

# OVERBERG

DISTRIKSMUNISIPALITEIT  
DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI



## COVID-19 WORKPLACE POLICY

The COVID-19 policy will be applicable to the current and all future epidemics/pandemics which may spread in or to the country and the municipal area and may be amended/updated as circumstances regarding the prevalent epidemiological activity and legislative measures require in order to mitigate the impact on the workplace.

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## 1. PREAMBLE

The need for the policy stems from a directive issued by the Minister of Employment and Labour in accordance with the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act No. 57 of 2002).

These Regulations and Directives requires all Employers to adopt and implement occupational health and safety measures to reduce and eliminate the escalation of COVID-19 infections in the workplace. This policy, as per Government Regulations and Directives intends to:

- a) Ensure measures are taken by the Overberg District Municipality, under the OHS Act to minimise the spread of COVID-19;
- b) Implement special measures in order to prevent the transmission of the virus;
- c) Provide and maintain as far as reasonably practicable, a safe working environment without risks to the health of employees and to eliminate and/or mitigate the hazards or potential hazards; and
- d) To ensure as far as reasonably practicable, that all persons who may be directly affected by their activities (eg. the public, contractors/service providers and their employees who enter our workplaces/premises or come into contact with our employees) are not exposed to hazards to their health and safety.

## 2. DEFINITIONS

For purpose of this Policy, the following abbreviations, words or phrases shall have the meaning assigned thereto:

“**BCEA**” means the Basic Conditions of Employment Act, Act No. 75 of 1997;

“**COVID-19**” means Coronavirus Disease 2019 – an infectious disease caused by the **Coronavirus** (a large family of viruses that/which causes illness in/to humans and animals);

“**PPE**” means personal protective equipment;

“**virus**” means the SARS-Cov-2 virus;

“**worker**” 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;

“**OHS Act**” means the Occupational Health and Safety Act, Act No. 85 of 1993;

“**DOH**” means Department of Health, South Africa;

“**DEL**” means Department of Employment and Labour, South Africa;

“**WHO**” means World Health Organization;

“**PRT**” means Pandemic Response Team;

“**HSC**” means the Health and Safety Committee of the Overberg District Municipality.

### **3. LEGAL FRAMEWORK**

- Occupational Health and Safety Act, Act 85 of 1993
- Basic Conditions of Employment Act, Act 75 of 1997
- South African Local Government Bargaining Council (SALGBC), Conditions of Service Collective Agreement
- Disaster Management Act, Act 57 of 2002
- COVID-19 Occupational Health and Safety Measures in Workplaces, COVID-19 (C19 OHS) 2020

### **4. SCOPE AND APPLICATION**

This policy/ applies to all employees in the employment/service of the Overberg District Municipality (permanent and temporary), Service Providers, Contractors, Visitors and members of the public who enter any workplace/area of the Municipality within the boundaries of the Overberg Municipal area.

The contents and procedures of this policy is to be read in conjunction with Overberg District Municipality's Leave Directive and Quarantine and Isolation Leave Directive. The contents and procedures will remain in effect until Government advise that COVID-19 is under control, at which time it may be formally withdrawn.

### **5. OBJECTIVES OF POLICY**

- Undertake, review and update risk assessments in terms of the OHS Act on a regular basis.
- To eliminate and/or minimise the risk of COVID-19.
- To provide specific focus on COVID-19 and adopt measures required to specific working environments.

