



**COVID-19 AND OTHER TRANSMISSIBLE /
CONTAGIOUS / COMMUNICABLE DISEASES
WORKPLACE POLICY**

OF

CHABO & JOUBERT AIRCONDITIONING (PTY) LTD

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1. THE PURPOSE AND OBJECT OF THE POLICY



- 1.1. The Occupational Health and Safety Act (OHSA) 85 of 1993 places an express obligation on the employer to maintain a working environment that is safe and healthy. The Regulations for Hazardous Biological Agents (RHBA) published under the OHSA state that any person who is or might be exposed to a Hazardous Biological Agent (HBA), shall obey any lawful instruction given by or on behalf of the employer. In terms of the *Covid-19 Occupational Health and Safety Measures in the Workplaces* published in terms of Regulation 10(8) of the National Disaster Act, the employer must ensure that the workplace is free from any risk to the health of its employees as far as reasonably practicable, and shall take such steps as may be reasonably practicable to eliminate or mitigate the hazard or potential hazard relating to transmission of the virus. CHABO & JOUBERT AIRCONDITIONING is committed to maintaining the highest standards of safety across all our varied operations and divisions.
- 1.2. This policy aims to promote the health and safety of all employees and members of the public visiting the workplace through the proactive prevention of the spread of contagious and communicable diseases, with special reference to the novel Covid-19. CHABO & JOUBERT AIRCONDITIONING endeavours to prepare for pandemic events as far in advance as possible to prevent worsening outbreak conditions. Lack of contingency planning could result in an avalanche of failures as employers attempt to address challenges of Covid with insufficient resources and where workers might not be adequately trained for the jobs they are required to perform under pandemic conditions.
- 1.3. Given the nature of our business and the workplace, the office environment and interactions between staff and clients, a transmissible, contagious or communicable disease can be spread, directly or indirectly, from one person to another through direct physical or environmental contact between infected and non-infected persons.
- 1.4. This company policy includes the measures actively taken to mitigate the spread of the coronavirus. Employees are required to follow all these rules diligently in order to maintain a healthy and safe workplace in this unique environment. It is in the interest of the company, staff and clients that we all respond responsibly and transparently to these health precautions.
- 1.5. Should the employer reasonably suspect that an employee may have contracted or is suffering from a transmissible, contagious or communicable disease, the employer may, as a precautionary health and safety measure, instruct the employee to undergo the applicable medical examinations.

2. LEGAL OBLIGATIONS OF AN EMPLOYER

- 2.1 Section 8 of the OHSA requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees, such as–
 - 2.1.1 taking steps to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment;
 - 2.1.2 providing information, instructions, training and supervision that may be necessary to ensure the health and safety of employees at work; and

- 2.1.3 enforcing such measures as may be necessary in the interest of health and safety. Section 9 extends these obligations to persons other than those in employment, who are affected by the employer's activities.
- 2.2 The General Safety Regulations (GSR) published under the OHSA prohibit an employer from permitting a person to enter a workplace where the health and safety of such person is at risk.
- 2.3 The Environmental Regulations (ER) issued in terms of the OHSA provide that the employer must ensure that its workplace premises are ventilated in such a way that the air breathed in by the employees does not endanger their safety.
- 2.4 The *Covid-19 Occupational Health and Safety and Safety Measures in Workplaces* issued in terms of Regulation 10(8) of the National Disaster Regulations require employers to take reasonable steps to assess workplaces and implement measures to prevent or mitigate risks to the health of workers or members of the public entering the workplace.
- 2.5 The Regulations for Hazardous Biological Agents (RHBA) published under the OHSA state that an employer shall ensure that information and training regarding the potential exposure to an HBA during the work conducted by an employee are provided prior to the commencement of work.
- 2.6 The employer confirms that confidentiality and sensitivity shall always be applied to employees' private health and personal data and shall ensure that no employee is discriminated against on grounds of having tested positive for any contagious disease in terms of section 6 of the Employment Equity Act 55 of 1998.

