

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide a strategy aligned to Government Gazette 44 Notice R1031 of 1 October 2020 – *CONSOLIDATED DIRECTIONS ON OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19* and Government Notice 44772 Notice R565 - *DISASTER MANAGEMENT ACT, 2002* as a response mechanism to alleviate the risks of transmission of COVID-19 transmission whilst conducting Civil Engineering Professional Services at Naidu Consulting Offices around the country whilst permitted to operate during specific risk levels during lockdown. For convenience, and where applicable, the components of sections of this document are cross referenced to this Notice.

2. SCOPE OF APPLICATION

This policy shall apply to:

- All office and site-based staff employed on a permanent or contract basis;
- Sub-consultants who spend more than 60% of the working month undertaking work for Naidu Consulting; and
- All seconded staff undertaken engineering under a mentorship programme.

3. EFFECTIVE DATE

This policy shall be effective from 28 June 2021 and shall supersede all other Coronavirus Continuity plans/Coronavirus Risk Mitigation plans or Coronavirus policies issued previously.

4. INTRODUCTION

Naidu Consulting (NC) is committed to the health and wellbeing of all their clients, staff and their families. To this end, a continuity plan was developed to ensure the ongoing service delivery in a safe and responsible manner through the COVID-19 Pandemic. These carefully considered plans, complimented with the national governments overarching plans to flatten the infection curve. Following the extended 5 week lockdown it is understood that a structured response was required to the pandemic, with a phased approach post lockdown to limit the expected exponential trajectory.

To this end, NC understands the importance of operationalisation in order to aid national economic recovery, whilst being aware of the need for a structured process to limit the spread of the virus. This document presents a post lockdown framework to limit the risks within NC and its related projects.

This plan outlines our framework using risk management principles and has general advice on workplace health and safety issues as an addendum to our business continuity plans.

This plan is designed to provide basic information to assist employees and clients to understand the duties and contingencies in place for the Coronavirus. This plan supersedes all previously issued plans.

5. WHAT IS A PANDEMIC

A pandemic is the worldwide spread of disease. Outbreaks of new infectious diseases can cause more severe illness than other diseases already circulating in the population due to a lack of immunity to the new disease. This lack of immunity may also increase the pandemic potential of the new disease.

The Department of Health's Chief Medical Officer can declare that a pandemic is affecting South Africa and decide which of the communicable disease frameworks the health sector will use to contain and manage the spread of the pandemic.

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

As with any infectious illness, standard health and safety risk assessment and controls should be applied. General advice is provided to employees, such as staying at home if they are sick, covering their coughs and sneezes, washing their hands regularly, and any unwell employees with compatible symptoms (to those of the declared pandemic disease) should be sent home.

5.1. COMMUNITY IMPACT OF A PANDEMIC

In the event of South Africa experiencing a pandemic and depending on the severity and transmissibility of the pathogen, large scale community, social and business disruption may occur.

5.2. WORKPLACE IMPACT OF A PANDEMIC

A pandemic may cause significant absenteeism across all workforces, due to employees being ill, or needing to take leave to look after sick family members. This represents a significant threat to the usual conduct of business and will demand prioritising essential services and adjusting of our work practices and staffing arrangements to maintain business continuity.

5.3. FACTORS AFFECTING ATTENDANCE MAY INCLUDE:

- Very high absenteeism due to illness or caring for family;
- Absence based on fear and anxiety;
- Stringent infection control measures in both the community and the workplace;
- The need to take care of children due to schools and creches being closed;
- Reduced transport;
- Impact of possible deaths and serious illness among families, friends and work colleagues; or
- It is not possible to predict the timing of the onset of a pandemic, so it is imperative that our team prepare beforehand by understanding the pandemic business continuity plans.

6. THE CORONAVIRUS (COVID-19)

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans. The virus was declared a pandemic by the World Health Organisation on 11 March 2020. The virus has continued to mutate with the Delta Virus currently the dominant variant in the country.

6.1. SYMPTOMS OF THE VIRUS

Common signs of infection include:

- respiratory symptoms;
- fever;
- cough; or
- shortness of breath or breathing difficulties.

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

6.2. DIAGNOSIS

Presence of the virus is detected through a laboratory test. In South Africa, most medical aids will cover the costs of tests however these need to be ordered by a general practitioner. It currently takes 1 to 5 days to obtain the results from a test.

6.3. SPREAD OF THE DISEASE

Coronaviruses primarily spreads through close contact with another individual, through coughing and sneezing on somebody else who is within a range of about 1m - 2m from that person. If an infected person sneezes or coughs onto a surface — a countertop, for example — and another person touches that surface and then rubs his or her eyes or nose, for example, the latter may get sick.

