

COVID-19 POLICY TO PREVENT, CONTAIN AND MANAGE THE RISK

1. Preamble, purpose and rationale

The COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS) regulations (Department of Employment and Labour) informs the content of this policy. The rationale for this policy is to prevent, contain and manage the risk of COVID-19 infections at Cotlands.

2. Scope

The policy applies to all Cotlands employees, full time and part-time. This policy should be read in conjunction with the Measures to Prevent and Combat the Spread of COVID-19: Phased Return of Children to Early Childhood Development Programmes and Partial Care Facilities (Government Gazette No 43520, 10 July 2020) which outline the protocols relating to the children attending our early learning playgroup and toy library programmes.

3. Relevant legislation

Occupational Health and Safety Act 85 of 1993.

Basic Conditions of Employment Act 75 of 1997.

Disaster Management Act 57 of 2002.

Measures to Prevent and Combat the Spread of COVID-19: Phased Return of Children to Early Childhood Development Programmes and Partial Care Facilities (Government Gazette No 43520, 10 July 2020)

4. Introduction

The purpose of this policy is to stipulate measures that must be taken by Cotlands employees to protect the health and safety of co-workers, members of the public who enter our office or beneficiaries participating in our programmes. The measures taken by Cotlands is informed by the Occupational Health and Safety Act (OHSA) and 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 Cotlands to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees and to take such steps as may be reasonably practicable to eliminate or mitigate the hazard or potential hazard. COVID-19 is hazardous to employees, visitors and beneficiaries because the virus can be transmitted by an infected person in the workplace. This policy is aimed at preventing the transmission of infection and provides guidance to employees in the event of contracting COVID-19.

In short, this policy requests employees to remain at home if they feel ill and to seek medical advice or be tested for COVID-19. Also, the policy aims to provide guidance to ensure the safety of all and to create a non-discriminatory environment where all employees feel protected and safe.

5. How is COVID-19 spread?

The spread of COVID-19 is most likely to happen when there is close contact (1,5m or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes containing the virus are the main means of transmission. It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

6. Risk assessment

A detailed COVID-19 risk assessment was undertaken and the findings informed the content of this policy. Refer to the Addendum B.

7. Work at the Head office building

- 7.1 Access to and working in the office requires approval from the CEO.
- 7.2 If approval is granted, the employee is to notify the facilities manager by 13:00 the previous day.
- 7.3 The facilities manager will complete a daily office occupancy schedule for record purposes.
- 7.4 The maximum number of employees permitted in the office, including ground and first floor, at any given time is 39.

8. Personal hygiene in the workplace

- 8.1 Employees are encouraged to wash their hands using water and soap.
 - 8.1.1 Regular washing of hands with water and soap is required.
 - 8.1.2 Wet hands with clean running water.
 - 8.1.3 Lather soap on hands, including under nails, between fingers and the backs of hands.
 - 8.1.4 Wash for at least 20 seconds.
 - 8.1.5 Rinse hands.
 - 8.1.6 Dry hands with paper towel and discard after use.
- 8.2 Use a tissue or a bent elbow when you have to sneeze or cough and immediately dispose of the used tissue and wash your hands thereafter for 20 seconds.
- 8.3 Refrain from touching your eyes, nose and mouth.
- 8.4 Keep a clean and sanitary work environment by wiping your workstation, laptop keypad, screen, desk phone, cellular phone and desktop with a disinfectant solution at regular intervals during the day.
- 8.5 Avoid sharing files, stationery and equipment such as staplers, scissors, pens etc.

9. Social distancing

- 9.1 Social distancing of at least 1 ½ metres is required at all times.
- 9.2 Do not shake hands or share hugs.
- 9.3 Every second workstation is available for use.
- 9.4 In meeting rooms, every second chair is to be occupied.
- 9.5 A restricted number of people is permitted per space as outlined in Addendum A. A maximum of 11 people are permitted on the ground floor and a maximum of 28 are permitted on the first floor. No more than 39 people may occupy the building at any given time.