3. OTHER APPLICABLE LEGISLATION

- Occupational Health and Safety Act, 1993 (OHSA)
- Proclamation R2438 of 1978 as amended by R485 of 1999
- Basic Conditions of Employment Act, 1997 (BCEA)
- Compensation of Occupational Injury & Diseases Act, 130 of 1993 (COIDA)
- Disaster Management Act, 2002
- Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002.

This company policy is subject to any changes and additions introduced by government in respect of the above, in which circumstances the company shall inform the employees accordingly.

Should any additional/new illness or disease break out, all employees shall be informed and notified thereof via email/notice.

4. SCOPE

- 4.1 This policy shall apply to all–
- 4.1.1 permanently appointed employees at CHABO & JOUBERT AIRCONDITIONING (PTY) LTD;
 - 4.1.2 fixed-term and part-time contract employees;

- 4.1.3 employees working remotely;
- 4.1.4 a person providing services in terms of a contract that creates an employer and employee relationship;
- 4.1.5 any person providing personal services to the company who forms part of the organisational structure of the company;
- 4.1.6 any person not mentioned above who enters the workplace, such as clients or suppliers;
- 4.2 This policy shall constitute the workplace protocols to be followed by employees, the employer and other persons entering the workplace of CHABO & JOUBERT AIRCONDITIONING (PTY) LTD.

5. DEFINITIONS

- 5.1 A transmissible, contagious or communicable disease, for the purpose of this policy, shall mean any disease or infection caused by a viral, bacterial, fungal, parasitic or other agent that is contagious and likely to result in–
 - 5.1.1 a life-threatening illness which may require medical or hospital treatment and subsequent rehabilitation prior to returning to work;
 - 5.1.2 a harmful illness inflicted as a result of treatment and rehabilitation; or
 - 5.1.3 death.
- 5.2 Reference to Covid-19 or any other transmissible, contagious or communicable disease as per paragraph 7 below, shall collectively be referred to as a “contagious disease”.

6. GENERAL INFORMATION

- 6.1 Communicable or infectious diseases are caused by micro-organisms such as bacteria, viruses, parasites and fungi that can be spread, directly or indirectly, from one person to another, for example through direct physical or environmental contact between an infected and non-infected person.
- 6.2 Some are transmitted through insect bites, while others are caused by ingesting contaminated food or water as well as through human contact.
- 6.3 A variety of disease-producing bacteria and viruses are carried in the mouth, nose, throat and respiratory tract. The disease(s) may be transmitted through contact with infected blood, bodily fluids, saliva or mucus on unwashed hands.
- 6.4 If left untreated or not treated correctly, infection can lead to pneumonia, severe acute respiratory syndrome, kidney failure and, in the worst case, death.
- 6.5 Susceptible contact refers to a human–
 - 6.5.1 who has not previously contracted a communicable disease as referred to in this policy;
 - 6.5.2 who has not previously been immunised successfully against communicable diseases; or
 - 6.5.3 in respect of whom the period of immunity after successful immunisation against such communicable disease has lapsed.

7. COMMUNICABLE DISEASES

- 7.1 Chicken pox
- 7.2 Cholera
- 7.3 Diphtheria
- 7.4 Epidemic typhus
- 7.5 German measles (rubella)
- 7.6 Haemorrhagic fever / conjunctivitis
- 7.7 Hepatitis A
- 7.8 Leprosy
- 7.9 Louse infestation
- 7.10 Measles
- 7.11 Meningococcaemia
- 7.12 Mumps
- 7.13 Plague
- 7.14 Pneumonia
- 7.15 Poliomyelitis
- 7.16 Scabies
- 7.17 Swine flu (H1N1)
- 7.18 Tuberculosis of the lungs
- 7.19 Typhoid fever
- 7.20 Whooping cough