But how long can the new coronavirus linger on surfaces, anyway? The short answer is, we don't know. A new analysis found that the virus can remain viable in the air for up to 3 hours, on copper for up to 4 hours, on cardboard up to 24 hours and on plastic and stainless steel up to 2 to 3 days.

What's more, it's unknown at what point a person with the virus becomes contagious. Health care workers are operating under the assumption that the incubation period for the illness is about 14 days, meaning that it takes roughly that amount of time for symptoms to show up after a person is infected. Scientists still do not know whether a person is infectious during the incubation period.

6.4. TREATMENT

The infected person is kept in isolation and hospitalised if necessary. Several vaccines have been developed to limit the impact of the virus on an infected person. Generally, infected persons will self-medicate using specified vitamins and where serious, is taken to hospital for further treatment including the provision of oxygen if required.

6.5. PREVENTION

Standard recommendations to prevent infection spread include:

- regular hand washing or utilisation of hand sanitisers with at least 70% alcohol (CL 7.1);
- covering mouth and nose when coughing and sneezing;
- thoroughly cooking meat and eggs; and
- avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

7. NC'S DUTY OF CARE

Under the Occupational Health and Safety Act, 1993, 8(1) employers are required to take all reasonably practicable steps to protect the health and safety at work of their employees. Measures to ensure the health and safety of employees, and subsequently clients, are the driving force behind the business continuity planning for the coronavirus.

8. DUTIES OF EMPLOYEES

Employees also have duties to co-operate with NC in implementing and enforcing the risk control measures. They must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others. In a pandemic situation it is

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

reasonable to expect that these obligations placed on the employee and employer will include complying with public health advice and any emergency measures.

9. NC'S RESPONSE TO THE CORONAVIRUS

The NC business continuity plan is a contingency plan of action to manage the business risk of a particular event. Our plan to mitigate the risks associated with the coronavirus follow the best practices in planning for a pandemic.

9.1. COVID-19 RESPONSE TEAM (CL 3.1c)

The declaration of a lockdown in South Africa has resulted in several changes to legislation which limited economic activity in the country. Whilst this has resulted in success in flattening the curve, legislation has been continually changing in order to suite the prevailing conditions in South Africa. It is expected that legislation will continually change to support a gradually lifting lockdown in the period ahead. At the same time, the dynamics of the various components of the business may evolve with each phase of the national COVID-19 response plan. The company shall formerly appoint a COVID-19 Compliance Officer (CL 4f) to oversee the response strategy. To this end, a COVID-19 response team shall be established within NC headed by the HR Manager (Michelle Strickland), supported by the SHE Manager (Devan Govender) and with representatives from each division as shown in Table 1 below. The task team shall be responsible for:

- Collating and communicating changes to legislation which may impact operations;
- Maintaining a list of virus hotspots relative to the staff and the company's business activities;
- Identifying risks related to the pandemic and developing risk mitigation measures;
- Updating company policies/procedures to comply with statutory requirements related to the pandemic;
- Developing and managing a communication strategy regarding the pandemic; and
- Monitoring the implementation (CL 4.1f) of this plan and making changes where necessary.

Table 1: COVID-19 Response Team

Leadership	
Michelle Strickland	COVID-19 Compliance Officer
Devan Govender	SHE Manager (Committee Chairperson)
Office Area Representatives	Office Areas
Stacey Abrahams	Pavement Engineering
Kayleen Gangapersad	Roads & Highways/Contract Management
Zandi Tshabalala	Economic Development
Orrin Ogle	Water & Sanitation
Mandisa Mfanyana	Bridges & Buildings
Bulelwa Nkohla	Eastern Cape Office
Nashreen Seepersad	Gauteng Office

9.2. KEEP EMPLOYEES UP TO DATE

All employees will need accurate and current information on the workplace risks associated with this pandemic, as well as clear advice and education on how these risks will be controlled or minimised. Employees will be provided with information on the nature of the disease, where they can get information, and actions they can take in the workplace to help control risks.

Employees will also be informed on how they will be consulted and advised on the issues of work attendance and work arrangements.

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

9.3. UNDERTAKE RISK MANAGEMENT (CL 3.1)

As part of planning and preparedness, risk management will be applied to pandemic health and safety risks. This involves identifying and assessing the likely risks at the workplace and those risks associated with the way work is performed. Risk control measures will follow our business as usual remote work procedures and will also be enriched through state led protocol. Consulting Engineers South Africa (CESA) have produced an outline of the risks associated with engineering activities along with mitigation measures. (**Annexure A**) This document shall be used as the baseline risk assessment with control measures.