10. Wearing facemasks

- 10.1 Facemasks must cover the employee's nose and mouth.
- 10.2 Facemasks may not be shared.
- 10.3 Cloth facemasks must be washed daily, using detergent at a high temperature.
- 10.4 Facemasks must be worn in all public spaces, including Cotlands buildings.
- 10.5 Disposable facemasks are to be safely discarded after daily use.
- 10.6 When wearing facemasks the following guidelines should be adhered to:
 - 10.6.1 Clean hands properly before putting the facemask on or taking it off.
 - 10.6.2 A facemask should fit properly, completely covering the face from bridge of nose to chin.
 - 10.6.3 Only touch the cord or elastic at the back of the facemask when removing it, not the front.

11. Food and beverages

- 11.1 Sharing food and beverages is not permitted.
- 11.2 Food and beverages may only be consumed in designated areas.
- 11.3 Preparing beverages or food on behalf of colleagues is not permitted.

12. Symptom screening

- 12.1 Screen all employees to ascertain whether they have any observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing), body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness upon arrival at work. Disclosure is to be recorded.
- 12.2 Temperature screening and recording thereof will take place.
 - 12.2.1 Employees' temperatures will be screened upon arrival at work using a non-touch infrared thermometer.
 - 12.2.2 The screening register will be completed noting the temperature.
- 12.3 If an employee presents with a body temperature of 38°C or higher they will be isolated. Refer to clause 16 for further procedures.

13. Cleaning and disinfecting the workplace

- 13.1 Designated team members are responsible to clean and sanitise the workplace at the start and end of each day. The cleaning and disinfecting routine includes cleaning high-touch surfaces such as door handles, light switches, hand railings and ablution facilities.
- 13.2 High-touch surfaces and equipment must be wiped down after use by the individual touching the surface or using the equipment, this includes the counter top, coffee/tea/sugar containers, microwave, fridge, water cooler and kettle/urn.
- 13.3 High-touch surfaces, equipment and the general office space is to be cleaned to remove visible dirt, using water and soap/detergent to remove dirt and then be disinfected.
- 13.4 Surfaces, equipment and the general office space is to be wiped down with a freshly prepared solution of bleach or chlorine solution of 10ml bleach to 250ml parts of water.
- 13.5 Sanitiser with an alcohol content of between 70-90% is available so that employees can routinely disinfect their hands.
- 13.6 Spraying disinfectants is not effective to combat COVID-19. Wiping down surfaces, equipment and the office space with a cloth soaked in the disinfectant solution is the most effective way in which to disinfect.
- 13.7 Employees responsible for cleaning and using disinfectants are required to:
 - 13.7.1 Wear a facemask, rubber gloves, waterproof apron and closed shoes.
 - 13.7.2 Avoid combining disinfectants such as bleach and ammonia since it causes respiratory irritation and potentially fatal gases.
 - 13.7.3 Keep employees away from odours by opening windows to ensure good ventilation.
- 13.8 In the event of a confirmed Covid-19 case having been in the building, deep cleaning of the building will take place by an external sanitising contractor.

14. Actions if an employee arrives or presents with symptoms at work

- 14.1 Employees need to do self-screening at home, and must not go to work if they feel ill but should seek medical attention and report their absenteeism to their manager so that the required arrangements can be made.
- 14.2 The employee may not enter the workplace to work.
- 14.3 If the employee is already at work and presents with symptoms during the course of the day, immediately:
 - 14.3.1 Isolate the employee.
 - 14.3.2 The employee is to provide a list of individuals they were in contact with whilst at the office to mitigate the risk of exposure to co-workers.

- 14.3.3 Request the employee to return home and depending on the severity of the symptoms to self-isolate, undergo either medical examination or testing.
 - 14.3.4 Assess the risk of transmission to other employees, disinfect the area and workstation, and refer those workers who may be at risk for temperature screening.
 - 14.3.5 If there is concern about any employee's health in the workplace, Cotlands has the right to require the employee to produce a medical certificate confirming that the employee does not have COVID-19 and is fit for work.
- 14.4 Resumption of work is permitted only if a COVID-19 negative test result is produced.