### **6. IMPLEMENTATION AND MONITORING**

#### **6.1 THE ROLE AND RESPONSIBILITIES OF OVERBERG DISTRICT MUNICIPALITY**

##### **a) As far as reasonably practicable, provide and maintain a:**

- Safe work environment without risks to the health of employees;
- Ensure a healthy work environment by:
  - As far as is reasonably practicable, educating all employees, service providers, members of the public and visitors to our workplaces/areas to avoid infection;
  - Ensuring that the workplace/areas, ablution/toilet/restroom and eating facilities are clean and hygienic/disinfected;
  - Providing sanitising and/or handwash facilities as required to keep employees safe;
  - Promoting regular handwashing by employees, service providers, members of the public and visitors;
  - Reducing meetings and gatherings that bring people within 2 metres of each other for extended periods and separating people wherever practicably possible;
  - Promoting good respiratory hygiene by employees, service providers, members of the public and visitors;
  - Keeping employees, service providers, members of the public and visitors informed on developments related to COVID-19;
  - Pre-screening employees by completing questionnaires and temperature-reading device and recording the results namely: fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing);
  - Not allowing employees or anyone into Council vehicles and/or into/onto workplaces/sites/areas without wearing a face mask;
  - Providing PPE when close contact work is required;
  - Each department is to implement and maintain a COVID-19 register and will update the information daily.

##### **b) Eliminate or mitigate any hazards or potential hazards before resorting to additional personal protective equipment (PPE).**

## **6.2 THE ROLE OF THE HUMAN RESOURCES DEPARTMENT**

- To ensure that the Policy is kept up to date in accordance with directives from the Department of Health, Department of Employment & Labour and/or any Collective Agreements;
- To coordinate the distribution of Personal Protective Equipment (PPE) through the different/various departments to employees, and coordinate training regarding the same;
- To ensure that line management implements the requirements as outlined in this policy, and regulations as amended from time to time;
- To report on all COVID-19 related health and safety matters to the Municipal Manager and Pandemic Response Team (“PRT”) on a regular basis until the virus activity diminishes to an insignificant state.
- To ensure that workers are trained on the correct use of PPE, handwashing, social distancing and other measures relating to the prevention of COVID-19 infection and transmission.

## **6.3 THE ROLE OF THE HEAD OF DEPARTMENT/MANAGER**

- To monitor and review the provisions of this policy and to ensure compliance.
- To actively encourage and motivate staff to adjust to the new working environment and social distancing requirements.
- To ensure that adequate funds are available and that any remedial action is taken timeously.
- To manage and report compliance and to provide active advice to Executive/Senior Management of improved work methods to facilitate new workplace requirements.
- To actively lead and play the role of representatives in this transition to new workplace procedures.
- To screen employees when reporting to work/for duty and advise them regarding measures when presenting COVID-19 symptoms.
- To ensure that employees adhere to the COVID-19 prevention procedures in terms of PPE and hand sanitising.
- To ensure that their employees, other than employees working from home, receive cloth masks and hand sanitizer.

## **6.4 PREVENTATIVE HEALTH AND SAFETY MEASURES**

### **6.4.1 HANDWASHING**

Regular handwashing remains a key factor in preventing the virus from spreading.

- Everyone must wash their hands with soap and water or an approved alcohol-based sanitizer:
  - when entering or leaving a workplace/area/site;
  - before and after eating;
  - after workplace/area/site-walks;
  - after using ablution/toilet/restroom facilities; and
  - after touching handrails, door handles, documentation – paper, envelopes etc., and if other interactions require this (for at least 20 – 40 seconds).
- Containers and basins/sinks with soap and water or alcohol-based hand sanitizer must be provided at working sites, offices, ablutions/toilets/restrooms and eating areas/facilities.
- Employees who work in close contact shall have access to facilities to wash their hands regularly.

### **6.4.2 WEARING OF MASKS**

The wearing of a mask is compulsory and must be made available to all employees to reduce the amount of virus droplets being transmitted/spread/coughed up by persons infected and transmitted to others. Employees who refuse to wear a mask, will be sent home without remuneration and will be subjected to disciplinary action due to the impact of their actions or lack thereof on co-workers.

Overberg District Municipality must provide each of its employees, free of charge, with a minimum of two (2) cloth masks and requires them to wear masks in the workplace. The number and replaceability of cloth masks provided to employees must be determined in accordance to guidelines and an employee's conditions of work.

Overberg District Municipality must ensure the employees are informed, instructed and trained to use cloth masks correctly. Employees must take responsibility for washing their own masks daily.

### **6.4.3 SOCIAL DISTANCING**

Social distancing and sanitisation procedures are the most effective measure to combat the spread of the virus. Overberg District Municipality must:

- supply employees free of charge with appropriate PPE based on the risk assessment of the workplace; and
- ensure that social distancing measures are implemented through supervision both inside and outside the workplace.