8. TRANSMISSIBLE DISEASES

8.1 SPECIAL NOTICE: COVID-19

- 8.1.1 Transmissible diseases such as Covid-19 are highly transmissible. The symptoms of Covid-19 initially mimic those of common colds and flu. The virus spreads through respiratory droplets produced when an infected person coughs or sneezes and between people in close proximity. General symptoms of Covid-19 are associated with the respiratory system and include a fever, coughing and shortness of breath.
- 8.1.2 Due to the nature of the illness, an employee infected with Covid-19 should not be permitted to return to work until that employee is cleared to do so by a medical practitioner.
- 8.1.3 If an employee recently returned from a foreign country with a high Covid-19 infection rate (based on [CDC](#) announcements), he or she shall be compelled to work from home for a period of 14 calendar days, and return to the office only once he/she is fully asymptomatic. The employee shall refrain from coming into physical contact with any colleagues during this time.
- 8.1.4 If the employee was in close contact with someone infected with Covid-19 and/or a known contagious illness or disease, with high probability of being infected, the employee must report this to his/her direct manager and to **Human Resources (HR)**, whereupon a 14-day self-isolation period shall be applicable

and the employee shall be requested to work from home. The employee shall also be asked not to come into physical contact with any colleagues during this time.

8.1.5 In the case where an employee has been infected or the real possibility of infection is high based on the employee's exposure to infected people during the course of employment / fulfilling his/her duties, the company shall ensure that the employee is tested and that the correct procedures are followed in terms of COIDA and OHS regulations.

8.1.6 In the case where the employee is obliged to provide care to a family member infected with Covid-19 and/or a known illness or disease, the employee may ask to work from home. An employee shall only be permitted to return to the office 14 (fourteen) calendar days after the employee's family member had fully recovered, provided that the employee is asymptomatic or has a doctor's note confirming that the employee is not infected.

8.1.7 The employee shall refrain from coming into physical contact with any colleagues during this time, either at work or in a social environment.

8.1.8 Should any staff member be required to go for Covid-19 testing at a private medical institution and does not have medical aid or cannot access public medical facilities timeously, the relevant manager of such a staff member can liaise with HR for the required forms to be completed for the company to assist such staff member under certain conditions.

8.1.9 Quarantine procedure Covid-19:

8.1.9.1 Where an employee is placed in compulsory quarantine for 14 days due to the Covid-19 pandemic, the employee shall qualify for sick or illness benefits.

8.1.9.2 In the event of self-imposed quarantine, confirmation from both the employer and the employee must be submitted together with the application as proof that the employee had been in mutually agreed-upon precautionary self-quarantine for 14 days.

8.1.9.3 In this instance, the confirmation letters from the employer and employee shall suffice.

8.1.9.4 Should an employee be quarantined for more than 14 days, a medical certificate from a medical practitioner must be submitted together with the continuation form for payment.

8.1.9.5 Any reported cases of self-quarantine must be reported by the HR manager and also to the Covid-19 hotline on the same day that the case is reported to the HR manager.

8.1.10 Social-distancing measures

8.1.10.1 Every manager must arrange the workplace in such a way as to ensure minimal contact between employees and, as far as practicable, that there is a minimum of one and a half metres between employees while they are working, for example, at their workstations. Depending on the circumstances of the workplace, the minimum distance may need to be bigger. Managers must reduce the number of employees in the workplace to the absolute minimum to assist in achieving the required social distancing.

- 8.1.10.2 If it is not practicable to arrange workstations to be spaced at least one and a half metres apart, the manager shall–
- 8.1.10.2.1 arrange for partitions to be erected between workstations to form a solid physical barrier between employees while they are working; or
 - 8.1.10.2.2 if necessary, supply the employee free of charge with appropriate Personal Protective Equipment (PPE) based on a risk assessment of the particular working environment.
- 8.1.10.3 Every manager must as far as practically possible minimize the number of employees at and on a particular workplace and or site, through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing measures.
- 8.1.10.4 Every manager must ensure that social-distancing measures are implemented through supervision in both the workplace and common areas outside the immediate workplace and through queue control within canteens and at lavatories. These measures may include dividing the workforce into groups or staggering break-time to avoid the concentration of employees in common areas.

