

CORONA VIRUS (COVID-19) POLICY

SCOPE AND PURPOSE OF POLICY

This policy applies to all employees in the workplace.

For this Policy: Employer shall include the supervisor(s), manager(s) and General manager.

REGULATIONS TO ADHERE TO IN THE WORKPLACE:

1. **WHEN MUST THE EMPLOYEE DISCLOSE THEMSELVES OR ANOTHER AS “RISK FACTOR TO THE EMPLOYER”:**

- If an employee or a family member of the employee travelled recently the employee must inform the employer.
- If an employee has been in contact with someone who has travelled recently or if he/she might have been exposed, he/she must inform the employer immediately.
- If an employee has a runny nose, dry cough, fever, body pain, respiratory problems or immune deficiencies, the employee must inform the employer.
- If any employee has a suspicion that a co-employee may be a health risk to the company or his/her co-employees, the employee must inform the employer.
- Should any employee fail to inform the employer of any of these concerns, the employee may face disciplinary action.

2. **GUIDELINES IN THE EVENT OF A REASONABLE RISK TO THE HEALTH OF AN EMPLOYEE:**

- An employee cannot merely stay at home and refuse to come to work.
- If the employee feels that there is a reasonable risk to his/her health, the employee must discuss that with the employer.
- If there is a confirmed infection in the workplace the employer will communicate the appropriate measures to be taken.

3. **THE EMPLOYER CAN REQUEST AN EMPLOYEE TO SEE A DOCTOR:**

- If the employer has a concern with regards to any employee’s health in the workplace, the employer will have the right to require the employee to produce a medical certificate confirming that the employee does not have the Coronavirus and is fit to work.

4. **HYGIENE IN THE WORKPLACE:**

- Employees must ensure that they make use of the hand soap and hand sanitizers available, when they enter the workplace and after teatime, lunch time or use of toilet facilities.
- Use a tissue or a bent elbow when you have to sneeze or cough and immediately wash your hands thereafter for 20 seconds.
- **Do not shake hands or give hugs**, limit physical contact and maintain a distance of 1,5m as much as reasonably possible, and immediately wash your hands should it be unavoidable.
- Keep a clean and sanitary work environment i.e. wipe your workstation, phone, door handles and taps regularly on a daily basis.
- Refrain from touching your eyes, nose and mouth.

5. **PROPER HANDWASHING PROTOCOL INCLUDES FIVE STEPS, ACCORDING TO THE CENTRES FOR DISEASE CONTROL AND PREVENTION (CDC):**

- Wet hands with clean running water.
- Lather soap on hands, including under nails, between fingers and the backs of hands.
- Scrub for at least 20 seconds.
- Rinse hands.
- Dry them with an air dryer or clean towel.

6. **FAILURE TO ADHERE TO THIS POLICY.**

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

Employer Representative

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Date: _____

Safety Representative

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Date: _____

Employee Representative

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Date: _____