarantined.

All workers must:

- 1 Use the pedestrian entrance only.
- 2 Wear a mask upon arrival. Anyone refusing to wear a mask must be refused entry to the premises.
- 3 Be screened and the register completed prior to entering the premises, each and every time.
- 4 Proceed to a sanitisation station and sanitise your hands.
- 5 Hand in your bag to the designated person for sanitisation and storage.
- 6 Ensure that customers retain social distancing of 1.5m as per distancing tape markers.
- 7 Proceed to your workstation, remaining at least 1,5 metres away from your colleagues.
- 8 Before you start working, sanitise your work station, desk, telephone and other devices as per the Sanitisation Protocol.
- 9 Sanitise every time you leave your workstation and avoid touching handles and/or stair railings.
- 10 Follow sneezing/coughing protocol by using a bent elbow or tissue and dispose of any potentially infected material immediately.
- 11 Sanitise key or touch pads of time systems after every physical interaction with the touch pad.
- 12 Repeat the aforementioned steps if you leave the building for any reason.