#### **6.4.3.1 Proximity to others**

No more than 50 employees may gather at any time. The following measures are to be implemented by Overberg District Municipality in/at the workplace.

##### **a) Offices/Sites/Workplace Access Points**

All employees must adhere to the regulated minimum distance of 1,5 metres when interacting. Employees or other persons entering an office or workplace must remain at least two (2) metres from other employees. Markers should be used to indicate social distancing boundaries.

If not practicable to arrange spaced workstations, Overberg District Municipality must arrange physical barriers to be placed between or erected on workstations.

- All employees will be pre-screened, including a medical and travel history questionnaire and temperature reading.
- Strict visitor access control to be implemented for all workplaces/sites or offices, that includes pre-screening - (including a medical and travel history questionnaire and/or temperature reading), and check for fever, cough, sore throat, redness of eyes or shortness of breath/difficulty breathing;
- Everyone will be required to wash their hands with a hand sanitiser or soap and water before and immediately after they signed the daily register;
- Introduce staggered start times or multiple access points to reduce congestion;
- Have in place OH&S representatives or Supervisors equipped with the necessary PPE to ensure adequate distancing between workers (2m) is enforced at access points;
- No breathalysers are to be used, if a person is suspected of intoxication, other methods of testing will be considered and complete an observation report;
- Entrances to workplaces/areas/offices and sites must have a hand wash facility or a sanitization area and all people entering and leaving the site must wash or sanitize their hands. Hand washing technique posters shall/must be displayed near the hand wash area;
- A register must be completed for each employee with the record of results available in the workplace/site OH&S file;
- Visitors register to be completed by security or workplace/site employees; and
- Employees must wash / sanitize their hands every time they use the visitors register and pen.

#### **b) Meeting/Conference/Board rooms**

The meeting/conference/board room table is considered a workstation and henceforth, the 1,5 metres distance must be maintained.

- All boardrooms must have paper towels and at least one sanitiser dispenser;
- No meetings where spacing of people can be less than 1,5 m apart, are to be permitted;
- Meetings must be reduced to only those that are essential and shall wherever possible be held via video conference;
- Wherever possible, meetings/briefings must be held in open areas with good ventilation.

#### **c) Operational Working Teams**

When employees gather for work in the mornings and afternoons, they must maintain the 1,5 metres distance from each other. When the work-teams are divided into their respective work-teams they may not be able to maintain the required 1,5 metre distancing as they perform functions that are by its nature not individual but require teamwork, as such, the wearing of masks and gloves is compulsory, together with regular hand-washing / sanitizing.

#### **d) Handshaking**

Handshaking in the traditional way is not permitted at the workplace for the immediate future. Employees may, if deemed essential use the elbow technique, although for the current stage of the pandemic, this is also not encouraged as it violates the 1,5 metres distancing requirement. A mere verbal acknowledgement should be encouraged.

#### **e) Hugging**

Hugging, like handshaking is a natural and very instinctive human characteristic. This cannot be allowed at the workplace for the immediate period. Employees are not to hug other employees or members of the public at the workplace.

#### **f) Seating arrangements**

All seating arrangements for meetings must comply with the 1,5 metres distancing requirement. This applies to halls, meetings, training facilities, etc. A seat must be regarded as a workstation. At any event other than a meeting in an office, there must be paper towels available and at least one hand-sanitiser dispenser.

#### **g) Common/Public/Communal Areas**

Common areas at work include, but are not limited to, corridors, toilet facilities, board/conference/meeting rooms, etc. employees, service providers, visitors and members of the public are required to adhere to the social distancing requirements of 1,5 meters, but it is advised that 2 m distances should be observed.

#### **h) Personal Workstation**

Once an employee occupies his/her private workstation, the wearing of a mask is still compulsory when the employee is interacting with colleagues or when the employee works in close proximity to colleagues, despite other measures being put in place. There is a responsibility upon the owner of the workstation to manage interaction in the workstation and disinfect surfaces in their workstations. Disinfectant should be supplied to offices in order to disinfect individual workstations.

