

COVID-READY WORKPLACE PLAN

OF

CHABO & JOUBERT AIRCONDITIONING (PTY) LTD

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1. INTERPRETATION AND DEFINITIONS

The following definitions and interpretations are used in the Covid-ready Workplace plan:

“Covid-19” means the Novel Coronavirus (2019- nCov2), an infectious disease caused by a virus not previously scientifically identified in humans, which emerged during 2019 and was declared a global pandemic by the World Health Organization (WHO) in 2020;

“directive” means a directive 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;

“Disaster Management Act” means the Disaster Management Act, 2002 (Act No. 57 of 2002);

“entity” means the institution or business enterprise mentioned on page 1 of this plan;

“OHSA” means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

“virus” means the SARS-CoV-2 virus;

“employee” means any person who works in an employer’s workplace, including an employee of the employer or contractor, a self-employed person or volunteer;

“workplace” means any premises or place where a person performs work;

“isolation” means separating a sick individual with a contagious disease from healthy individuals who are not infected with such disease in a manner that aims to prevent the spreading of infection or contamination.

2. LEGISLATION APPLICABLE

- 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.

3. OBJECTIVE

On 17 March 2020, the Department of Employment and Labour issued guidelines for employers to deal with Covid-19 at workplaces. The Department of Employment and Labour appealed to employers to use the provisions 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.

During the period since the guidelines were issued, a clearer picture has emerged about Covid-19 and the nature of the hazard and risk in the workplace, as well as the precautions that should be taken to minimise the risk. The purpose of these directives 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.

The directive seeks 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.

The OHSA, read with its regulations and incorporated standards, requires the employer to provide and maintain, as far as 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.

The OHSA further requires employers to ensure, as far as reasonably practicable, that no 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 exposed to risks 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.

For purposes of OHSA in the workplaces to which this Directive applies, the identifiable hazard relating to Covid-19 that workers face is the transmission of the virus by an infected person to workers in the workplace. In workplaces to which the public have 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.

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. The object of conducting or updating a risk assessment in respect of Covid-19 is to focus specifically on Covid-19 and adapt the measures required by this Directive to specific working environments, taking into account the Risk Assessment Guides published online by the National Department of Health.

The purpose of this plan is to ensure that the workplace complies fully with the statutory requirements before commencement of business.

4. RESUMPTION OF DUTIES

The entity will remain open during the COVID-19 Lockdown as an Essential Service.

The entity falls under two sub-categories, namely _____, under the overarching category of _____ - and is allowed to return to continue work subject to the following strict conditions:

- Maintaining social distancing;
- Adopting a work-from-home policy as far as possible;
- Allowing workers above the age of 60 to work from home;
- Adopting and implementing workplace protocols to ensure disease surveillance;
- Disabling all contact-type biometric identification systems;
- Performing a Covid-19 risk assessment;
- Conducting worker education;

- Identification and protection of vulnerable employees;
- Ensuring safe transportation of employees;
- Screening of employees entering the workplace;
- Preventing viral spread in the workplace;
- Ensuring that hand-sanitisers and face masks are used;
- Cleaning of surfaces and shared equipment;
- Good ventilation;
- Monitoring systems to be put in place to ensure compliance with safety protocols and to identify infections among employees.

5. PHASED RETURN TO WORK TIMETABLE

Our aim is to allow as **many staff** as possible to work from home. In addition to staff aged 60 years and older, we envisage that all service delivery staff and **almost all support staff (finance, admin, etc.)** will work from home. Only the following staff are eligible to work from the office:

- **HVAC Technicians and Workshop Personnel**
- **Managers of all departments;**
- **Personal assistants of managers;**
- **Staff who are unable to work effectively from home;**
- **Reception staff.**

6. STEPS TAKEN TO ENSURE WORKPLACE IS COVID-19 READY

A Covid-19 Compliance checklist was distributed to all managers who need to ensure that their respective offices (workplaces) are Covid-19 ready. The checklist covers the following areas:

1. Distribution of Employee Remote Working Policy;
2. Distribution of Covid-19 and other transmissible / contagious / communicable diseases workplace policy;
3. Distribution of Coronavirus General Information'
4. Education of staff conducted;
5. Occupational Health and Safety assessment conducted;
6. Covid-19 representative appointed;
7. Hand-sanitisers available;
8. Masks available;
9. Physical Biometric System deactivated;
10. Cleaning of door handles, staircases, rails and generally used items;
11. Sanitising of air-conditioning systems;
12. Implementation of hand-screening device measures;
13. Implementation of Covid-19 Daily Screening Report.