9.4. RISK MITIGATION MEASURES

The OHS risks during this pandemic can be loosely categorised as the direct risks of infection and the indirect risks arising from changes to usual work processes which may arise due to the virus. This document focuses on direct risks, with indirect risks covered in a full risk assessment.

9.5. MANAGING THE DIRECT RISKS OF INFECTION

Workplace measures to minimise disease transmission and prevent infection are based on an understanding of how the disease is transmitted from person to person. Based on the information available, NC will deploy the following measures:

9.5.1. Sanitising the office

Following the lifting of the lockdown restrictions and before work commences, all NC offices shall be sanitised by a professional sanitising service provider.

9.5.2. Social distancing (CL 5)

A primary transmission control measure is social distancing, that is reducing and restricting physical contact and proximity. NC shall employ the following measures:

- No physical contact in the workplace or at clients' premises;
- Maintaining a minimum distance of 1.5 metres between employees in the workplace (person-to-person droplet transmission is very unlikely beyond this distance);
- Limit social gatherings at or for work, including informal spontaneous congregations;
- Avoiding confined spaces such as lifts where the minimum distance may not be maintained;
- Advocating streamlined internal and client meetings with limitations on representation by stakeholder bodies; and
- Using telephone and video conferencing to communicate with clients.

9.5.3. Staff Travel

Employees will be encouraged not to travel through airports and through identified hotspots as far as practicably possible. Where travel is unavoidable, the following approach shall be employed:

- Appropriate Personal Protective Equipment (PPE) is worn in motor vehicles at all times;
- Transport vehicles used by NC staff for NC business activities, shall be sanitised before and after carrying passengers; and

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- The maximum number of passengers shall be aligned to legislation pertaining to travel utilising minibus taxis. (safe distances, and maximum permissible passengers)
- Staff returning from trips through hotspots shall be carefully monitored and may be asked to work from home for a prescribed period.

9.5.4. Hygiene and the use of personal protective equipment

Whilst efforts shall be made to reduce risk through the reduction of exposure as well as the ongoing sanitising efforts throughout the office, NC understands that person to person contact may not practically be avoided in many instances. Where unavoidable, relevant staff shall be issued with suitable PPE, to limit the spread of the virus as defined in the table below:

The PPE shall include suitable covering for the mouth and nose. Should reusable items be utilised which require regular washing, Naidu Consulting shall ensure that all staff have the necessary PPE which shall be replaced as required. Such PPE issued by NC, shall be logged on a PPE issue register. Staff shall be trained on the appropriate washing of such masks.

All staff shall maintain good hygiene, promoting the washing of hands. Hand sanitizers, with minimum 70% alcohol (CL 7) shall be placed at strategic locations around the offices including, and not limited to, entrances to offices, divisions and copiers. Site based staff and staff required to travel shall be issued with sanitisers for their vehicles. (CL 7.2b)

9.5.5. Control at entry points (CL 6)

- All office entrance doors shall always be closed, with access only gained through selected staff/security opening such doors. Where security personal is not provided, hand sanitisers shall be used immediately after entry;
- Where possible, doors within the office buildings shall be left open to limit touching potential virus carrying surfaces;
- Staggered start times may be introduced to limit congestion;
- Safe space demarcations shall be made on the pathway leading up to the front door of the head office to promote social distancing and limit congestion;
- At the head office, the primary entry into the head office shall be the front door and staff using the basement parking entrance must report to security before gaining access into the respective work divisional spaces;
- Awareness posters shall be placed on doors to promote no-hands opening. Where this is not possible, signage will remind users to sanitize upon re-entry into the workspace;
- All individuals will be required to wash their hands with a hand sanitiser or soap and water, before leaving and immediately after entering the premises;
- A full-time security guard/nominated staff member will be stationed at the entrance of each office and shall:
 - Open and close the door for staff and visitors;
 - Facilitating hand sanitising;
 - Perform screening of visitors, including conducting a questionnaire about the entrant as well as a thermal reading;
 - Perform thermal screening of staff on a daily basis, maintaining records;
 - Not permit people who fail screening tests access into the workplace, notifying the Compliance Officer of such refusal (CL 6.3);
 - Register visitors on relevant documentation (visitors shall not complete the registers); and
 - Prevent unwanted visitors in the workplace.
- Biometric access of the front door shall be disabled during specific periods. (CL 7.4c)

