

## COVID-19 POLICY

### 1. Objective of the policy

- 1.1 The policy aim is to ensure a safe working environment for all employees and to stop the spread of the COVID-19 virus. It is a requirement of the Occupational Health and Safety Act that the employer must provide employees with a healthy, safe, and hazard-free working environment.
- 1.2 People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.

### 2. Application

- 2.1 This Policy will apply to all employees of the company without exception.

### 3. Content

#### 3.1 How does Covid-19 spread?

COVID-19 spreads quickly, through:

- Coughing or sneezing – one can contract COVID-19 if one is standing within one meter of a person who has the illness by breathing in droplets coughed out or exhaled by the ill person.
- Close personal contact, such as when shaking hands or touching others.
- Touching an object or surface on which the virus is found (after an ill person coughs or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing the hands – touching the mouth, nose, or eyes.

#### 3.2 Primary symptoms of Covid-19

The primary symptoms of COVID-19 are as follows:

- Fever
- Cough
- Shortness of breath or difficulty breathing

#### 3.3 What to do if you develop symptoms

Seek medical advice if you develop symptoms and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with confirmed cases of COVID-19.



Employees who have symptoms of acute respiratory illness are advised to seek medical treatment and diagnosis as soon as possible.

Employees with acute respiratory illness symptoms are advised to stay home and not come to work until they are cleared for work by a registered medical practitioner.

It is important to note that for an employee to qualify for sick leave, a valid medical certificate booking them off will be required.

Employees should notify their supervisor and stay home if they are sick and have been booked off.

All employees should follow the company's sick leave policy in such situations.

If the company has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work during the day, the Employer will request the employee to leave the workplace and seek medical treatment and or testing immediately.

If the employer has instructed the employee to seek medical treatment or testing, the employer will be financially liable if the employee does not have medical aid.

If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees at risk.

### **3.4 Quarantine and working from home**

If an employee has been to a high-risk area through travel and chooses to quarantine themselves without a Doctor's note, the employee may apply for annual leave during this period, or if it is at all possible, arrange with the company to perform their duties from home.

If an employee has a family member or a person sharing their living quarters diagnosed with COVID-19, the employee should immediately inform the company and get medical treatment or get tested immediately. The employee will not be allowed back at work until they have been cleared by a registered medical practitioner. If at all possible, arrangements should be made to work from home until you are medically cleared.

If you need to take care of a family member who has contracted the virus, Family responsibility leave will apply as per its definition or you can apply for annual leave.

### **3.5 Hygiene in the workplace**

The Company commits to routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. The company will use the cleaning agents capable of disinfecting these surfaces.

It is recommended that employees acquire alcohol-based hand sanitizer and frequently sanitize their hands or wash their hands with soap and water for at least 20 seconds throughout the day.



If an employee coughs or sneezes, we highly recommend that employee covers their nose or mouth with a tissue or the bend of the elbow to stop the spreading of droplets released when coughing or sneezing.

### **3.6 Wearing face masks**

Based on the most recent World Health Organisation advice, there is currently no established scientific evidence available on the usefulness of wearing face masks to protect non-sick persons from the novel coronavirus infection. A face mask still allows tiny droplets through which may carry infection. Wearing a face mask is more useful for an infected person trying to prevent further spread of the virus. Persons caring for a person infected with the virus and medical practitioners may benefit from wearing a face mask, but proper care must be taken in placing, using, and dispensing of these masks to prevent further spread of the virus. Further:

- Using masks incorrectly is likely to hamper any effectiveness they may have.
- Issuing large numbers of masks unnecessarily can contribute to anxiety and distract from proven, more effective measures, particularly handwashing.
- Once used, masks require disposal – if handled and disposed of incorrectly, without good handwashing, they may contribute to transmission.
- Stock may be in short supply in coming weeks and should generally be reserved for use by healthcare professionals who have more need for them and more expertise in their correct use.

## **4. Consequence of breach**

- 4.1 If an employee breaches this policy the necessary disciplinary action will be taken. It is important to note that the company's sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19. The normal sick leave policy which is in line with Labour Law will still apply.

## **5. Nation-wide lockdown**

- 5.1 In response to President Cyril Ramaphosa's address to our nation on 23 March 2020 referring specifically with regards to the National Coronavirus Command Council's decision to enforce a nation-wide lockdown for 21 days with effect from midnight on Thursday 26 March up until 16 April 2020, our physical offices will be closed officially as of 26 March 5pm.
- 5.2 All our employees have been set up to work remotely over the 21 day lockdown.
- 5.3 We remain committed to all our clients and stakeholders and will remain contactable during the lockdown period by way of telephone calls, email communication, WhatsApp and videoconferencing calls, and any other communication platforms available so that we stay in touch with our clients and stakeholders and continue with workload that can be handled via the above mentioned platforms of communication.