All branches with multiple divisions and managers must meet at their respective offices on **Friday, 01 May 2020** to assess the present state of the workplace and workplace compliance and to allocate responsibilities to ensure that the above measures are implemented and the necessary steps are taken **prior** to certain staff reporting for work at the offices on **Monday, 04 May 2020**. Managers must reach consensus on which staff will be eligible to work from the offices; who should work from home; and the position of cleaning staff. Managers must then on **Friday, 01 May 2020** communicate to their respective staff members who would be eligible to report for duty at the offices on **Monday, 04 May 2020** and the requirements that must be met (for instance, the wearing of masks) to report for duty at the offices. Staff who are eligible to work from the office but are Covid-19 symptomatic or suspected of being symptomatic must not be allowed to report for duty at the office. Such staff members must work from home until they are cleared by a medical practitioner to report for duty. If a symptomatic employee who is eligible to work from the office but is refused entry to the workplace, cannot perform any work from home, such employee must be placed on sick leave. The number of staff working from home and working from the office, respectively, must be reported to the **HR Manager** on **Monday, 04 May 2020** by each manager or the designated Covid-19 Representative.

The policy documents mentioned above will be circulated to all staff and all other measures will be implemented. A **Covid-19 Compliance Checklist** is distributed which each manager / Covid-19 Representative must complete, sign and forward to the **HR Manager** before **Friday, 08 May 2020**.

We will have to get feedback on a monthly basis from the Covid-19 Representatives to ensure continued compliance. Details in this regard will be communicated to Covid-19 Representatives during the course of **May 2020**.

7. EMPLOYEE LIST

- 7.1 Employees eligible to work from home as per Annexure A.
- 7.2 Employees above the age of 60 as per Annexure B.
- 7.3 Staff with comorbidities as per Annexure C.

Totals of employees:

Categories	Employee Count
Employees eligible to work from home	
Employees above the age of 60	
Staff with comorbidities	

8. ARRANGEMENTS FOR STAFF

8.1 Sanitary and social-distancing measures

All staff must adhere to the 1,5-metre social-distancing regulation and desks must be moved to allow for social distancing between employees. If it is not practicable to arrange workstations to be spaced at least 1,5 metres apart, the manager shall arrange for partitions to be erected between workstations to form a solid physical barrier between employees while they are working. Hand-sanitisers will be made available at the screening stations and in the workplace. People are encouraged to wash their hands often with soap and running water. Only paper towels may be used in bathrooms.

8.2 Screening and monitoring

We have selected the most practical and cost-effective infrared thermometers and distributed them to the various offices. These are hand-operated devices which remotely measure the temperature of those examined. Each employee reporting for duty will have to be screened, as well as all other persons entering our offices. The most practical arrangement would be for Reception Staff to screen all staff reporting for duty, as well as visitors entering buildings. As part of the screening process, the Covid-19 regulations also require that staff and visitors be examined for obvious or visible symptoms of Covid-19 infection. For this purpose, the **Covid-19 Daily Screening Report** (attached as Annexure D) must be completed in respect of every person screened daily. These forms must also be completed by the Reception Staff / Covid-19 Representative and kept in a file to be available in the event of an inspection.

8.3 Policy and other compliance documents

We have developed an **Employee Remote Working Policy** and a **Covid-19 and other transmissible / contagious / communicable diseases workplace policy** which will be forwarded **in the second week of May** to all managers for circulation to staff. We will also conduct an Occupational Health and Safety Act and Regulation assessment of all offices. This will be done by **our OHS department**.

8.4 Education of staff

We will also be drafting an information document to educate staff about Covid-19 in general. We are in the process of developing an online or webinar type of training course / information session which will further enlighten staff and create awareness of Covid-19.

8.5 Working from home

Our aim is to allow as **many staff** as possible to work from home. In addition to staff aged 60 years and older, we envisage that all service delivery staff and **almost all support staff (finance, admin, etc.)** will work from home.

8.6 Cleaning staff

Cleaning staff should as far as possible not be allowed to return to work. If it is not possible for the few staff members working from the office to clean their own offices and the common areas, cleaning staff may be required to come into the office for not more than one day per week. If an office has more than one cleaner, the cleaners can be rotated. The salaries of cleaning staff who do not come into the office or who work only one day per week due to the lockdown measures will not be affected.

8.7 Managers

The position of managers will be assessed after week one. Some managers may also be allowed to work full time or partially from home. The situation in respect of managers will be assessed on an individual basis depending on the requirements of each department.