9. OBLIGATIONS OF THE EMPLOYEE

- 9.1 This policy outlines the required actions to be taken by employees to protect themselves and their co-workers from a potential coronavirus infection.
- 9.2 It is the duty of an employee to immediately inform the company or as soon as practicable possible once he/she suspects, becomes aware or discovers that he/she has contracted or suffers from any cold symptoms, such as cough/sneezing/fever, or feels poorly.
- 9.3 The employee shall be obliged to disclose the suspicion of the disease to his/her employer.
- 9.4 The employee is compelled to:
- 9.4.1 wash or sanitise his/her hands;
 - 9.4.2 wear the masks and Personal Protective Equipment (PPE) provided by the employer;
 - 9.4.3 keep his/her workstation clean; and
 - 9.4.4 comply with the provisions provided for in this policy. Any non-compliance shall be dealt with as provided for in paragraph 16 below.
- 9.5 An employee who is symptomatic or who has contracted a contagious disease shall not be allowed to enter the place of work until such time as a medical practitioner or relevant authority has cleared the employee to do so.
- 9.6 The employee must provide the employer with a valid medical certificate confirming that he/she is medically fit to return to work in addition to justifying his/her absence.
- 9.7 Should an employee test positive for a contagious disease in such an instance, the employer should record said absence as sick leave, and require the employee to self-isolate with guidance and supporting documentation from a medical practitioner.

- 9.8 Managers and Covid-19 Representatives must exclude persons from their premises if such persons fail to adhere to the content of this policy.

10. HEALTHY AND SAFE WORK PRACTICES

10.1 Symptom screening

- 10.1.1 Reception staff at every entrance to the workplace or any other staff member(s) assigned for this purpose must–
- 10.1.1.1 screen all employees by means of thermometer reading, observation and questioning at the time that they report for work to ascertain whether they have any observable symptoms associated with the contagious disease, for instance in the case of Covid-19, a fever, cough, sore throat, redness of eyes or shortness of breath or difficulty in breathing, and keep daily records of all employees screened;
 - 10.1.1.2 require every employee to indicate 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;
 - 10.1.1.3 require employees to immediately inform the employer if they experience any of the symptoms mentioned above while at work; and
 - 10.1.1.4 require employees who leave the workplace during the course of the day to sanitise their hands on returning to the workplace.
- 10.1.2 If an employee reports at the workplace with those symptoms, or advises the employer or the person conducting the screening of these symptoms–
- 10.1.2.1 the employee shall not be permitted to enter the workplace or report for work; or
 - 10.1.2.2 the employer shall, if the employee is already at work and has entered the workplace, immediately–
 - 10.1.2.2.1 isolate the employee, provide the employee with an FFP1-category surgical mask and arrange for the employee to be transported in a manner that does not place other employees or members of the public at risk, to enable the employee to be self-isolated or for medical examination or testing; and
 - 10.1.2.2.2 assess the risk of transmission, disinfect the area and the employee's workstation, refer those employees who may be at risk of contagion for screening and take any other appropriate measures to prevent possible transmission;
 - 10.1.2.3 the employer shall ensure that the employee is tested or referred to an identified testing site;
 - 10.1.2.4 the employer shall place the employee on paid sick leave in terms of section 22 of the BCEA or the employee's contract of employment and, if the employee's sick leave entitlement under the BCEA or contract of employment is exhausted, make application for an illness benefit in terms of any applicable legislation promulgated in respect of that specific disease. In the event of Covid-19, the employer shall apply on behalf of the employee for sick leave as per clause 4 of the Directive issued on 25 March 2020 under the Covid-19 Temporary Employer Relief Scheme in terms of regulation 10(8) of the Regulations promulgated in section 27(2) of the Disaster Management Act;