15. Co-morbidity declaration and consent to work

- 15.1 Employees returning to work, and those who have worked throughout the lockdown, are required to complete the co-morbidity declaration and consent to work document and email it to friedah@cotlands.org.
- 15.2 The information is only being collected to understand the risks that Cotlands would have to plan for and mitigate. All personal information contained herein will be kept confidential, and after 3 months after the Covid-19 risks are no longer considered a societal threat it will be destroyed.
- 15.3 If an employee's health situation change, the form has to be completed and re-submitted to enable Cotlands to support the employee and devise a plan to mitigate the risk to both the employee and the organisation.
- 15.4 The procedure to be followed is outlined below:
- 15.4.1 The nurse receive the forms and identify any individuals with co-morbidity or high risk indicators including age and a high BMI.
 - 15.4.2 The nurse contacts the high-risk individuals and explains the risks associated with returning to work.
 - 15.4.3 The nurse requests the high-risk individual to visit their doctor to discuss the risk and to make an informed decision.
 - 15.4.4 The nurse arranges a meeting with the CEO, HR manager and the manager the employee reports to so that a discussion can take place to determine additional precautionary measures that needs to be put in place.
 - 15.4.5 The nurse discuss the additional precautions with the individual.
- 15.5 Employees with co-morbidities, whether they do or do not return to work, will be required to sign a document stating that:
- 15.5.1 they have been informed about being a higher risks by the Cotlands nurse and that the risks were discussed with the employee
 - 15.5.2 the employee declares and provides proof that a doctor was consulted to discussed the risks of returning to work
 - 15.5.3 the employee understands the reasonable precautions the organisation recommends and/or provides
 - 15.5.4 that Cotlands cannot guarantee that the employee will not contract the Covid-19 virus whilst at the workplace
 - 15.5.5 that it is the employee's responsibility to implement all the precautionary measures whilst at the workplace.
- 15.6 Each employee's situation will be evaluated on a case-by-case basis and Cotlands will implement reasonable measures to support such employees. Any risks faced by an employee will be mitigated without causing undue hardship to the organisation.

16. Guidelines in the event of a reasonable risk to the health of an employee

- 16.1 An employee cannot merely stay at home and refuse to work.
- 16.2 Should an employee feel that there is a reasonable risk to their health, the employee must discuss that with the employer, and the onus is on the employee to demonstrate that the workplace poses a risk and is an unsafe space where transmission of the virus is possible and likely.

16.3 Refusal to report for duty, contrary to the instruction of a superior, amounts to unauthorised absence, which will be dealt with in terms of the Disciplinary Code.

16.4 If there is a confirmed infection in the workplace the employer will communicate the appropriate measures to be taken.

17. Compulsory COVID-19 disclosure

17.1 If an employee has flu-like symptoms, or been in contact with a person with a combination of any of the following symptoms: a runny nose, dry cough, fever, body pain, respiratory problems or immune deficiencies, the employee is obligated to disclose this information.

17.2 Employees have to disclose if they were in contact with a confirmed COVID-19 positive person(s) or a person(s) under investigation for COVID-19, in the last fourteen days. The employee may not enter the workplace and procedures as outlined in par. 16 is to be followed.

17.3 If any employee has a suspicion that a co-employee may be a health risk to Cotlands beneficiaries or his/her co-employees, the employee must inform the employer.

17.4 Should any employee fail to inform the employer of any of these concerns, the employee may face disciplinary action.

18. Leave

18.1 An employee diagnosed with COVID-19 must apply for sick leave from their current available sick leave balance.

18.2 An employee who has immediate family members (living with them) who are diagnosed with COVID-19 can apply for family responsibility leave available from their current available family responsibility leave balance.

18.3 Employees may make use of available annual and/or unpaid leave should their sick and family responsibility leave days be depleted.