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

9.5.6. Visitors

- The following visitors shall not be permitted into the NC offices during this time:
 - Visitors not wearing face masks;
 - Persons who fail the screening process; or
 - Ad-hoc visitors.
- Visitors must report to the reception following a pre-screening process at security;
- Screened visitors shall be issued with a green sticker which is to be visible throughout their time spent within the NC offices;
- All visitors to NC offices shall have access to hand sanitisers placed at respective access points;
- Employees shall notify visitors not to enter the premises should they show compatible symptoms of the virus;
- Visitors entering the premises shall read and adhere to this continuity plan;
- Courier companies shall be prohibited from entering the working areas beyond the entrance foyer of the offices;
- Courier companies shall leave couriered goods with the security guard who will sanitise received goods and forward to the reception for further processing;
- Visitor records shall be maintained to allow tracing, if necessary, at a later stage.

9.5.7. Meetings & Gatherings

- Face to face meetings shall be avoided as far as possible and the use of video conferencing shall be utilised as practicably possible. Platforms used for meetings shall include Skype for Business or Microsoft Teams. Refer to **Annexure A1 & A2** (Available to clients upon request) for guidelines on assisting clients to join meetings as a guest;
- Where face to face meetings are unavoidable, the following shall be enforced:
 - Wherever possible, meetings and / or briefings shall be held in open areas with good ventilation;
 - Attendees for meetings shall be limited, as far as possible, to only 1 representative from NC;
 - Group talks shall be limited to a maximum duration of 15 minutes and shall be in groups that allow for a 1.5m spacing between individuals but do not require the speaker to shout;
 - Group talks must be held in well ventilated areas;
 - Staff attending meetings outside the office shall disinfect their hands-on entry into the offices;
 - Divisional Administrators shall notify domestic staff in advance if they need the meeting room tables and chairs to be sanitised before and after a meeting; and
 - The board room capacity shall be reduced to allow a minimum 1.5m distance between all stakeholders.
- Company socials must be approved by the COVID-19 Compliance Officer prior to proceeding.

9.5.8. Maximum Persons allowed within NC Offices (CL 5)

Naidu Consulting has considered the square meterage of each of the offices and shall ensure that the capacity of each office shall not exceed 50% of the maximum number of persons permitted in the building considering a conservative 4m² per person. In order to limit exposure and the spread of the virus, staff shall further not sit within 1.5m of each other. Where this is not possible, physical barriers shall be installed to ensure that staff are not

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

exposed to each other within 1.5m distance whilst performing their normal duties at their workstations. The maximum capacity of each of the working areas is listed in the table below.

	Area	Persons/4m2	Maximum Capacity (50%)
Head Office - Ground Floor	716.25	179.0625	89
Head Office - First floor	624.48	156.12	78
Bridges and Buildings	312.36	78.09	39
Eastern Cape	96.65	24.1625	12
Pretoria Office	128.69	32.1725	16

9.5.9. Staff Rotation Plan (CL 4.1h)

Each unit manager shall be responsible for developing a staff rotation plan based on the capacity of the unit as well as essential needs related to project deliverables. Development of the plan shall consider:

- The equipment moved between home and the office;
- The staff's ability to work autonomously;
- The connectivity requirements;
- The need to work off the server;
- Site staff to work remotely where possible and limit travel to the NC offices where possible;
- Fair rotation to ensure connectivity and continuity; and/or
- All key roles shall be mirrored by at least 2 alternate staff members.

NC understands that the symptoms of the virus have been found to be more severe in persons older than 60 or persons with pre-existing medical conditions (such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer) or are pregnant. Such persons shall be identified through a questionnaire submitted to all staff. Such staff shall be carefully monitored, and work planned in such a manner as to limit the risk of infection. For these identified staff, working from home shall be preferred and planned as far as practicably possible. Where unavoidable:

- The identified person must provide, on a voluntary basis, written consent to undertake such work; and
- Extra precautions must be undertaken on a case by case basis.

To aid these processes, a staff resource schedule has been collated and shall be maintained by HR on an ongoing basis.

9.5.10. Output management for virtual teams (Split)

- Deliverable schedules shall be created for all staff during this period which shall be linked to personal Key Performance Indicators (KPIs) and the Project Pipeline Plan (PPP);
- Daily/weekly meetings shall be chaired by line function managers to review progress;
- All staff shall have Adobe Reader DC installed on their machines with their signatures uploaded onto it;
- Deliverables shall be submitted and signed off electronically by the responsible managers;

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- All time scheduling tools such as Outlook Calendars and Virtual In/Out shall be continually updated to reflect their base of operation during this period;
- A dongle and software management plan shall be developed by each division to manage the movement of shared hardware which unlock design software in order to facilitate design processes.

