**COVID-19 WORKPLACE PLAN**

[Company Logo]

***Note:*** *Work through this Covid-19 Workplace Plan, allocating responsibilities and setting completion dates. Be aware that some tasks are actioned once-off while others need to be performed hourly, daily, etc. The plan should be edited to reflect the specific requirements of the Company and its industry. While every effort has been taken to comply with the latest Government regulations, these change on a frequent basis, and should be referred to for the latest requirements.*

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| **No.** | **ACTION** | **RESP** | **DATE** | **Y/N** | **COMMENT** |
|  | **Administrative Measures** |
|  | Undertake a risk assessment (See Risk Assessment Form – Appendix 1) |  |  |  |  |
|  | Decide on hours of operating, ie start and end times. |  |  |  |  |
|  | Prepare a timetable setting out the phased return to work of employees. |  |  |  |  |
|  | Notify employees of the terms of the Covid-19 Pandemic. (See Script – Appendix 2) |  |  |  |  |
|  | Notify employees that if they are sick or have symptoms associated with COVID-19 that they must not come to work and to take paid sick leave. |  |  |  |  |
|  | Advise all employees over age 60 that they must not come to work, may work from home, or should take paid sick leave, as appropriate. |  |  |  |  |
|  | Advise employees with compromised immune systems (ie due to conditions such as HIV/AIDS, diabetes, heart conditions, etc), that they must not come to work, may work from home, or should take paid sick leave, as appropriate. |  |  |  |  |
|  | Appoint a Compliance Officer to be responsible for the implementation and maintenance of the company’s Covide-19 prevention measures. (See Job Description – Appendix 3) |  |  |  |  |
|  | Provide Covid-19 training courses for employees using posters, leaflets, hand-outs, etc. |  |  |  |  |
|  | Compliance Officer to address employee concerns and to keep them informed of the measures that need to be taken. |  |  |  |  |
|  | Managers, supervisors & team leaders are to monitor that Covid-19 measures are being complied with by the employees for whom they are responsible. (See Supervisor’s Duty Check List – Appendix 4) |  |  |  |  |
|  | Ensure number of workers at any given time are minimised, by: |  |  |  |  |
|  | Rotation system implemented, &/or |  |  |  |  |
|  | Staggered working hours roster implemented, &/or |  |  |  |  |
|  | Shift system implemented, &/or |  |  |  |  |
|  | Remote working system implemented |  |  |  |  |
|  | Identify employees who will work from home |  |  |  |  |
|  | Notify those employees who will work from home. |  |  |  |  |
|  | Implement measures to minimize contact between workers as well as between workers and members of the public, including customers & suppliers. |  |  |  |  |
|  | Hand out a Company Covid-19 leaflet to every worker. (See Leaflet example – Appendix 5) |  |  |  |  |
|  | Put up Covid-19 notices in conspicuous places. (See Notice example – Appendix 6) |  |  |  |  |
|  | If a worker has been diagnosed with COVID-19, inform the Dept of Health. |  |  |  |  |
|  | If a worker has been diagnosed with COVID-19, inform the Dept of Employment & Labour |  |  |  |  |
|  | Submit report to management on results of investigation into the cause of the infection. |  |  |  |  |
|  | Review Risk Assessment to ensure that the necessary controls and PPE requirements are in place. |  |  |  |  |
|  | Compliance Officer to assist Dept of Health, eg with contact-tracing measures. |  |  |  |  |
|  | **Social Distancing Measures** |
|  | Arrange workplace to ensure minimal contact between workers to ensure a minimum of 1½m between workers while they are working, or |  |  |  |  |
|  | Place physical barriers between workstations or erected on workstations to form a solid physical barrier between workers while they are working. |  |  |  |  |
|  | Supply employees with appropriate Personal Protection Equipment (PPE) |  |  |  |  |
|  | Supervisors to ensure that social distancing measures are implemented in the workplace  |  |  |  |  |
|  | Supervisors to ensure that social distancing measures are implemented in the common areas outside the immediate workplace. |  |  |  |  |
|  | Implement queue control in canteen/tea area |  |  |  |  |
|  | Implement queue control at lavatories |  |  |  |  |
|  | Divide workforce into groups. |  |  |  |  |
|  | Implement staggered break-times roster. |  |  |  |  |
|  | **Health & Safety Measures** |
|  | Implement screening system so that every worker is inspected for Covid-19 symptoms at time they report for work. |  |  |  |  |
|  | The Compliance Officer must advise every worker to report if they suffer from any of the following symptoms: fever, cough, sore throat, redness of eyes or shortness of breath, or additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and difficulty in breathing. |  |  |  |  |
|  | Compliance Officer must not permit the employee to enter the workplace if the employee presents with the above symptoms or advises the employer of these symptoms. |  |  |  |  |