10.1.2.5 the employer shall, if there is evidence that the employee 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;

10.1.3 If an employee has been diagnosed with a contagious disease and isolated in accordance with the Department of Health Guidelines, the employer shall only allow an employee to return to work on the following conditions:

10.1.3.1 The employee has undergone a medical evaluation confirming that the employee has tested negative for the contagious disease;

10.1.3.2 The employee shall ensure that rules relating to personal hygiene, wearing of masks, social distancing and cough etiquette are strictly adhered to; and

10.1.3.3 Screening staff and the employee's manager shall closely monitor the employee for symptoms on return to work.

10.2 Sanitisers, disinfectants and other measures

10.2.1 Hand-sanitisers must contain at least 70% alcohol and comply with the recommendations of the Department of Health.

10.2.2 The employer shall ensure that–

10.2.2.1 sufficient quantities of hand sanitiser based on the number of employees or other persons who access the workplace are provided free of charge at the entrance of and within the workplace which the employees or other persons are required to use;

10.2.2.2 every employee who works away from the workplace, other than at home, is provided with an adequate supply of hand-sanitiser free of charge.

10.2.3 An employee who interacts with the public shall be provided with sufficient supplies of hand-sanitiser at that employee's workstation for both the employee and the person with whom the employee is interacting.

10.2.4 All managers must take measures to ensure that–

10.2.4.1 all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;

10.2.4.2 all areas such as toilets, common areas, door handles and shared electronic equipment are regularly cleaned and disinfected;

10.2.4.3 biometric systems are disabled or rendered transmission proof.

10.2.5 Managers at each workplace shall ensure that–

10.2.5.1 there are adequate facilities to wash hands with soap and clean water;

10.2.5.2 only paper towels are provided for drying hands after washing – the use of fabric towel is prohibited;

10.2.5.3 employees wash and sanitise their hands regularly while at work;

10.2.5.4 those employees interacting with the public are instructed to sanitise their hands between each interaction with the public;

10.2.5.5 surfaces that employees and members of the public come into contact with, are routinely cleaned and disinfected.

10.3 Masks

- 10.3.1 The main reason why everyone must wear a mask is to reduce the amount of virus droplets coughed up by infected persons and transmitted to others and on 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 public places.
- 10.3.2 For the reasons underlying the Department of Health's requirement, the employer shall–
- 10.3.2.1 provide each employee, free of charge, with a minimum of two cloth masks as per the *Guidelines for Fabric Face Masks* issued by the Department of Trade, Industry and Competition for the employee to wear while at work and while commuting to and from work;
 - 10.3.2.2 require all employees to wear masks in the workplace.
 - 10.3.2.3 provide an employee with the number of cloth masks as determined in accordance with the employee's conditions of work and, in particular, where the mask may become wet, soiled or damaged;
 - 10.3.2.4 ensure that employees are informed, trained and instructed as to the correct use of cloth masks;
 - 10.3.2.5 ensure that cloth masks are washed, dried and ironed in accordance with the *Guidelines for Fabric Face Masks* referred to above.

10.4 Personal Protective Equipment (PPE)

- 10.4.1 While measures provided for in terms of paragraph 10.1 – 10.4 above are considered more effective in minimising exposure to a known illness or disease, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.
- 10.4.2 The Employers shall provide employees with PPE to keep them safe while performing their duties, based on the risk of being infected with a known illness or disease while working and job tasks that may lead to exposure.
- 10.4.3 Examples of PPE include gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate. During an outbreak of an infectious disease such as Covid-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of Covid-19.
- 10.4.4 All types of PPE shall be–
- 10.4.4.1 selected based on the risk for the employee;
 - 10.4.4.2 properly fitted (e.g. respirators);
 - 10.4.4.3 consistently and properly worn when required;
 - 10.4.4.4 regularly inspected, maintained and replaced, as necessary;
 - 10.4.4.5 properly removed, cleaned and stored or disposed of, as applicable, to avoid contamination of self, others or the environment.
- 10.4.5 The employer shall provide training to those employees who need to use PPE on how to put it on, use/wear it and take it off correctly, including in the context of their current and potential duties. Training

material should be easy to understand and available to all employees in the appropriate language and at the required literacy level.