9.5.11. Information Technology (IT) Support

- NC shall ensure that all staff are equipped with the necessary hardware and software to perform their functions in a NC office or remotely;
- IT support shall be available to all staff working remotely during this period. If necessary, they staff may travel to the office, if working remotely, to resolve IT issues;
- Virtual Private Network (VPN) access shall be granted to selected staff within the company. A schedule of such staff shall be circulated to all staff within the division. Staff requiring access to files on the server shall contact one of the staff members who have been granted VPN access.
- Virtual Private Network (VPN) access to servers and remote applications shall be monitored;
- An awareness campaign for phishing (cybercrime) attacks related to COVID-19 shall be performed;
- Data management strategies shall be created to ensure that data is available to all staff who will work remotely.

9.5.12. Communication (CL 4.1j)

NC appreciates the importance of ongoing communication between staff, clients and other relevant stakeholders. Considering the need for limited person to person contact, the following strategy shall apply to NC operational activities both internally and externally:

- Technology shall be utilised as much as possible as a primary communication platform including:
 - Mobile and fixed line telephone calls;
 - SMS/WhatsApp and other messaging tools;
 - Emails; or
 - Conferencing software such as Microsoft (MS) Teams and Skype for Business and other similar software which comply with IT security protocols.
- Groups within communication tools such as WhatsApp and MS Teams shall be set up to ensure that all relevant stakeholders are provided with appropriate information;
- Where necessary, NC shall provide support to clients and other stakeholders to enable connectivity as guests onto meeting platforms such as MS Teams and Skype for Business (**Annexure A1 & A2**);
- General Communication
 - Memos shall be emailed to all staff
- COVID Awareness Communication
 - Toolbox talks shall be avoided to prevent congregating. If these cannot be avoided, minimum distances are to be observed;
 - Relevant information such as risk prevention/mitigating strategies, shall be communicated to staff via email, WhatsApp or telephone;
 - Posters shall be placed throughout the building to promote awareness including:
 - Entrance signage;

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- Signage in washrooms highlighting handwashing techniques; and
 - Signage throughout the building reminding of social distancing, sneezing and hygiene techniques.
- Project Communication
 - Meetings are to be undertaken by telephone/emails/MS Teams or Skype for Business as much as possible; and
 - Where person to person meetings are unavoidable, safe distances are to be maintained.
 - Fake news
 - All staff within NC shall not initiate, forward or spread fake news within the organisation which will result in threat of life or losses to individuals or the company. Persons found guilty of such offence shall be subject to disciplinary action under the company's disciplinary code.

9.5.13. Maintaining staff moral

NC appreciates the challenges in leading a geographically spread team and maintaining staff morale. To this end, NC shall:

- Continually create awareness through social groups, emails and memos;
- Capacitate team leaders to identify low staff moral in order to eradicate negativity to foster a healthy work environment;
- Stay connected through one to one contact to maintain healthy mental wellbeing;
- Utilise occasional video calling to ensure connectivity and inclusion; and
- Promoting staff health by periodically communicating mental and physical wellness tips, stress management and home office best practice techniques.

9.5.14. Load Shedding

All remote staff shall make appropriate plans to limit disruptions to work progress during load shedding. Human Resources shall monitor load shedding and shall communicate load shedding schedules to all staff during this period.

9.5.15. Parenting whilst working at home

NC understands that some staff may be required to perform parental duties whilst working at home during this period due to school closures. Affected staff shall communicate with Line Managers in this regard, to develop a delivery plan and manage expectations during this period. Affected staff shall notify line managers when circumstances which affect such plans may change taking cognisance of the agreed deliverables/outputs which should not be compromised.

9.5.16. Behavioural Changes

Whilst NC shall endeavor to create a safe work environment (Safe Conditions) for workers within each of our offices, it is understood that this effort must be complimented with an adjusted employee behavior (Safe Acts). To this end, common routine activities will be required to be adjusted including and not limited to:

- Staff are to attempt to remain in their workstation space as much as possible. Crowding over desks shall be prohibited;
- Stationery and tools shall not be shared;

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- Avoid loitering in the workplace;
- Limit contact with unnecessary objects in the workplace;
- Sanitize hands when entering or leaving a work area;
- Utilize paperless processes as far as possible;
- Limiting lunch types which require the use of the kitchen for warming; and
- Utilization of own/throw away utensils for tea and coffee (avoiding tea and coffee areas).

9.5.17. Cleaners (CL 7.4)

- In addition to routine PPE provided for cleaning activities, Cleaners shall be provided with and shall wear relevant PPE;
- In addition to their routine duties, cleaners shall be responsible for:
 - Disinfecting all tables and counter tops in meeting rooms after each meeting. Respective staff shall contact the cleaners to arrange this accordingly;
 - Periodically sanitising entrance and other doors which are frequently touched; and
 - Sanitizing the reception areas.

