

To: ED staff
From: Head of ED/ SED
Subject: COVID-19 measures ED/SED offices
Date: May 2020

Background

South Africa has spent 5 weeks in a national lock down to flatten and delay the uncontrolled COVID-19 curve of infection rates. As a country, although the nationwide lockdown at restriction level 5 may be lifted, there are restrictions to be taken into consideration and implemented within the business and operations with the aim to prevent and minimise the transmission of the Coronavirus. The country has implemented a risk adjusted approach to manage the transmission of the COVID-19 risk and as such, we will implement the guidelines of the risk adjusted approach and apply a risk-based approach to making decisions valid to our business. This will become the new normal for the foreseeable 6-8 months.

In addition to the risk adjusted approach, the Departments of Health, Labour and Employment have released several guidance documents and updated regulations with relation to the Disaster Management Act 57/2002, including the COVID_19 Occupational Health and Safety Measures in Workplaces 2020 (Gazette no. 43257)

A full, detailed plan containing the Occupational Health and Safety measures are available for your perusal in this link. In terms of the released Gazette No. 43257, Section 16.6, the appointed COVID-19 Compliance Officer is Liesl Esau and should you have an enquiry, please direct your questions to Liesl Esau.

1. Application

This protocol applies to: -

- ED/SED activities and events
- ED staff;
- Visitors
- Contractors/ Consultants to conduct work in the ED/SED projects.

2. Reference Documents available on request: -

Visitors Questionnaire

Community member questionnaire

Staff Daily Health Status Monitoring log

Temperature screening protocol
COVID-19 Risk assessment tool for activities
Staff PPE register
Security Risk Assessments

3. COVID-19 Risk Assessment for prior to any work/ activities/ travel

- The form to detail work activities and its risk assessment must be completed for each work-related activity including visiting stakeholders, traveling to out of office locations for staff and contractors/ consultants conducting work. This form will document the reasons for the work, the motivation for the work, scope of the work and a risk assessment. Approval for the work to commence must be granted before the work/ trip commences.
- The approved work activities documentation must accompany any travel requests.
- Any maintenance work that may need to take place in the office will follow the same process by completing the work activities documentation.
- A COVID-19 staff risk profile has been created for each individual and therefore it is vital that any changes in a staff member's personal health status be declared to the COVID-19 Compliance officer, Line Manager or HR.
- The Security Risk Assessment will be updated for each ED location.

4. In-Office mitigations – ED Project Office

- Working from home is the first option.
- Please gain approval from your line manager prior to entering the office.
- Before you enter the office, please complete the self-declaration questions at entry to the office and document your responses on the self-monitoring forms.
- If you feel unwell remain at home.
- The office will be open from 8am-3pm.
- Hand sanitisers will be made available at entrances to the office.
- Temperature screening will be required for all persons entering the office.
- A regular cleaning programme to sanitise common touched areas e.g. door handles, toilet buttons and commonly used handles, printers etc
- Waste boxes/ packets will be made available for the safe disposal of masks and gloves.
- When walking in any open and public area around the building, a face mask is to be worn.

