



## COVID-19

### COVID-19 - RETURN TO WORK GENERAL PLAN

#### INTRODUCTION

1. The purpose of this workplace plan is to eliminate the risk of the spread of the Covid-19 virus ("the virus") within the workplace in circumstances where directors and employees (collectively "workers") are returning to the workplace. The safety and welfare of our workers is of paramount importance to us. We are committed to taking every precaution necessary to protect our workers while maintaining the ability to provide an efficient and professional service to our clients.
2. To this end, strict adherence to this plan and the preventative measures listed below are required at all times to enable us to keep ourselves and our business fully functional. Physical distancing must be constantly monitored and enforced at all levels.
3. The protocols ("protocols") set out in this plan will be updated, as and when required, and communicated regularly to workers based on the latest information received from the World Health Organisation and the Department of Health, directives from Government and/or any other South African Government authorities.
4. On 23 April 2020, the President advised that with effect from 1 May 2020, the status of the National Lockdown will be reduced from an alert level 5 to an alert level 4. As a result, certain sectors, including professional services, are permitted to resume economic activities subject to certain stringent requirements.
5. Accordingly, as the full National Lockdown ends on 30 April 2020, South Africa will shift to a system of alert levels at the provincial, and in some cases the district, level.
6. Below is a table which sets out the various alert levels implemented by Government:

Level 5	High virus spread and/or low health system readiness	Lockdown
Level 4	Moderate to high virus spread with low to moderate readiness	High restrictions
Level 3	Moderate virus spread with moderate readiness	Moderate restrictions
Level 2	Moderate virus spread with high readiness	Reduced restrictions
Level 1	Low virus spread with high readiness	Minimum restrictions

7. As a result of the level 4 status, our business activities may be phased in systematically, in an orderly manner and in accordance with the Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002 dated 29 April 2020 ("the Regulations").
8. Aligned with this, the Occupational Health and Safety Act 85 of 1993 ("OHSA") places a positive duty on all employers to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees and to take such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential

hazard within the workplace. A Transpaco Health and Safety Committee (“the Committee”) has been formed to perform a risk assessment of the workplace, to oversee the return to work plan, to ensure that Transpaco adheres to the guidelines and requirements set out by Government in this regard and to address any workers concerns that may arise from time to time. The Committee will also ensure that the plan is complied with by all workers through monitoring and supervision. The Committee is comprised of Ilse Cromhout, Hajira Habib, Louis Weinberg, Ilse Uys, Diana Henry, Oarabile Malatse and Phillip Abelheim.

9. Ilse Cromhout has been appointed by Transpaco as its designated Covid-19 Compliance Officer (“Compliance Officer”).
10. As a general rule workers who are able to work remotely are encouraged to do so, subject to the requirements of the director to whom they report. Such individuals should only attend at the office in exceptional circumstances and where work requires that such individual does so. Transpaco intends to implement, in so far as may be practical, a rotation system for workers. Please be advised that in accordance with the Regulations, no more than one third of the workforce will be allowed in the office at any one time. Only workers permitted will be those working on matters for customers providing essential services (as set out in the schedule to the Regulations) and only support staff needed to support such employees. Any employee who wishes to attend at the workplace is required to make an application to the Managing Director who will determine whether such application should be permitted or not.
11. Employees above the age of 60, as well as any individuals with comorbidities are encouraged to work from home in the event that such individual is able to work remotely. Should such individuals be unable to work remotely and elect not to tender their services at the workplace, they must inform Human Resources immediately. In such event, the period of absence will be permitted but on a no work, no pay basis.
12. Set out below are the various workplace protocols that we have put in place for purposes of disease surveillance and to prevent the spread of the virus as far as possible.
13. **Transpaco Emergency Disaster Policy**  
The Transpaco Emergency Disaster Policy (“Policy”) disseminated to all staff on 26 March 2020 remains applicable during this period. This Policy sought to address the unique challenges that Transpaco would face during the pandemic and included protocols for self-quarantine and a working from home policy. This Policy must be read together with these additional protocols. It is important to reiterate that all of Transpaco other policies and procedures remain in place and will only be departed from insofar as may be necessary.
14. **Access to Transpaco premises and protocols to be conducted when entering the premises**
  - 14.1 Prominent signs will be displayed reminding people not to enter the premises if they have any of the following symptoms: sore throat, dry cough, shortness of breath (difficulty breathing), redness of eyes and/or fever.
  - 14.2 Temperature screening will be conducted by security and/or reception as follows:
    - 14.2.1 all workers will be checked daily (when entering the premises) for symptoms of the virus and will be required to undergo a temperature assessment. For this purpose, all workers are required to check in and check out at reception each day they present themselves at the premises. No one is permitted to proceed

directly to his/her desk or office without having the requisite temperature assessment conducted at reception;