18.4 All employees who worked closely with an employee that have been diagnosed with Covid-19 is required to self-quarantine for a period of 10 days to ensure the infection does not spread. If possible employees in self-quarantine will be required to work from home. If that is not possible annual leave, need to be taken. Contact will be maintained with employees in self-quarantine as a means to provide support and to monitor the situation.

18.5 If an employee is tested and diagnosed with COVID-19 they are eligible to 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 the section 27(2) of the Disaster Management Act.

19. Providing emotional support to employees

19.1 It is inevitable that the COVID-19 pandemic will include reactions such as anxiety, distress and depression.

19.2 Employees are encouraged to take care of their emotional wellbeing and the wellness of their colleagues.

19.3 An employee may need help if one or more of the following signs are present:

19.3.1.1 Persistent fear, worry and anxiety.

19.3.1.2 Persistent sadness, hopelessness and other overwhelming emotions.

19.3.1.3 Withdrawal from others.

19.3.1.4 Loss of interest in personal appearance and unusual lack of energy.

19.3.1.5 Expression of rage or anger.

19.3.1.6 Missing work.

19.3.1.7 Use of or increased use of drugs or alcohol.

19.4 Employees in need of support can contact one of the following call centres:

19.4.1 South African depression and Anxiety Group (SADAG): 0800567567 or SMS to 31393

19.4.2 Lifeline Toll Free: 086 132 2322

20. COVID-19 information

Credible sources to obtain evidence based COVID- 19 information includes:

- 20.1 The South African COVID-19 hotline number is 08000 29999.
- 20.2 The WhatsApp support line is 0600 12345.
- 20.3 National Department of Health: <http://www.health.gov.za>
- 20.4 National Institute for Communicable Diseases: <https://www.nicd.ac.za>
- 20.5 National Institute for Occupational Health: <http://www.nioh.ac.za>
- 20.6 World Health Organization: <https://www.who.int>
- 20.7 Department of Basic Education: <https://www.education.gov.za>
- 20.8 National Health Laboratory Service: <https://www.nhls.ac.za>
- 20.9 COVID-19 Online Resource & News Portal: www.sacoronavirus.co.za
- 20.10 NICD Toll-Free Emergency Hotline for COVID-19: 0800 029 999
- 20.11 WhatsApp Support Line for COVID-19: Send HI to 0600 123 456

21. Employee empowerment

- 21.1 Posters promoting precautionary measures are displayed in the workplace to remind employees to stay safe.
- 21.2 Employees will be trained on the content of this policy.
- 21.3 A copy of this policy will be made available to employees on the staff portal on the Cotlands website, and to visitors at reception.

22. Failure to adhere to this policy

- 22.1 All employees are expressly informed that compliance with the provisions of this policy is of paramount importance and failure/refusal to adhere thereto may lead to disciplinary action and possibly dismissal after a fair procedure has been followed by the employer.
- 22.2 It is the employee's duty to familiarise him-/herself with the content of this policy as well as all other policies and rules of Cotlands including the employer's disciplinary code. The employee is advised that failure to do so, will not exonerate him/her from being disciplined on account of a claim of ignorance.
- 22.3 Should any aspect of this or any other policy be unclear, or should an employee have any question(s) relating to this or any other policy/rule in the workplace, such question(s) or clarity must be obtained from the employee's immediate supervisor/line manager, or even the employer directly.
- 22.4 This policy may be amended as more information becomes available.

23. COVID-19 compliance officers

Cotlands COVID-19 compliance officers are Elanie Olivier and Nozizwe Dladla-Qwabe.