8.8 Workplace protocols

The **Covid-19 and other transmissible / contagious / communicable diseases workplace policy** to be circulated **in the second week of May** will address the required workplace protocols in detail. These protocols can be summarised as follows:

- Availability of **hand-sanitisers** and masks;
- **Early detection** of ill or potential Covid-19-infected employees;
- Social distancing of **at least 1,5 metres**;
- Managers must ensure that **all physical contact biometric systems** are deactivated;
- Ensure that all **public or general areas** prone to physical contact, such as door handles, staircase railings, rails, etc. are cleaned;
- Good **ventilation**.

8.9 Masks

Staff eligible to work from the office will be required to wear **masks**. Masks will be distributed to all offices **in the second week of May 2020**. In the meantime, staff must acquire their own masks. Any visitor to the office should also wear a mask at all times.

8.10 Ventilation

In respect of **good ventilation**, the WHO has confirmed that micro-droplets of Covid-19 can be circulated and spread by air-conditioning systems. Sterilisation of air-conditioning units should be conducted once a month and a certificate obtained from the service provider confirming sterilisation of units. Such certificates will form part of our Covid-19 compliance documents that are required to be presented in the event of an inspection.

8.11 Training

No **face-to-face training** will take place in any of our training facilities for the time being.

8.12 Management and co-ordination

The **HR Manager** will be the national co-ordinator in respect of our Covid-19 compliance. Each branch must also nominate a Covid-19 Representative. If a branch occupies more than one office block (building), each building must nominate a Covid-19 Representative. The names of these Representatives must be forwarded to the **HR Manager** on **Monday, 04 May 2020**. It is suggested that, from a practical point a view, a responsible person at Reception be nominated as Covid-19 Representative 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. Matters of significance relating to Covid-19 compliance will, however, still be communicated to all managers. A Covid-19 Representative should obviously be a responsible person who works from the office and is

at all times present in the office. Employees can raise concerns relating Covid-19 with the Covid-19 Representatives or the Covid-19 National Co-ordinator.

It is envisaged that Covid-19 compliance will be required for at least 18 months. The importance of compliance with the Covid-19 requirements and the measures delineated above by each branch and employee cannot be overemphasised. It is therefore imperative that all managers take ownership of compliance within their divisions. Managers should not hesitate to embark on misconduct and disciplinary measures in the event of errant employees.

NAME OF DIRECTOR

DATE

CHABO & JOUBERT AIRCONDITIONING (PTY) LTD

9. TIMELINE COMPLIANCE MATRIX

Action	Responsible	Timeline
1. Distribution of Employee Remote Working Policy	All Managers	11 May 2020
2. Distribution of Covid-19 and other transmissible / contagious / communicable diseases workplace policy	All Managers	11 May 2020
3. Distribution of Coronavirus General information document	All Managers	11 May 2020
4. Education of staff conducted	All staff	11 May 2020 (or before returning to the workplace)
5. Occupational Health and Safety assessment conducted	OHS Department	12 May 2020
6. Covid-19 Representative appointed	All buildings and branches	12 May 2020
7. Hand-sanitisers available	Logistics Manager	11 May 2020
8. Masks available	All Managers	11 May 2020
9. Physical Biometric Systems deactivated	IT	-
10. Cleaning of door handles, staircases, rails and generally used items	Appointed staff	Ongoing
11. Sanitising of air-conditioning systems	All Managers	13 May 2020
12. Implementation of hand-screening device measures	HR Manager	11 May 2020
13. Implementation of Covid-19 Daily Screening Reports	Covid-19 Representatives	11 May 2020

Annexure D

Covid-19 Compliance Checklist

(Mark with an X)

	YES	NO
1. Distribution of Employee Remote Working Policy		
2. Distribution of Covid-19 and other transmissible / contagious / communicable diseases workplace policy		
3. Distribution of Coronavirus General information document		
4. Education of staff conducted		
5. Occupational Health and Safety assessment conducted		
6. Covid-19 Representative appointed		
7. Hand-sanitisers available		
8. Masks available		
9. Physical Biometric Systems deactivated		
10. Cleaning of door handles, staircases, rails and generally used items		
11. Sanitising of air-conditioning systems		
12. Implementation of hand-screening device measures		
13. Implementation of Covid-19 Daily Screening Reports		

Signature of Manager / Covid-19 Representative: _____

Name of Manager / Covid-19 Representative: _____

Date: _____