14.2.2 temperature screening is to be conducted at security and/or reception for all permitted visitors, clients and all third parties entering the premises;

14.2.3 physical distancing is to be maintained as much as possible when taking an individual's temperature; and

14.2.4 Individuals with temperatures of 37.5°C or more will not be allowed on the premises. Such individuals will be required to stand aside and after 15 minutes he/she will have his/her temperature rechecked. Should his/her temperature still exceed 37.5°C, he/she will be refused entry to the premises and the individual will be instructed to seek medical assistance.

### 14.3 Visitors, Clients and Third Parties

14.3.1 Visitors, clients and third party attendance at the premises is to be limited and only allowed by prior appointment and with the pre-approval of the Director or professional with whom they are meeting.

14.3.2 Service providers dealing with equipment repairs, pest control etc. will be allowed on the premises subject to the approval of the Managing Director and provided that they wear masks and adhere to these protocols in so far as they can be applied to them.

14.3.3 Proper access control onto the premises is to be exercised at all times. Visitors, clients and third parties will be required to complete a visitor's logbook at security/reception when entering the premises setting out and confirming their full name, identity number and contact details (telephone number and home or work address) as well as the details of the persons they will be meeting. This information must be retained for a period of at least 2 months', as such information will assist in tracing persons who have been exposed to the virus if individuals become ill shortly after the meeting. Should someone contract the virus shortly after the meeting, Transpaco will inform all participants in that particular meeting.

14.3.4 All visitors, clients and third parties attending at the premises will be required to sign a Visitors Health Declaration and Disclosure Form.

14.3.5 Reception must be properly briefed on the security protocols set out above including temperature screening and the completion of the visitor's logbook. No person will be granted entry onto the premises without prior temperature screening and completing the visitor's logbook. All persons entering the premises are required to wear a face mask at all times.

## 15. General Requirements for the workplace

15.1 No person (other than security personnel) is to access the premises outside of the hours from 0h30 to 24h00.

15.2 Signage will be prominently displayed reminding people not to come to work if they have any of the following symptoms: sore throat, dry cough, shortness of breath (difficulty breathing), redness of eyes and/or fever.

- 15.3 Good hand washing principle information notices will be displayed, as well as notices that Transpaco adheres to a no hand-shake policy.
- 15.4 The biometric access system will continue to be used provided that they are COVID proof. Employees should sanitise their hands and access pads prior to and after using them on the biometric access system.
- 15.5 Workers will be educated on these protocols and the impact they have on the entire workforce if they come to work knowing that they are symptomatic. Workers will also receive education and training on protective behaviours, as and when necessary.
- 15.6 All workers are instructed to immediately bring to the attention of the Compliance Officer (in the manner prescribed in clause 15.9) instances of someone else presenting with symptoms of the virus or should any worker experience any of the symptoms themselves at any point during the work day.
- 15.7 Any worker must immediately report to the Compliance Officer if they suffer from any of the following additional symptoms during the work day: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.
- 15.8 If a worker presents with any of the above symptoms or advises the Compliance Officer of these symptoms, Transpaco must:
- 15.8.1 not permit the worker to enter the workplace or report to work; or
  - 15.8.2 if the worker is already at work immediately:
    - 15.8.2.1 isolate the worker, provide the worker with a 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 submit to medical examination or testing;
    - 15.8.2.2 assess the risk of further transmission, disinfect the area and the worker's work station. Refer any workers that may be at risk for screening; and
    - 15.8.2.3 take all other appropriate measures to avoid possible transmission;
  - 15.8.3 ensure that the worker is tested or referred to an identified testing site;
  - 15.8.4 place the worker on paid sick leave in terms of section 22 of the Basic Conditions of Employment Act;
  - 15.8.5 if there is evidence that a worker contracted the virus as a result of occupational exposure, the worker would be entitled to lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993);
  - 15.8.6 ensure that the worker is not discriminated against for having tested positive for the virus in terms of section 6 of the Employment Equity Act, 1998.