Policy Initiation Date: 19 March 2020

Last Reviewed: 19 August 2020

Policy Review Date: 31 August 2020

Manager/Supervisor:

Name: Elanie Olivier

Signature:



Position: National HR manager

Moderator:

Name: Monica Stach

Signature:



Position: Chief executive officer

Office / Location	Number of People
First floor	
Boardroom	5
Kaya meeting room	3
Finance office	3
HR office	2
Open plan space	10
Large table in open plan	2
Maya meeting room	2
CEO office	1
Sub-total	28
Ground floor	
Reception	1
Toy Library	3
Open Plan Office	4
Regional Manager	1
Cleaner/Driver	2
Sub-total	11
Total number of people permitted in the building	39

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?
Spread of COVID 19 - due to contact upon entry to Cotlands Premises and the use of Personal Protective Equipment	<ul style="list-style-type: none"> • Employees • Visitors • Cleaners • Contractors • Suppliers • Drivers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business • Security 	<ul style="list-style-type: none"> • Upon entering Cotlands premises any to person/s must comply with the following: • Temperature screening and basic health screening will take place upon entry. • People a temperature over 38° will not be allowed to enter the building and will be required to isolate and call the COVID 19 Hotline. • Wearing a facemask is compulsory whilst in the building. • Sanitize hands at reception. • Regular washing of hands for 20 seconds. 	Reception will keep record of employees that were found to have excessively high temperature and report to HR.	Facilities Manager/HR
Contamination with touching of your face and other surfaces with unwashed hands	All employees including security Delivery Employees Visitors / Contractors / Service Providers	Hands must be washed regularly with soap or an alcohol based hand sanitizer be used.		HOD
Not enough sanitization or hand washing facilities	<ul style="list-style-type: none"> • Employees • Visitors • Contractors • Cleaners • External Cleaners 	<ul style="list-style-type: none"> • Sanitizers must be available at strategic locations and all workstations. • Frequent refilling of sanitizers to ensure sanitizing of hands is not compromised. • Foam soap must be available at hand washing facilities to ensure stringent hand washing takes place. 		HOD

Cotlands

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?
Contamination in ablution facilities, eating area and frequently used surfaces	<ul style="list-style-type: none"> • Employees • Visitors • Contractors • Cleaners 	<ul style="list-style-type: none"> • Frequent cleaning and disinfecting of eating area and ablution facilities • Administration employees to sanitize workstations regularly. • Disinfect door handles, light switches and handrails frequently. • Cleaners are required to use the required PPE i.e. gloves. 	<ul style="list-style-type: none"> • Management to conduct random checks. • Training of cleaners on correct use, removal and disposal of gloves. • Additional training on the use of cleaning chemicals and disinfectants. 	HOD
<p>Social Distancing Definition:</p> <p>Social distancing is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading a disease.</p>	<ul style="list-style-type: none"> • Office • Warehouse 	<ul style="list-style-type: none"> • Employees will be required to maintain a 1 ½ metre distance in the building. • Facemasks must be worn for throughout the period of being in the building. • Barriers / marking to create physical distance between employees. • Avoid close contact with people who are sick. 	Sanitiser to be available in warehouse. Maximum of 3 people in the warehouse. Must wear facemasks at all times and sanitise before and after working in the warehouse.	HOD
Meetings and Travel	<ul style="list-style-type: none"> • All employees including Management 	<ul style="list-style-type: none"> • Use of virtual communications where possible. • Limited work schedules • Vehicles must be sanitised by drivers before and after use • Must have a sanitiser in vehicle 	Wipe all surfaces with sanitiser,	HOD
Social distancing and gatherings outside of work	<ul style="list-style-type: none"> • All employees • Visitors • Contactors 	<ul style="list-style-type: none"> • Training and information provided to educate employees on maintaining social distancing and avoid social gatherings outside of work. 	Newsletters, leaflets, posters.	HOD