9.5.18. Subcontractors & Subconsultants

Where required, NC shall engage subcontractors or subconsultants to support operational work within the NC offices including, and not limited to, IT service providers, security services, contractors undertaking essential building maintenance and professional engineering services. Where this is unavoidable, the following shall apply:

- The service provider shall submit a Risk Mitigation Plan to the SHE Manager for approval;
- The service provider shall adhere to the approved plan;
- The service provider shall ensure that appropriate PPE is always utilised whilst on NC premises, with minimum PPE as stipulated in this document or as directed through relevant legislative directives. NC shall supplement such PPE, to meet this policy standard where necessary.

9.5.19. Common areas

NC has identified several areas which may pose a risk of congregating. To this end, the following shall apply:

- Building entrances
 - Covered in 9.5.5 (entrances)
- Toilets
 - Only 2 persons may be allowed in the toilet at any time;
 - Ensure that hands are washed thoroughly after using toilets; and
 - Signage shall be placed in toilets to promote appropriate hand washing.
- Kitchens
 - All staff are encouraged to:
 - Use their own eating/drinking utensils;
 - Bring their own sponge to wash their utensils; and
 - Keeping their own items away from the kitchen area between usage.
 - All kitchens shall be rearranged to reduce the capacity and maintain the minimum distance between staff.
- Boardrooms
 - Boardrooms shall be booked in advance;
 - Safe distances are to be observed in all boardrooms; and

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- The maximum capacity in each boardroom shall be displayed outside each boardroom.
- Smoke areas
 - NC recommends that staff limit smoking as far as practicably possible. Notwithstanding the health warnings associated with smoking, preliminary studies show that smokers are at greater risk of exhibiting more severe symptoms during infection; and
 - Designated smoke areas are marked at the various offices. Staff shall maintain safe distances during smoke breaks.
- Copiers
 - All staff shall look to reduce printing using digital processes;
 - Printing
 - Staff shall limit contact with the printer when collecting prints;
 - Ensure that the queue is checked before the print is submitted; and
 - Printed documents shall be timeously collected.
 - Scanning/copying
 - Hand sanitisers shall be placed next to the printers. All staff shall ensure that they sanitise their hands immediately after use of the printer/scanner.
 - Repairs
 - Administrators shall ensure that machines are sanitized before and after repairs are conducted; and
 - Persons replenishing consumables shall ensure that the machine is sanitised after replenishment.
- Airconditioning (CL 10)
 - Central air-conditioning shall be continually serviced in accordance with the requirements of COVID-19.

9.6. MANAGEMENT OF INFECTIONS

This strategy focuses on preventing entry of infected persons into the workplace and the actions taken when symptoms become evident whilst the employee is at the workplace.

9.6.1. Management of employees who have tested positive for the virus

- The employee shall immediately cease performing any work for the company;
- The Employee shall not be permitted to make direct person to person contact with other employees or the client unless authorized to do so by the COVID-19 Compliance Officer;
- Communication of a positive COVID-19 status to affected staff shall be undertaken by the employer and not the employee;
- The employee may return to work when authorized to do so by the COVID-19 Compliance Officer and not before a minimum of 10 days after the symptoms onset (mild cases) without further testing and a minimum of 10 days after clinical stability e.g. after oxygen is stopped (severe cases).
- Upon return to work, the staff member who was found to be positive must wear a surgical mask (Class A medical device (3 ply) for 21 days from the date of diagnosis. (CL 6.4)
- NC shall notify the National Institute of Occupational Health and Compensation Commissioner if results have not been automatically submitted to the Department by the testing service provider (CL 4k(i))/ CL 4k (ii));

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- Sick leave shall commence and continue until the staff member is permitted to return to work by the COVID-19 Compliance Officer whose decision will be based on the latest available guidelines/legislation within South Africa. NC shall facilitate access to remuneration including COVID-19 relief schemes, should the employee not have any further sick leave available;
- NC may lodge a COIDA Claim should evidence suggest that the virus was contracted through occupational exposure (CL 4k(ii));
- NC shall investigate the cause to identify failures in the controls in order to review and revise the risk assessments. (CL 4k(iii)); and
- NC shall provide facility attendance records to relevant authorities to support contact tracing. (CL 4k(v))

9.6.2. Management of employees who have come in close contact with a person who has tested positive for the virus (primary close contact)

Close contact is as defined by the Department of Health on their website using the link www.health.gov.za/covid19/faq/close-contact.html and copied below.