#### **i) Employees in the field**

Employees who/that work "outside" must always wear masks, especially when interacting with members of the public and colleagues.

#### **j) Office-bound and other employees**

- Office-bound employees that work with high-volumes of documentation and/or money, may choose to wear protective clothing such as an apron/overall and/or gloves.
- Where possible, office-bound employees with their own internet facilities, should work from home for certain days of the week to minimise exposure and limit the number of employees at work at any given time.
- Office-bound employees, who do not live in the same town where they work, may utilise the Overberg District Municipality's offices in that town to work and connect to internet facilities as well as the municipal server.

#### **k) Toilet and Eating Facilities**

- The amount of people using these facilities at once must be restricted to allow for/adhere to the social distancing requirements;
- No grouping of people outside ablution/toilet facilities will be allowed;
- Break/Lunch times are to be staggered to reduce congestion; and
- Eating tables should be cleaned and disinfected after each use.

#### **l) Toolbox Talks**

- Shall be limited to a maximum duration of 15 minutes and shall be in groups that allow a 1.5 m spacing, but do not require the speaker to shout;
- Must be held in well ventilated areas; and
- The awareness of handwashing and other hygiene/hygienic behaviours must be communicated daily.

### **6.5 PROTECTIVE CLOTHING AND EQUIPMENT (PPE)**

All employees must wear the appropriate PPE including masks at all times. Employees shall be trained how to wear, remove, clean and where appropriate, properly dispose of their PPE. Where risk assessment indicates PPE is required, employees must be provided with the required PPE in accordance with Government guidelines.

Non-disposable PPE must be cleaned with warm water and soap or a 70% alcohol based Isopropyl solution. All workplaces/depots/sites/departments are to educate all people working on premises/site that they are not to share any PPE with any other person. They should keep re-usable PPE clean and safe from external contact when they are not wearing it.

#### **6.5.1 Masks/ Clear face shields/ Wash Issued Non-Disposable Facemasks**

All employees must wear masks. When public transport is used from home to work or back home, employees must wear facemasks. Bins for the disposal of masks must be provided.

#### **6.5.2 Goggles/ Glasses**

It is not compulsory that all employees wear protective goggles. Frontline personnel may choose to wear protective goggles.

#### **6.5.3 Gloves**

It is not compulsory for all employees to wear protective gloves. Gloves will be provided to those employees whose duties require them to wear gloves, for example cleaners, general assistants, operators and health services staff.



#### 6.5.4 Protective Overalls

Sanitization/Health Services employees must wear additional protective gowns or coats.

#### 6.5.5 Temperature Checking/Reading Devices

All employees must be screened prior to the start of the workday and at the end of the workday with a **temperature checking device** to determine whether he/she is within the normal body temperature range before assuming duty and at the end of the workday..

#### 6.5.6 Additional and/or Re-Usable PPE

- Re-usable cloth facemasks
- Glasses
- Clear face shields
- Overalls (Normal issue)
- High Visibility Vests (Normal issue and use by non-High visibility overall wearers)
- Safety Boots / Gum Boots (Normal issue)
- 100ml Hand Sanitiser Bottle to use and when empty, can be refilled on the site
- Gloves (normal issue)

### 6.6 SCREENING OF EMPLOYEES

Screening is a way for health workers to determine whether people have COVID-19 or not. Employees **must** be screened daily when reporting for duty, to determine whether they show any symptoms of 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.

Employees are obliged to report whether they suffer from the aforementioned symptoms. Failure to do so may endanger and lead to the death of others, and as such, employees who refuse or fail to report symptoms will be subjected to disciplinary procedures.

The Municipal Manager will appoint a Manager/Representative(s) to address employee or workplace representative concerns and to keep them informed accordingly.

### 6.7 MANAGEMENT OF EMPLOYEES WHO HAVE CONTRACTED COVID-19

If an employee contracts COVID-19, the Quarantine and Isolation Leave Directive is to be applied .. An employee with COVID-19 is not permitted to return to work until a medical practitioner confirms that it is safe for the employee to do so.