- Please adhere to the COVID-19 signage in the building, if any.
- Should you feel unwell with COVID-19 symptoms during the course of the day notify your line manager and the COVID-19 Compliance officer and return home immediately.
- Any maintenance/ construction work that occurs in the office space will be subject to Risk Assessments and Methods statements will take into consideration COVID-19 mitigations.
- A COVID-19 staff risk profile have been developed and any health status change needs to be notified to the COVID-19 Compliance office immediately.
- A risk assessment will be used to ascertain all activities and all business travel by the H&S team and approval granted by the Line manager for activity to proceed.
- At points where there is heavy foot traffic e.g. reception, a Perspex screen should be placed up or the Project officer to wear a face shield.
- It will be recommended that staff wear a 3 layered cloth face masks when having a face to face conversation or during meetings. When working at the desk a face mask is not required but social distancing should remain in place.
- Any person passing an open-plan desk should keep at least 1.5m away from the desks.
- All persons to take care and use best personal hygiene practices – including no shaking of hands, use of sanitizer and soap and water. Sites to ensure tissues and sanitizers are available for staff and visitors.
- Cleaning and sanitising should take place twice a day at your desk.
- Office cleaning and sanitizing will take place twice per day at 8am and again at 4pm.
- In adhering to the curfew of 8pm-5am, staff are not to be in office or traveling to the office or from the office during these times.
- Avoid exchanging items (where possible) e.g. pens, books, laptops and other objects within the workspace.
- No visitors to the office are allowed but in the exceptional times when a visitor is allowed (subject to a risk assessment – point 3 above) the visitor shall complete the visitor's questionnaire at least 2 days before arriving on sites.
- Visitors wishing to enter the offices need to queue outside the office with a social distance of greater than 1.5m apart. Prior to entering the project office, the visitor must complete the visitor's questionnaire.
- Visitors to the project office in the community must be prescheduled (where possible) to ensure one visitor in the office at any given time. All visitors must adhere to the COVID-19 protocol of wearing masks.

- All face-to-face meetings are to be kept at minimum or via Teams. If face-to-face business critical meetings need to take place, ensure only the critical people are present and have completed the questionnaire. Keep meetings short and ensure at least a 1.5-2m distance is kept between people.
- Where meetings are not essential and do not need to be face-to-face, consider postponement.
- No international visitors are allowed on site.
- No gathering of more than 5 people and social distancing must be adhered to with use of masks.
- Non-essential domestic travelling is prohibited, and essential domestic travel between districts will be subject to a COVID-19 risk assessment and requires the approval of Hein Reyneke and Line Managers approval.
- Temperature screening at office entry is applied to all persons who enter the office. (if thermometer is available)
- Staff entering the office are to complete the daily screening questions at entry and complete the daily monitoring form.
- Community based employees to use community specific security risk assessment and protocol at the homes and in the site office.
- Minimize the use of commonly used kitchen equipment and utensils. Preferable bring own cutlery and crockery for use in the kitchen. Sanitise as you go.
- Community member project office visitor questionnaire and protocol to be put onto the Wind Farm website and Facebook page.

5. External office guidelines

- Applies to parking areas and waiting areas outside of the project office.
- A register to be put outside the project office for community members to sign in.
- A queue outside of the office must have markings to indicate where persons must stand to ensure social distancing of minimum 1.5m between people.
- Posters on COVID-19 transmission and social distancing must be placed outside the project office next to the location of queue so that public understands the reasons for the social distance spacing.
- All persons in the queue must wear a mask and at entry into the project office must sanitiser their hands prior to entry.
- Sanitiser twice daily door handles and other commonly touched areas.
- Wherever possible attempt to push the door open with an arm instead of a hand.

- Ensure that you sanitise and wash hands when leaving the building

6. Community projects

- All service providers of community projects must complete the travel log and activities Risk Assessment
- Service providers or their staff not based in the community must report at the project office before visiting the specific community project. Project office staff must ensure that the travel log have been completed by these service providers prior them visiting the project office and on verification of the cleared staff the service provider can be allowed to visit the specific community project beneficiaries.
- Community Project based staff must put up posters in public areas in alignment to discussions with the local DMC, i.e. library, hospitals, project office, ECD centres, South African Police stations, etc.
- Project officers must continue to work with the town's disaster management committee and how to best integrate or support that town committee.
- ED managers and project officers continue to work with the Provincial Department of Health relevant to the specific community requires assistance.
- Contractors and service providers working on the ED/SED projects should supply H&S plans and RAMS documentation that include COVID-19 mitigations.
- All construction related work is to follow the COVID-19 guidelines as stipulated in the Construction COVID-19 mitigation plan and the Risk Assessment performed by the ED Project Implementation officer.
- Service providers providing service to ECD centres and schools must adhered to any additional requirements from Department of Basic Education.
- Aftercare centres supported by SPV must provide RAMS and H&S plans and adhere to Childcare guideline.