Cotlands

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?
Non-compliance to policies/procedures and the use of PPE	<ul style="list-style-type: none"> All employees Visitors Contractors Suppliers 	<ul style="list-style-type: none"> Employees not using facemasks or PPE issued to them will not be permitted to work and will face disciplinary action. Visitors, contractors and suppliers will not be allowed into the building. 	Regular checks will be conducted to ensure compliance. Failure to comply will result in a Non - Conformance issued to the HOD.	HOD
Cross contamination caused by the sharing of food and use of resources.	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Issue memo to employees on hazards on food sharing. Fridges, microwaves, kettles and urns must be wiped down with disinfectant after every use Employees will be encouraged to bring their own beverages and lunch packs from home. 		HOD
Employees that experience symptoms: cough, fever, sore throat, shortness of breath Employees family members that are sick – COVID 19 Cases	All employees	<p>Employees are required to cough or sneeze with a flexed elbow or a tissue, then throw tissue into a bin. Employees that are sick must stay home.</p> <p>Employees that are exposed to a sick family member must disclose contact when being screened upon arrival.</p>	<p>HR</p> <p>Employees and HR</p>	HOD
Large Number of employees will be scheduled	Employees	<p>Employees must be broken down to reduce the number of employees to minimise contact. Breaks times must be split per department.</p>		HOD
Cotlands vehicles	All employees using Cotlands vehicles	Cotlands vehicles that are used by employees will be sanitised before and after use. All surfaces must be wiped down.		HOD

Cotlands

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by Who?
Lack of knowledge of the Disease	All Employees	Ongoing communication must be provided to all employees Training must be conducted on how to wash hands and the use of sanitizers and PPE. Displaying of signs for sanitation, hygiene and PPE.	Internal communication channels and cascading of messages through line managers, supervisors, team leaders and HR will be carried out regularly to reassure and support employees in a fast-changing situation.	HOD
Inadequate Ventilation	All Employees, Visitors Contractors	Opening of windows to increase ventilation Utilisation of air conditioners and extraction systems.		HOD
Visitors to the building such as drivers, contractors, suppliers or sales representatives	Drivers Contractors Suppliers Sales representatives	Facemasks must be worn at all times. Frequently washing of hands. Use of sanitizers. Upon entry to Cotlands building screening will be conducted.		Reception
Service providers that are require to access the building and Contact with Employees Plumbers, etc.	Visitors / Contractors and Suppliers.	Telecommunications will be used where possible Service providers making delivery will have to undergo screening process at Reception. Service providers will be required to use facemasks and sanitize prior to entering Cotlands premises.		HOD
Employee tests positive for COVID-19	All Employees and Security that came into contact with the infected employee/s.	Close the department / Branch Cotlands must alert the Department of Health (DOH) HR to assist DOH to trace all employees that came into contact. DOH will ensure all employees are screened.		Management

Co-Morbidity Declaration and Consent to work from home

Dear Cotlander,

CO-MORBIDITY DECLARATION AND CONSENT TO WORK FORM

Please complete the form below for Cotlands to be aware of any underlying medical condition you may have which could make you more vulnerable to the COVID-19 virus. Your information will be kept confidential. The information is only being collected to understand the risks that Cotlands would have to plan for and mitigate. All personal information contained herein will be kept for a reasonable timeframe following which the document will be destroyed.

Name and Surname:					
ID number:			Contact number:		
Age:		Height in cm		Weight in kg	

Do you have one or more of the underlying chronic medical conditions?	Yes	No	How do you manage this condition?
1. Chronic lung disease: <ul style="list-style-type: none"> • moderate to severe asthma • chronic obstructive pulmonary disease (COPD), bronchiectasis, • idiopathic pulmonary fibrosis, • active TB and • post-tuberculous lung disease (PTLD) 			
2. Diabetes			
3. Hypertension			
4. Heart conditions: <ul style="list-style-type: none"> • heart failure • coronary artery disease • cardiomyopathies • pulmonary hypertension • congenital heart disease 			
5. Chronic kidney disease			
6. Chronic liver disease including cirrhosis			
7. Immunocompromised as a result of: <ul style="list-style-type: none"> • cancer treatment • bone marrow or organ transplantation • immune deficiencies • HIV or AIDS • prolonged use of corticosteroids and • other immune weakening medications 			
8. Any other medical condition you want to declare?			

I hereby declare that I voluntarily return to work. I undertake to responsibly implement all Covid-19 health and safety measures when I return for duty and I am aware of the fact that Cotlands is taking all reasonable precautions to create a safe and healthy environment.

Signature

Date