The current isolation period in terms of the directive issued by the Department of Health is 10 days. After the quarantine period and, even if an employee does not display any symptoms, the employee must provide his/her Manager/Supervisor with a medical certificate confirming that he/she can return to work. If an employee contracts COVID-19, the same conditions apply before that employee may return to work in and/or on any Overberg District Municipality workplace/site or office. LP to check correctness of time period / provision of medical certificates.

### 6.8 EMPLOYEES WHO ARE SICK

*Employees who are sick or experience any symptoms associated with COVID-19, must not come to work.*

***Employees under quarantine as a result of a positive test for COVID-19 must apply for the the leave prescribed for quarantine in terms of the SALGBC Collective Agreement on Conditions of Service for the Western Cape of the SALGBC, as well as the Quarantine and Isolation Leave Directive.***

## 6.9 AT-RISK EMPLOYEES AND WHO SHOULD NOT COME TO WORK

These employees are more vulnerable to exposure to the virus than other employees. These identified employees must always be supplied/issued with and wear masks and additional PPE. Employees with underlying conditions that make them more vulnerable to COVID-19 should work from home where possible

**Employees who are unable to work from home as a result of the nature of their work, must be provided with all the necessary PPE to perform their functions safely.**

Anyone who meets one of the following criteria should not come to work:

- Has a high temperature, a new persistent cough or sore throat;
- Is a vulnerable person (underlying health condition, clinical condition or are pregnant, unhealthy, elderly, or employees of the age of 60-years and older); and
- Is living with someone in self-isolation who has tested positive for COVID-19.

## 6.10 EMPLOYEES REPORTING SYMPTOMS

All cases of COVID-19 amongst employees must be immediately reported to their Managers/Department Human Resources and the Health and Safety Officer and testing arranged for employees as required. Employees who report to be suffering from symptoms **must not** be allowed to come to work or report to work/for duty. Employees reporting symptoms whilst at work, must immediately be isolated from other employees/co-workers and provided with an **FFP1 mask**. If he/she is not wearing a mask and do not have own transport, arrange transport for such employee to be either self-isolated or for medical examination or testing, without putting others at risk.

The Departmental Managers will inform HR and the Safety Manager if a worker has been diagnosed with COVID-19, HR and safety manager will then inform the Department of Health and the Department of Employment and Labour. Workplace/Site/Departmental Managers will investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and administrative support will be given to any contact-tracing measures implemented by the Department of Health. The Departmental Manager will ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);

**Employees, who may have been at risk of being infected, must be referred for screening and the workplace must be cleaned and disinfected immediately.**

Employees who tested positive for COVID-19 as a result of occupational exposure, must submit a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993. Management must ensure that medical records of employees exposed to COVID-19 is retained and maintained according to legislative requirements.

The Municipal Manager will appoint a Manager/Representative(s) to address employee or workplace representative concerns and to keep them informed accordingly. A register for this purpose will be kept/completed.

## 6.11 EMPLOYEES RETURNING TO WORK AFTER TESTING POSITIVE FOR COVID-19

Employees returning to work after isolation or treatment as a result of COVID-19 may only return to work under the following conditions:

**6.11.1** The employee underwent a medical evaluation **confirming that they tested negative for COVID-19;**

**6.11.2** The employee must adhere to personal hygiene, wearing of masks, social distancing, and cough etiquette; and

**6.11.3** The employer closely monitors the worker for symptoms on return to work.

## 6.12 CONTROL AND MANAGING OF THE WORKFLOW

Managers/Supervisors must monitor together with employees that social distancing requirements are adhered to and as such, they must minimise the number of employees which may include the following:

- Reduction of the number of workers present in a workplace or workspace,
- Staggering working hours
- Rotating workers
- Remote working, etc. to achieve social distancing measures.

As a guide to assist in determining the number of employees in any given workplace/workspace, consult the following table:

No. of Persons	Distance m <sup>2</sup>	No. of Persons	Distance m <sup>2</sup>	No. of Persons	Distance m <sup>2</sup>
1	1,5	7	10,5	13	28,5
2	3,0	8	12,0	14	30,0
3	4,5	9	13,5	15	31,5
4	6,0	10	15,0	16	33,0
5	7,5	11	16,5	17	34,5
6	9,0	12	18,0	18	36,0

In terms of the above guideline, a workplace or space must have at least 75m<sup>2</sup> 'occupiable' space to safely allow a gathering of a maximum number of 50 employees/persons in any given area, and 150m<sup>2</sup> for 100 persons. This means the space taken by eg. tables, chairs and machinery reduce the occupiable space in an area and will lead to a reduction in the number of persons that may gather in such an area.