- 10.4.6 OHS personnel should visit the National Institute for Communicable Diseases website regularly for updates about recommended PPE.

10.5 Measures in respect of workplaces to which the public have access

10.5.1 The purpose of the measures contained in this paragraph is to protect employees 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 employees or other persons present in such workplace.

10.5.2 Depending on what is reasonably practicable given the nature of the workplace, every manager must–

10.5.2.1 arrange the workplace in such a way as to ensure that there is a distance at least one and a half metres between employees and members of the public and between members of the public while they are on the workplace premises;

10.5.2.2 if the distance of one and a half metres is not practicable, install physical barriers or provide employees with face shields;

10.5.2.3 implement measures to screen persons other than the employees entering the workplace for symptoms, as provided for in paragraph 10.1 above;

10.5.2.4 display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace;

10.5.2.5 require members of the public, including suppliers, to wear masks when inside their workplace premises.

10.6 Ventilation

10.6.1 Every manager must–

10.6.1.1 keep the workplace well ventilated by natural or mechanical means to reduce any viral load;

10.6.1.2 where reasonably practicable, ensure that an effective local extraction ventilation system with high-efficiency particulate air filters is in place, which is regularly cleaned and maintained and equipped with vents that do not feed back in through open windows;

10.6.1.3 ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person;

10.6.1.4 ensure that air-conditioning systems in the workplace are disinfected at least once a month.

10.7 Good hygiene in the workplace

10.7.1 All employees and clients are encouraged to sneeze and cough into their bent elbows.

10.7.2 The employer shall make tissues readily available and encourage employees to cough/sneeze into these.

10.7.3 The employer shall make sure that closed bins are available for safe disposal, specifically for the disposal of biological waste.

- 10.7.4 Physical contact between employees in the workplace is prohibited, including handshaking, hugging and any other form of physical interaction.

10.8 Meetings and events

- 10.8.1 Before the meeting, the manager shall consider the following:

- 10.8.1.1 Whether a face-to-face meeting is necessary, or whether it can be replaced with a teleconference or internet-based meeting;
- 10.8.1.2 Whether the invited employees are all essential to the meeting;
- 10.8.1.3 Pre-ordering supplies such as tissues and hand-sanitiser for all participants;
- 10.8.1.4 Obtaining the contact details of all parties (participants, caterers, etc.);
- 10.8.1.5 Informing and communicating clearly to employees that their details would be shared with local authorities should any parties show symptoms and where the need for sharing such details arises;
- 10.8.1.6 Prior to the scheduled commencement of the meeting, ensuring that all parties to the meeting are aware of the 'no handshake' and physical contact policy.

- 10.8.2 During the meeting:

- 10.8.2.1 Ensure that participants are seated at least 1,5 metres apart and/or secure an open seat between them;
- 10.8.2.2 Provide tissues and a closed bin should any participants need to cough or sneeze;
- 10.8.2.3 If possible, open windows and doors;
- 10.8.2.4 Do not share any stationery if not necessary, including pens and paperwork;
- 10.8.2.5 Where possible, restrict the number of participants to 4 persons, depending on the size of the room and applicable social-distancing measures.

- 10.8.3 After the meeting, should the need arise, store the names and contact details of all participants for at least one month for record purposes and in the event that public health officials need to contact participants if one participant develops symptoms.