+ What does being a close contact mean?

You have been in close contact with someone who has confirmed COVID-19, but you do not have any symptoms yourself. Close contact means that you had face-to-face contact within 1 metre or were in a closed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still "infectious", i.e. from 2 days before to 14 days after their symptoms began. For example, you may be someone who:

- Lives in the same household as a person with COVID-19
- Works closely in the same environment as a person with COVID-19
- Sat in the same classroom as a person with COVID-19
- Attended the same gathering as a person with COVID-19
- Provided direct care for a person with COVID-19 in a healthcare setting without using the proper personal protective equipment
- Sat within two seats (1 metre) in any direction of a person with COVID-19 case in any kind of vehicle including buses, minibus taxis, airplane, etc.
- Served as a crew member in the section of an aircraft where a person with COVID-19 was seated

Where an employee has close contact with an infected person, the following procedure shall apply:

- The employee shall not be permitted to enter the offices (CL 6);
 - The employee is to be immediately isolated from others;
 - The employee shall notify their line function manager of their exposure;

		Integrated Management System	
		COVID-19 Policy: Level 4	
Approved by	Document Last Reviewed	Document Version	Document Number
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- The employee shall not communicate such contact to fellow staff members without consultation and approval of the COVID-19 Compliance Officer;
- Where the employee is already at the workplace (CL 6.3b):
 - The Employee shall isolate themselves from others in designated isolation rooms in the office;
 - The Employee shall notify Human Resources via email/telephone of their symptoms;
 - NC shall exercise further risk measures and provide the employee with a FFP1 surgical mask; and
 - The affected employee shall leave the premises in a planned manner so as to limit contact within the office;
- Where practical and based on a project by project basis, NC shall provide the employee with a computer, and means of necessary connectivity;
- The respective manager shall discuss and communicate achievable deliverables which the employee shall be expected to complete during this period;
- The affected staff shall
 - Keep in contact with their immediate supervisor to ascertain their daily deliverables;
 - Keep in contact with the COVID-19 Compliance Officer at least twice a week, informing her of the progress of the situation and the plans for doctor's visits and/or testing;
 - Not be permitted to make direct person to person contact with other employees or the client unless authorized to do so by the COVID-19 Compliance Officer;
 - Remain in self-quarantine for at least 10 days from the date they last made contact with the person who was positive and complete the attached screening document (**Annexure A3**). The employee may only return to work when authorized to do so by the COVID-19 Compliance Officer and provided that no symptoms were exhibited during the self-quarantine period. Where the employee exhibits symptoms, 9.6.4 shall apply; and
 - Take an accredited coronavirus test if directed to do so by the COVID-19 Compliance Officer. Tests will be paid for by NC if (i) such costs are not covered by medical aid and (ii) whilst performing NC work related tasks or functions, contact is made with an infected person working with NC.
- This period will not constitute leave and shall be considered normal work;
- The employee may return to work, when authorized to do by the COVID-19 Compliance Officer;
- Where the employee lives with persons who comes into contact with known positive cases on a daily basis, the employee may be asked to work remotely if practicably possible.

9.6.3. Management of employees who have come in close contact with persons who have had close contact with a positive person (Secondary Contact)

All staff who come into close contact with the staff referred to in 9.6.2 above (staff who have come into close contact with a positive person) shall:

- Go into self-isolation until results of the testing of the person above have been verified as directed by the COVID-19 Compliance Officer;
- Where the staff referred to in 9.6.2 above is negative, the staff may return to work as directed by the COVID-19 Compliance Officer;

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- Where the person referred to in 9.6.2 above is positive, the staff member will follow the process in 9.6.2 above and shall be treated as a new primary contact.

9.6.4. Management of employees showing symptoms of coronavirus (CL 6)

Employees who report or show compatible symptoms (fever, cough, sore throat, redness of eyes or shortness of breath, body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness) shall:

- Not report for duty at the offices;
- Notify their line function manager of the symptoms experienced;
- Isolate themselves from others and refer to a medical practitioner for medical assessment;
- Undertake a COVID-19 Test if directed to do so by the medical practitioner;
- Complete the self-isolation questionnaire (**Annexure A3**);
- Follow the procedure in 9.6.1 if found to be positive;
- Follow the usual sick leave procedure if not directed to undertake a COVID-19 test or if the COVID-19 test proves negative (no need for mandatory 10 day quarantine); Not communicate such risk to other staff before confirmation of conditions are known;
- Answer all questions honestly when being interviewed by the COVID-19 Compliance Officer or their delegated representative;
- May only be allowed to return to work when a
- Authorised to do so by the COVID-19 Compliance Officer;
- The time off during this period shall be taken as sick leave.