|  | If a worker presents with above symptoms and is already at work the Compliance Officer must immediately isolate the employee, and |  |  |  |  |
|  | Provide the worker with a FFP1 surgical mask, and |  |  |  |  |
|  | Arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing, and |  |  |  |  |
|  | Immediately contact the COVID-19 hotline: 0800 029 999 for further instruction. |  |  |  |  |
|  | Disinfect the area and the worker’s workstation. |  |  |  |  |
|  | Refer those workers who may be at risk for screening |  |  |  |  |
|  | Take any other appropriate measure to prevent possible transmission |  |  |  |  |
|  | Ensure that the worker is tested or referred to an identified testing site; |  |  |  |  |
|  | Place the employee on paid sick leave, or |  |  |  |  |
|  | If no sick leave entitlement, make application for an illness benefit in terms of the Directive issued on the COVID-19 Temporary Employer Relief Scheme. |  |  |  |  |
|  | If there is evidence that the worker 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. |  |  |  |  |
|  | **Sanitizers, Disinfectants and other Measures** |
|  | Ensure that there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance and in the workplace. |  |  |  |  |
|  | Supply every employee who works away from the workplace, other than at home, with an adequate supply of hand sanitizer. |  |  |  |  |
|  | If a worker interacts with the public, provide sufficient supplies of hand-sanitizer for both the worker and the public. |  |  |  |  |
|  | Disinfect all work surfaces and equipment before work begins. |  |  |  |  |
|  | Disinfect all work surfaces and equipment regularly during working hours, eg every 30 mins |  |  |  |  |
|  | Disinfect all work surfaces and equipment after work ends. |  |  |  |  |
|  | Clean and disinfect all areas such as toilets, common areas, door handles, shared electronic equipment, etc. |  |  |  |  |
|  | Disable biometric systems or make them COVID-19-proof. |  |  |  |  |
|  | Ensure that there are adequate facilities for the washing of hands with soap and clean water. |  |  |  |  |
|  | Provide disposable paper towels to dry hands after washing. |  |  |  |  |
|  | Ensure employees wash and sanitize their hands regularly while at work, eg every hour or every two hours, |  |  |  |  |
|  | Ensure that employees interacting with the public sanitize their hands between each interaction with the public. |  |  |  |  |
|  | Set up routine to clean & disinfect surfaces that workers and members of the public come into contact with. |  |  |  |  |
|  | **Cloth Masks** |
|  | Provide every employee with a minimum of two cloth masks. |  |  |  |  |
|  | Train every employee in the correct use of cloth masks. |  |  |  |  |
|  | Arrangement for the washing, drying and ironing of cloth masks. |  |  |  |  |
|  | Arrange for the replacement of PPE on a regular, eg daily, basis. |  |  |  |  |
|  | **Measures for Workplaces to Which the Public Have Access** |
|  | Arrange the workplace to ensure that there is a distance of at least 1½ metres between workers and members of the public. |  |  |  |  |
|  | Arrange the workplace to ensure that there is a distance of at least 1½ metres between members of the public, or |  |  |  |  |
|  | Put physical barriers in place, or  |  |  |  |  |
|  | Provide workers with face shields or visors. |  |  |  |  |
|  | Undertake symptom screening measures of persons other than employees entering the workplace, if appropriate. |  |  |  |  |
|  | Display notices (Notice example – see Appendix 6) advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace; if appropriate. |  |  |  |  |
|  | Issue masks to the public, including customers & suppliers, when on the premises. |  |  |  |  |
|  | **Ventilation** |
|  | Keep the workplace well ventilated by natural or mechanical means. |  |  |  |  |
|  | Where practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters. |  |  |  |  |
|  | Clean the ventilation system filters regularly. |  |  |  |  |
|  | Ensure that filters are cleaned and replaced in accordance with the manufacturer’s instructions by a competent person. |  |  |  |  |
|  | Ensure ventilation vents do not feed-back in through open windows. |  |  |  |  |
|  | **Other Personal Protection Equipment (PPE)** |
|  | The Compliance Officer must check regularly whether any additional PPE is recommended, given the nature of the workplace or the nature of an employee’s duties, on the National Dept of Health website (www.health.gov.za), & |  |  |  |  |
|  | The National Institute of Communicable Diseases website (https://www.nicd.ac.za/) & |  |  |  |  |
|  | The National Institute for Occupational Health website (http://www.nioh.ac.za). |  |  |  |  |
|  | **Other Measures (Specific to the Company)** |
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**APPENDICES**

Appendix 1 – RISK ASSESSMENT FORM

Appendix 2 – CORONAVIRUS POLICY

Appendix 3 – LOA COMPLIANCE OFFICER

Appendix 4 – SUPERVISORS DUTY CHECK LIST

Appendix 5 – LEAFLET

Appendix 6 – POSTERS

Appendix 7 – PPE REGISTER

Appendix 8 – COMPLIANCE OFFICER INSPECTION LIST

Appendix 9 – MINUTES OF MEETINGS

Appendix10 – COMPANY VEHICLE POLICY

Appendix 11 – PRESCRIBED FORMS