10.9 Kitchens and bathroom facilities

- 10.9.1 No employee may touch or wash another employee's cutlery, crockery and containers;
- 10.9.2 Where possible, make use of disposable cups and other utensils;
- 10.9.3 No person may share food or drink from the same container;
- 10.9.4 Kitchen and bathroom surfaces must be sanitised and disinfected regularly (at least 3 times per day) and after use;
- 10.9.5 Toilets should be sanitised prior to and after being used and every employee must wash their hands thoroughly afterwards.

10.10 Travel controls

- 10.10.1 All long-distance work trips and group events (both domestic and international) shall be cancelled/postponed until further notice.
- 10.10.2 In-person meetings should be conducted virtually where possible, especially with non-company parties (e.g. client consultation, onsite visits).
- 10.10.3 If an employee normally uses public transportation to commute to the office and does not have other alternatives, the employee can be requested to work from home as a precautionary measure or be requested to present him/her for regular screening/testing.
- 10.10.4 If an employee plans to travel voluntarily to a high-risk Covid-19 country, the measures mentioned in paragraph 8.1.3 above shall apply. The employee shall refrain from coming into physical contact with any co-employee during this time.
- 10.10.5 When travelling in a vehicle, the employee must ensure that all surfaces touched are sanitised prior to the travel and regularly during the trip.
- 10.10.6 Employees permitted to travel during working hours may not stop anywhere other than at the location agreed upon with the employer. This includes stopping at a garage to refuel or shop for essentials.

11. SELF-ISOLATION

- 11.1 Should an employee reasonably suspect that he/she had contracted a contagious illness or disease or displays symptoms relating to a known contagious illness or disease, he/she must subject him/herself to self-isolation in accordance with the company policy, contract of employment or BCEA and, upon arrival back at work, provide the employer with a valid medical certificate declaring that they are fit.
- 11.2 In the event that an employee has to be subjected to a period of self-isolation, the employee shall be remunerated via the UIF and/or TERS benefit system which the employer shall apply for on behalf of the employee.
- 11.3 In the event that the employee is subjected to a period of self-isolation for less than 14 days, the employer and employee shall both be required to compile a written letter confirming that the employee is under self-isolation.
- 11.4 In the event that the employee is subjected to a period of self-isolation for a period beyond 14 days, the employee shall need to provide a valid medical note and/or certificate issued by a medical practitioner to confirm that the employee is self-isolating for a period beyond 14 days.

12. EARLY DETECTION

- 12.1 During periods of high contagion, employees shall report daily to their managers should they display any of the following symptoms:
 - 12.1.1 Most common symptoms include a fever, DRY cough, fatigue and shortness of breath;
 - 12.1.2 Other symptoms may be a sore throat, headache, runny or stuffy nose, diarrhoea and body aches;

- 12.1.3 It is advisable to keep records for evaluation purposes in case there are changes in the employee's health during the course of the pandemic;
- 12.1.4 The employer may at any time require an employee to be tested if an infection is suspected.
- 12.2 When reporting any of these symptoms, the employee should call his/her General Practitioner to discuss the symptoms and verify whether the employee might need to go for the necessary tests.
- 12.3 Additional measures may include daily thermometer readings prior to commencement of work to confirm that the employee does not have a fever.
- 12.4 Should the employee have health problems the required tests include full chest x-rays or CT-scans.

13. OCCUPATIONALLY ACQUIRED TRANSMISSIBLE / CONTAGIOUS / COMMUNICABLE DISEASES

- 13.1 Where an employee suspects that he/she has contracted a disease, as outlined in this policy, at work or during the course of performing his/her duties, the employee must immediately report it to his/her manager, who in turn shall report it to the **HR manager**.
- 13.2 The employee must then go for the relevant test and self-quarantine until the results are made available.
- 13.3 Should the employee test negative, he/she shall be liable for the cost of the tests and shall reimburse the employer as per agreement.
- 13.4 Should the employee test positive, the following documents must be completed and submitted to the Workmen's Compensation Commission:
- 13.4.1 A full medical questionnaire must be completed by the employer identifying all persons who might have been in contact with the employee;
- 13.4.2 A full medical report clearly identifying all symptoms of the employee, full medical history of the employee, laboratory results, chest x-rays and any other information provided by the Medical Professionals;
- 13.4.3 All relevant forms as per COIDA – WC.I. 1, WC.I. 14, WC.I. 22, WC.I. 26, WC.I. 110.
- 13.5 Each case shall be individually assessed by the Workmen's Compensation Commission and payment shall be made solely at the discretion of the Compensation Commission.
- 13.6 For purposes of Covid-19, payment shall only cover medical costs and shall be limited to 30 days from date of diagnosis.