- 15.9 Should any worker or a member of his/her household contract the virus or come into contact with someone who has contracted the virus, this incident must be reported to the Compliance Officer immediately by email or telephone (email: Ilse Cromhout at [Ilse.cromhout@transpaco.co.za](mailto:Ilse.cromhout@transpaco.co.za) or cell number: 082 9287 772) who shall assess the risk involved with each such incident and will report such incident to the Managing Director who will determine whether or not the closure of a portion of the premises may be necessary.
- 15.10 Should any worker be diagnosed with the virus Transpaco must:
- 15.10.1 inform the Department of Health and the Department of Employment and Labour;
- 15.10.2 investigate the cause including any control failure and review the risk assessment to ensure that the necessary controls and PPE requirements are in place; and
- 15.10.3 it must give administration support to any contact-tracing measures implemented by the Department of Health.
- 15.11 If a worker has been diagnosed with the virus and isolated in accordance with the Department of Health Guidelines, Transpaco may only allow a worker to return to work on the following conditions:
- 15.11.1 the worker has undergone a medical evaluation confirming that he/she has tested negative for the virus;
- 15.11.2 Transpaco ensures that personal hygiene, wearing of a mask, social distancing and cough etiquette is strictly adhered to by the worker; and
- 15.11.3 Transpaco closely monitors the worker for any further symptoms upon his/her return to work.
16. **Workers**
- 16.1 Every worker should be viewed as if he/she is a carrier of the virus. Physical distancing must be constantly adhered to, monitored and enforced at all levels.
- 16.2 Employees will be required to be in possession of a permit which has been issued by Transpaco in order to travel to and from work. A copy of the permit will be handed to workers before they are due to return to work.
- 16.3 The kitchens. Only one person is permitted to access the kitchen at a time. Kitchen staff are required to utilise face masks at all times, when dealing with the hot beverages prepared for workers to limit the spread of the virus. This protocol is required in order to avoid workers having direct contact with surfaces touched by other workers.
- 16.4 Each person will be responsible for any food that he/she may require during the work day.
- 16.5 Workers are encouraged to use the tips of their car keys access pads and their shoulders or other bodily parts (other than their fingers) to open doors.

- 16.6 No worker will be allowed to congregate for lunch breaks, smoke breaks or for any other reason.
- 16.7 Strict social distancing must be adhered to at all times. Workers are required to avoid unnecessary contact between themselves and other third parties and to maintain a minimum acceptable distance from each other, which is considered to be at least 2 metres from another individual.
- 16.8 All employees working from home, except directors, are required to maintain accurate and up to date daily timesheets of hours worked at home A copy of the relevant timesheet to be completed is annexed hereto. All employees must submit such timesheets to Human Resources on or before the 20<sup>th</sup> of each month;
- 16.9 The Transpaco Emergency Disaster Policy is to be followed when an employee becomes sick during the day. Should an employee contract the virus the normal sick leave rules will apply. A medical certificate from a qualified medical practitioner is required to support the sick leave application which must be submitted and reported to Human Resources. Should the worker be unable to submit a sick leave application a photograph of the medical certificate may be sent via sms or WhatsApp to the Compliance Officer who will notify Human Resources of same and ensure that the sick leave application is processed on behalf of the worker. Where an employee has exhausted his/her sick leave allocation, the balance of the sick leave will be unpaid. However, the employee will be entitled to claim UIF benefits. When an employee is due to return from sick leave, a medical certificate from a qualified medical practitioner which confirms that the employee is virus free must be provided to the employees Managing Director and Human Resources via the Human Resources email for review before an employee will be permitted to commence working.

## 17. Hygiene

- 17.1 The virus is part of a large family of viruses found in animals and humans, and are known to cause illnesses ranging from the common cold to Severe Respiratory Syndrome (SARS). The virus is a new strain of the coronavirus not previously detected in humans. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. Older people and people with pre-existing medical conditions (such as, diabetes, lung and heart disease) are more vulnerable to becoming severely ill with the virus. There are currently no vaccines or specific antiviral treatments available.
- 17.2 As with most viruses, the virus is transmitted by coughing and sneezing or through close physical contact with infected persons or surfaces. It spreads by droplet infection, and the virus can survive for several hours on hands or places such as door handles.
- 17.3 All workers are required to observe good personal hygiene practices including regular hand washing with soap and water and the use of sanitising hand rub which is provided.
- 17.4 Workers are required to follow the below hygiene protocols:
- 17.4.1 wash your hands frequently and thoroughly with soap and water or an alcohol-based hand rub;

- 17.4.2 avoid touching your eyes, nose and mouth with unwashed hands;
- 17.4.3 cover your mouth and nose with a tissue when sneezing, and wash your hands afterwards;
- 17.4.4 practise cough hygiene (cough into your elbows, not hands);
- 17.4.5 avoid close contact with people who are sick;
- 17.4.6 avoid touching common areas such as exit release buttons at doors and buttons for the lifts and handles with bare hands;
- 17.4.7 do not shake hands with any persons and avoid personal contact; and
- 17.4.8 hands must be sanitised before entering or leaving the premises and between each interaction with the public.