## 6.13 CLEANING AND SANITISING PROCEDURES/

Hand sanitizer must be at least 70% alcohol content/based in accordance with recommendations of the Department of Health. The Overberg District Municipality, free of charge, must ensure the following:

- That there are sufficient quantities of hand sanitizer at the workplace;
- Every employee who works away from the workplace, other than home and/or interacts with the public, to be provided with an adequate supply of hand sanitizer;
- All work surfaces and equipment are cleaned and disinfected before work commences, and regularly during the working period and after work;

Cleaning and disinfecting of objects and surfaces that are frequently touched. This must be done at regular intervals and shall include door handles, handrails, basins/sinks, taps, toilets, hoist controls, showers, tables, chairs, computer keyboards, telephones/cell phones, photo copiers/printers, gates, crockery and eating utensils.

Workplaces/Sites/Managers/Supervisors/Designated employees must ensure that soap and water is always available and hand sanitiser levels are kept at sufficient levels. Adequate rubbish bins will be provided for the disposal of paper towels. Cleaning registers will be used in the areas where regular cleaning is required. Workplace/Site toilets will be sanitised 2 to 3 times daily with the use of a hand pump sprayer and sanitiser liquid. Site and Office management/Management/Supervisors must ensure there are hand sanitisers or water and soap available at these access points.

### 6.13.1 Tools and Equipment

Tools and equipment used and shared must be cleaned and disinfected at least twice during the workday.

### **6.13.2 Vehicles**

All municipal/council vehicles must be issued with a sanitiser dispenser and a disinfectant cloth. Prior to handing the vehicle over to another user, the current user must wipe the steering wheel and other areas with the disinfectant cloth. Prior to the new user driving the vehicle he/she must apply sanitiser to his/her hands and wipe the steering wheel and gear-lever, etc. with the disinfectant cloth. Vehicles must be washed once a week and employees must disinfect garbage trucks on a daily basis. Employees must wear facemasks or full facial visors, rubber gloves and protective suits when disinfecting vehicles.

### **6.13.3 Hands**

Prior to entering a workplace, each employee and visitor (including members of public) is required to apply sanitiser to his/her hands.

### **6.13.4 Document handling**

Recycling of envelopes must be stopped until advised otherwise. Envelopes must be disposed after single use. Electronic documents should be distributed rather than hard copies. Employees handling documents are however encouraged to use hand sanitiser regularly.

### **6.13.5 Office equipment**

#### **6.13.5.1 Photo-copy machines**

All office equipment must be regularly wiped clean with a disinfectant cloth, preferably after each use by the person last using it. A disinfectant wipe/cloth or hand sanitizer must be made available at each office machine such as photo-copying machines.

#### **6.13.5.2 Biometric Attendance Scanners**

At each biometric scanner a disinfectant wipe or sanitizer must be made available to allow each employee to wipe / sanitize his/her finger(s) before and after the scan.

#### **6.13.5.3 Computers**

Where computers are shared, a disinfectant wipe or hand sanitizer must be available for the user to wipe the keyboard prior to use and again after use. Employees are encouraged not to share their computers with others and always keep their keyboards clean.

#### **6.13.5.4 Telephones**

Employees are responsible for the regular cleaning and disinfecting of their office telephones.

#### **6.13.5.5 Door handles and floors**

Where possible and where there is no security or confidentiality risks, doors should remain open. Cleaning staff must increase their efforts to regularly disinfect door handles and floors.

#### **6.13.5.6 Personal Workspace**

Each employee is responsible for keeping her/his own workspace clean, disinfected and tidy. Each employee is also the master of his own workspace and must not allow others to entering her/his workspace in contravention with this policy.