Where the employee is already at the workplace:

- The Employee shall isolate themselves from others in the office;
- The Employee shall notify Human Resources via email/telephone of their symptom;
- NC shall exercise further risk measures and provide the employee with a FFP1 surgical mask;
- The affected employee shall leave the premises in a planned manner so as to limit contact within the office;
- May only be allowed to return to work if deemed fit to do so, by the medical practitioner; and
- The time off during this period shall be taken as sick leave.

9.6.5. Management of the workplace which has been potentially exposed to the virus

When a person with suspected infection has left the workplace, NC will ensure that their workstation, work area and communal areas that they have been in, are thoroughly cleaned and disinfected. If necessary, disinfection and sanitary specialists may be contracted to undertake this activity.

9.6.6. Duty to Inform

An employee must inform the COVID-19 Compliance Officer of:

- Exposure to the virus including the employee travelling to a high-risk area or contacting someone who has travelled to a high-risk area;

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- People who live with the employee who comes in close contact with known positive COVID-19 persons on a daily basis;
- Intention to travel to a high-risk area; and
- Prevailing chronic medical conditions which could exacerbate the impact of the virus should the individual get infected.

9.7. VACCINATIONS

Naidu Consulting (Pty) Ltd endorses vaccinations as a mechanism to limit the effects of an infection and shall encourage staff to take the vaccination. It is understood that the vaccination may cause temporary illness and Naidu Consulting (Pty) Ltd shall support vaccinations through the granting of sick leave should an employee fall ill due to taking the vaccine and subject to available sick leave as well as providing proof of such vaccination.

Staff should be mindful that once they have had the vaccination this does not mean that they will not get the infection or be an asymptomatic carrier of the infection and all protocols still apply to them.

9.8. REVIEW AND EVALUATE CONTROL MEASURES

OHS risk control measures will be regularly reviewed and updated as required. Additional enhancements based on state interjection will be recommended and actioned accordingly.

9.9. MANAGING THE RECOVERY PHASE

Recovery will be assessed and planned to normalise work activities as this pandemic subsides. The local risk control measures will be progressively suspended on a schedule compatible with the suspension of the broader public health measures.

For some time after this pandemic, the normalising process will likely involve re-tasking employees to priority areas. Skills, training needs and workloads will be adjusted and continued training and consultation with employees will be done before employees are moved to new work.

10. ENFORCEMENT

Naidu Consulting will institute disciplinary measures against employees who do not adhere to the policy.

Examples of such non-adherence, which shall be treated as serious offences, are listed below:

- Non-Disclosure of information regarding COVID-19 including and not limited to:
- Failure to disclose that someone in your household has COVID-19 or is under quarantine;
- Failure to disclose contact with a COVID-19 positive individual;
- Failure to disclose an underlying condition;
- Failure to take reasonable necessary action as a line manager when dealing with possible COVID-19 related issues which may impact to his/her employees;
- Failure to sanitise hands regularly;
- Failure to wear a mask at all times when in public including when at the employer's premises and their respective areas of business. Chapter 6 Sec 70(5) (Gazette 44201) notes mandatory protocols for businesses – An employer may not allow any employee to perform any duties or enter the premises if the employee is not wearing a face mask while performing his or her duties;

Wilfully ignoring the regulations as stipulated by Government (Gazette 44201) including but not limited to:

		Integrated Management System	
		COVID-19 Policy: Level 4	
<i>Approved by</i>	<i>Document Last Reviewed</i>	<i>Document Version</i>	<i>Document Number</i>
M. Manicum	28 June 2021	01	HR-PO-COVID-19 Policy: Level 4

- Behaving in a manner that poses a threat to working colleagues within Naidu Consulting by not adhering to government regulations in public places such as social distancing and wearing of masks whilst off duty – actions which are deemed a criminal offence.
- Bringing the company into disrepute through wilfully disregarding any COVID related government regulation.

Persons found acting against this policy whilst working within NC shall be subject to disciplinary action in accordance with the company’s disciplinary procedures.

11. SUMMARY

This pandemic has begun and as such NC has developed this plan, addressing the anticipated business risks of this pandemic and ensuring that it limits the risk to our employees and the company. NC will strive to keep up to date with pandemic advice and regularly review this plan, in line with updated and new information.

12. COMMITMENT

As a company, we commit to maintaining a safe working environment for our staff and our clients. Collectively, we can manage this risk and limit the impact that this pandemic could have on our lives and our organisation.