## 18. **Cleaning and Hygiene Protocols**

- 18.1 The premises are to be cleaned and disinfected regularly by the cleaning staff. This will include regular deep cleaning of the offices and factory and all equipment. The cleaning staff are to be briefed and trained on the hygiene requirements.
- 18.2 All surfaces (e.g. desks, tables, stair banisters) and objects (e.g. telephones, keyboards, door handles and biometric access points) need to be wiped with disinfectant continuously. Air filters in the offices will be changed regularly.
- 18.3 Sanitising hand rub (with a an alcohol contents of at least 70%) will be made available as follows:
  - 18.3.1 near points which are frequently touched such as door handles;
  - 18.3.2 in areas where people eat and/or heat food and at photocopiers/printers; and
  - 18.3.3 in the reception area for any persons accessing the premises and provided to security to ensure that anyone accessing or exiting the building sanitise their hand on arrival and exit.
- 18.4 Sanitising hand rubs and soap dispensers must be regularly refilled.
- 18.5 Cleaners need to be adequately protected with the appropriate PPE issued gear which includes face masks and gloves.

## 19. **Social Distancing**

- 19.1 Social distancing means that individuals must stay more than 2 metres apart from each other. This requirement is to be strictly applied in the workplace at all times. Tape will be put up around the offices to remind workers not to venture out of their particular area except for using the bathroom facilities, to access the exits and to use the photocopiers.
- 19.2 To ensure that social distancing is adhered to in the workplace the following steps will be implemented:

- 19.2.1 only one person at a time will be allowed in the kitchen/s or at a printer;
- 19.2.2 after using a printer please ensure that the printer is wiped down with the materials provided;
- 19.2.3 no individual is to use any pen, telephone, keyboard or mouse except their own, the use of the phone or equipment of another person is prohibited;
- 19.2.4 IT will access computer equipment remotely wherever possible and where it is necessary for IT to access any person's computer directly a face mask and gloves will be worn, alternatively IT will use their own wireless mouse and keyboard as well as a face mask so as to avoid contact with the mouse and keyboard of another person;
- 19.2.5 no more than one person may use a smoking area at a time;
- 19.2.6 No lunch will be served for employees who are required to provide their own food and drink.
- 19.3 Where practically possible, departments should be spread over different locations so as to avoid an entire department becoming affected. Offices/areas vacated by those working remotely and small meeting rooms are to be used for this purpose.
- 19.4 Face to face meetings are strongly discouraged, even when on the same premises. Where a face to face meeting is unavoidable, individuals must be at least 2 metres apart and hand sanitisers need to be available in the meeting rooms. Meeting rooms must be sanitised by the cleaning staff before and after each meeting.
- 19.5 Microsoft Teams or Zoom should be used for the purposes of conducting meetings as far as possible.

## 20. **Kitchens**

- 20.1 The kitchens of the premises will only be open for the purpose of the kitchen staff providing hot beverages to workers throughout the work day.
- 20.2 People must sanitise their hands on entering and leaving the kitchens.
- 20.3 The use of the vending machine is to be discontinued until further notice.

## 21. **Face-masks**

- 21.1 The main benefit of wearing masks is to reduce the spread of the virus through droplets being coughed up by infected persons. Since some persons with the virus may not have symptoms or know that they have it, everyone should wear a face-mask.
- 21.2 Masks are not a replacement for other recommended precautionary measures. They should not provide a false sense of security that leads to a lapse in the application of preventative measures like personal hand hygiene, respiratory hygiene and physical distancing.
- 21.3 All workers must wear a mask whenever leaving their homes for their commute to and from the workplace.