### **6.13.6 Respiratory Hygiene**

People who sneeze must be considerate. Leave the room or group, cover their mouths and nose with a tissue and dispose of the tissue properly, alternatively sneeze into a flexed inside of the elbow. Avoid touching one's/your eyes, nose and mouth with unwashed hands.

#### **6.14 HANDLING OF DOCUMENTS**

The handling of documents should be minimised and provided in electronic format rather than printed copies, however, where handling high volumes of documents is unavoidable, the Supervisor of such employees must ensure that they wash their hands regularly.

#### **6.15 WORKING WITH TOOLS**

Employees working with tools that are shared should ensure that they wash or sanitize their hands regularly and that tools are disinfected twice per day as a minimum.

#### **6.16 VENTILATION**

The Overberg District Municipality must-

- keep the workplace well-ventilated by natural or mechanical means to reduce the SARS-Cov-2 viral load;
- where reasonably practicable, have an effective extraction ventilation system that is regularly cleaned and maintained; and
- ensure that filters are cleaned and replaced in accordance with the manufacturer's instruction by a competent person.

#### **6.17 TRANSPORT AND TRAVEL**

All persons travelling in Council or Managers'/Supervisors' vehicles must wear their facemasks. Council vehicles must be issued/provided with hand sanitiser and each person entering the vehicle must wash his hands before entering the vehicle.

Where transport is provided, occupancy should be reduced in line with Government policies/guidelines in the Taxi industry. Transport vehicles should be sanitized after each trip. An observational fever screening process by the Driver or workplace/site Supervisor will be implemented prior to embarkation.

The following applies:

- Visitors to ODM offices and workplaces/sites must be avoided if possible and preferably meetings or interviews to be done via video conference;
- *Ad hoc* visitors to workplaces/sites or offices must be requested to make an appointment with the relevant person;
- Reduce travelling to suppliers/service providers and minimize exposure by sending one person to collect equipment and material from suppliers/service providers. Ensure the designated person is fully aware of the risks involved and equipped with the necessary PPE;
- Employees using public transport must wear their facemask and glasses while utilising public transport.

#### **6.18 AWARENESS AND ADVICE**

Overberg District Municipality is required to communicate and promote awareness of COVID-19 to all employees and visitors in workplaces/offices and on sites, including procedures and the inclusion of relevant information in new employee and workplace/site inductions. All relevant information will be shared/communicated, and materials distributed to promote awareness of COVID-19 and healthy behaviours and actions.

The Safety Officer/Human Resources will provide workers with information that raises awareness in notices and posters placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms;

- Keeping our workplaces/areas/sites healthy and regularly/frequently cleaned and disinfected.

- All employees are encouraged to seek any clarification they require and share any ideas they may have in terms of preventing the spread of the COVID-19 virus.
- All employees are encouraged to take similar precautions at home that includes social distancing, improved handwashing and general cleaning routines.
- Elder members of families are at the greatest risk and should take great care to reduce possible infection.

**Management and employees should consult their HSE Officer or Department Human Resources if/should they require assistance with the implementation of these guidelines; or alternatively contact the NICD hotline on 082 883 9920 for general information on COVID-19.**

## **7. COVID-19 VACCINATION PROGRAMMES:**

In the event that vaccinations become available, the employer will adapt the provisions of this policy by means of a separate Annexure in terms of any regulations and / or directives and / or roll-out plans that may be issued for the vaccination of employees.

## **8. COMMUNICATION**

The policy and related information relating to occupational health and safety and COVID-19 must be communicated to all municipal employees using the full range of communication methods (eg. Meetings, e-mails, phone calls, etc.) available to the Municipality.

## **9. POLICY REVIEW**

This policy will be revised if necessary, in the light of changing conditions and the findings of assessments, surveys/studies, etc. conducted by the Overberg District Municipality's Pandemic Response Team and Health and Safety Committee or when national regulations or directives issued in terms of the Disaster Management Act, changes.

## **10. BUDGET AND RESOURCES**

Purchases and issues must be controlled by each Manager/Head of Department or his assignee. For purchasing of Pandemic-related essential product/goods and services, the COVID-19 budget should/must be utilised.