14. EMPLOYEES WORKING FROM HOME

- 14.1 During periods of high contagion, as many employees as practically possible will be required to work from home.
- 14.2 Employees aged 60 years and older and those with underlying illnesses who are susceptible to contagion and aggravation of illness, are required at the employer's discretion to work from home as far as possible. The employer will exercise such a discretion by taking into consideration the provisions of section 6 of the Employment Equity Act, the ability of the employee to work from home and the operational requirements of the employer's business.
- 14.3 The provisions of this policy shall apply to all employees working from home insofar as they can be made applicable to such employees.

- 14.4 The *Employee Remote Working Policy* shall apply in greater detail to such employees.
- 14.5 Employees working from home, should observe all the provisions of this policy when visiting the premises of clients and shall at all times wear a mask and sanitise their hands when entering and leaving the premises of clients.
- 14.6 The employer shall provide employees who work from home and who are required to visit the premises of clients with the required hand-sanitiser.

15. CONFIDENTIALITY

- 15.1 Any disclosures made by an employee to the employer shall be treated with the utmost confidentiality and such information may not be disclosed to others without the employee's express written consent. This is to protect the dignity and ensure the fair treatment of employees who contracted or are suffering from a transmissible, contagious or communicable disease.
- 15.2 If any medical testing is conducted by the employer or designated manager, the record thereof and/or information in this regard shall remain confidential.

16. DISCIPLINARY MEASURES

- 16.1 Non-compliance with this company policy by an employee shall be regarded as a serious occupational health and safety offence and misconduct, which may result in the employer taking appropriate disciplinary action against said employee in accordance with the Company Disciplinary Code.
- 16.2 Non-compliance with the health and safety measures or failure to obey lawful instructions, e.g. an employee who knows that he/she is suffering from or had contracted a transmissible, contagious or communicable disease and who disobeys reasonable lawful instructions in this regard, shall be treated as misconduct and result in appropriate disciplinary action.

17. MONITORING AND SUPERVISION

Management and co-ordination

The **HR Manager** will be the national co-ordinator in respect of Covid-19 compliance. Each branch must also nominate a Covid-19 Representative and Co-representative. If a branch occupies more than one office block (building), each building must nominate a Covid-19 Representative and Co-representative. The names of these Representatives must be forwarded to the **HR Manager**. It is suggested that, from a practical point a view, responsible persons at Reception be nominated as Covid-19 Representatives as they will be in the forefront of the various day-to-day Covid-19 compliance and screening activities. Information of a procedural and incidental nature will be communicated to the respective Covid-19 Representatives directly. Significant matters relating to Covid-19 compliance will, however, still be communicated to all managers. Covid-19 Representatives should obviously be a responsible person who works from the office and is present in the office at all times. These Representatives will receive additional specialist training in respect of their tasks in screening persons. All staff are welcome to raise any concerns to a Covid-19 Representative or the National Covid-19 Co-ordinator.

18. TIME FRAME

This policy becomes effective on **1 May 2020** and shall remain in effect until the policy has been reviewed, amended or replaced by the company.

The employer shall monitor, review and amend this policy from time to time to ensure that the policy remains relevant and effective and for the business and employees to operate effectively.

19. APPROVAL OF POLICY

NAME OF DIRECTOR

CHABO & JOUBERT AIRCONDITIONING (PTY) LTD

DATE