- 21.4 Masks must be worn by all workers to cover their mouths and noses at all times while at the premises (including the reception) other than while at their own work station.
- 21.5 Transpaco will provide each worker with two masks upon their first day in the office or as soon as possible. Until then workers returning to office are to use their own masks or other equivalent protection apparatus.
- 21.6 Masks must be washed and sanitised with boiling water and disinfectant soap daily to ensure that the masks are hygienic. Disposable masks and gloves must be disposed of daily and cannot be reused.
- 21.7 Workers will be trained on the correct manner and how to use the masks provided.

## 22. Documents received from an external source

Any documentation or package which is received by hand from an external source at the premises should be sanitised before handing to recipient.

## 23. Vulnerable Workers

- 23.1 Workers with the following conditions or health challenges shall be deemed and declared “vulnerable workers”:
  - 23.1.1 workers older than 60;
  - 23.1.2 workers who have underlying medical conditions like cardiovascular/heart disease including chronic hypertension, diabetes;
  - 23.1.3 workers with chronic lung disease (asthma, COPD, emphysema);
  - 23.1.4 workers with immuno-suppressed conditions;
  - 23.1.5 workers who have cancer and those currently receiving chemotherapy/immunosuppressant therapy; and
  - 23.1.6 workers who are pregnant.

23.2 Please be advised that the aforesaid list which sets out the proposed categories of workers which are declared as vulnerable workers is not exhaustive and any underlying medical condition of a worker should be disclosed to the Compliance Officer. As such, all workers are encouraged to declare this information and complete a voluntary declaration form which is to be submitted to the Compliance Officer upon your return to the office. The submission of this declaration form is to ensure the wellbeing and safety of the workers which is of paramount importance to us. Any information provided shall be kept confidential and handled with sensitivity.

## 24. Travelling / Commuting Measures

- 24.1 All work trips, both domestic and international, will be cancelled and/or postponed until further notice unless specifically approved by the Managing Director.
- 24.2 Aligned with the above, no travel between provinces is permitted. As such no worker may attend at the workplace by commuting from another province, until further notice.

## 25. **Public Transport**

Employees utilising public transport may be particularly vulnerable and as such are required to use face masks and hand sanitisers when entering and existing the public transport.

## 26. **Working Remotely**

- 26.1 The Transpaco Emergency Disaster Policy is applicable in circumstances where workers are working remotely.
- 26.2 Furthermore, workers are expected to be online and available over the course of the entire workday.
- 26.3 Open and frequent communication is necessary between remote workers and their superiors. The use of Microsoft Teams is encouraged for communication between professionals and support staff.
- 26.4 Workers are expected to respond to communications within the normal time frames required for the smooth running of the business.
- 26.5 The use of personal devices will only be allowed to be utilised once such device has been screened and approved by IT as same may pose a security risk. We need to remain as vigilant as ever regarding cyber security and access to our systems.
- 26.6 Workers are reminded that working from home arrangements have been implemented for the purposes of social distancing. Working in public places would defeat the purpose of the arrangement.
- 26.7 The working from home arrangements may be revoked at any time if they are no longer feasible for our operations or if they have had a negative impact on productivity, with due regard to the potential risks should workers return to work.

## 27. **Self-Quarantine**

- 27.1 Should any worker or any third party visiting the workplace test positive for the virus, any person who came into contact with that person or third party will be required to go into self-quarantine for 14 days since the date of last contact with the confirmed case.
- 27.2 Should any worker become aware that he/she has come into contact with an individual who has tested positive for the virus such person must immediately report this to the Compliance Officer and leave the premises immediately for the purposes of a 14-day self-quarantine period.
- 27.3 The Transpaco Emergency Disaster Policy is also applicable in these circumstances.

## 28. **Enforcement**

- 28.1 This protocol is to be complied with by all workers at all times when on the premises. Due to the seriousness of this pandemic should any employee be found to be in breach of this protocol, in any respect, such employee will be subject to disciplinary action which may result in dismissal.

28.2 Each worker will on return to the office be required to sign a copy of this Plan, which copy will be placed on his/her personnel file.

28.3 Any deviation from this plan or any of the protocols contained herein requires the approval of the Managing Director.

I, \_\_\_\_\_ of \_\_\_\_\_ Pty(Ltd),

hereby agree that I have read and understood the contents of this plan and agree to implement the provisions of this plan and its protocols.

<b>Managing Director signature</b>	
<b>Date</b>	

I, \_\_\_\_\_ of \_\_\_\_\_ Pty(Ltd),

hereby agree that I have read and understood the contents of this plan and agree to implement the provisions of this plan and its protocols.

<b>Compliance Officer signature</b>	
<b>Date</b>	