The following essential goods/products may be procured under the COVID-19 budget:

- Sanitiser products.
- Eyewear protection. I.e. Face shields
- Masks.
- Disinfectants and dispensers
- Soaps
- Handheld Thermometers
- Information signage

## **11. RECORDKEEPING**

All documentation and correspondence emanating from this policy/directive must be kept on either personal and/or record files as dictated by the nature of the issue.

## **12. NON-COMPLIANCE WITH THIS POLICY**

Every employer, service provider, contractor, visitor and/or member is obliged to comply with measures introduced by the Overberg District Municipality as required by this policy.

Non-compliance to any provisions contained in this policy/directive shall be regarded as misconduct (in the case of employees) and internal disciplinary proceedings may follow such non-compliance.

In addition, employees are reminded that non-compliance of any policies or directives issued in terms of Regulations made in terms of the Disaster Management Act, constitutes a criminal offence for which an employee may, upon conviction in a criminal court, be liable for a fine or a term of imprisonment.

### **13. ANNEXURES**

Annexure A: Workplace Plans

Annexure B: Essential Goods and Services Categories

## **ANNEXURE A**

### **WORKPLACE PLANS**

#### **Regulation 16 (6) (b)**

A COVID-ready Workplace Plan must be developed prior to the re-opening of an enterprise employing persons or serving the public.

For small businesses, the plan can be basic reflecting the size of the business, while for medium and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.

The plan for medium and large businesses must include the following:

1. The date the business will open and the hours of opening;
2. The timetable setting out the phased return-to-work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace;
3. The steps taken to get the workplace COVID-19 ready;
4. A list of employees who can work from home, who are 60-years and older and with comorbidities who will be required to stay at home or work from home;
5. Arrangements for employees in the workplace:
  - a) Sanitary and social distancing measures and facilities at the entrance and exit to the workplace;
  - b) Screening facilities and systems;
  - c) The attendance-record system and infrastructure;
  - d) The work-area of employees;
  - e) Any designated area where the public is served;
  - f) Canteen and bathroom facilities;
  - g) Testing facilities (for establishments with more than 500 employees);
  - h) Employee rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).
6. Arrangements for customers or members of the public, including sanitation and social distancing measures.



## **ANNEXURE B**

### **ESSENTIAL GOODS AND SERVICES CATEGORIES**

**Categories of essential goods and services during lockdown shall be confined as follows:**

1. Medical, Health (including Mental Health), Laboratory and Medical Services;
2. Disaster Management, Fire Prevention, Firefighting and Emergency Services;
3. Financial Services and Insurance Services;
4. Production and sale of essential goods (eg. food, cleaning and hygiene products, medical, fuel, basic goods – airtime, electricity, etc.);
5. Grocery stores, including Spaza shops;
6. Electricity, water, gas and fuel production, supply and maintenance;
7. Critical Government services including social grant payments;
8. Birth and death certificates, and replacement identification documents;
9. Essential Municipal services;
10. Care services and social relief of distress;
11. Funeral services, including mortuaries;
12. Wildlife Management, Anti-poaching, Animal Care and Veterinary services;
13. Newspaper, broadcasting and telecommunication infrastructure and services;
14. Production and sale of any supplies for the medical or retail sector;
15. Cleaning, sanitation, sewerage, waste and refuse removal services;
16. Courts and legal services;
17. Essential SARS services defined by the Commissioner of SARS;
18. Police, peace officers/mediators, traffic officers, military medical personnel and soldiers, correctional services and traffic management services;
19. Postal services and courier services related to transport of medical products;
20. Private security services;
21. Air-traffic, Navigation, Civil Aviation Authority. Cargo Shipping and dockyard services;
22. Gold, gold refinery, coal and essential mining;
23. Accommodation used for persons rendering essential services;
24. Production, manufacturing, supply, logistics, transport, delivery, critical maintenance and repair in relation to the rendering of essential services including components and equipment;
25. Transport services for persons rendering essential services;
26. Services rendered by politicians in local, provincial and national Government;
27. Commissioners of Section 9 structures;
28. Transport and logistics in respect of essential goods to neighbouring countries.