

# **SOL PLAATJE MUNICIPALITY**



## **Policy and Procedure on Corona Virus (Covid-19: Alert Levels 1-3)**

*Final Approved Version of October 2021*

# POLICY AND PROCEDURE ON THE CORONA VIRUS (COVID 19)

## POLICY ADOPTION AND REVIEW PROCESS

Approved by the Municipal Manager in terms  
of council resolution 298/10

**The Municipal Manager has resolved, in terms of the authority vested in him by Council Resolution 298/10, and in accordance with the Occupational Health and Safety Act, the Disaster Manager Act and Regulations to review and adopt the following policy and procedure as the Policy and Procedure on the Corona Virus (Covid-19) of the Sol Plaatje Municipality.**

Approved by	Date Reviewed/ Approved:	Signature
B. Dhlwayo <b>Acting Municipal Manager</b>	03 July 2020	
B. Dhlwayo <b>Acting Municipal Manager</b>	26 November 2020	
B. Dhlwayo <b>Acting Municipal Manager</b>	8 February 2021	
B. Dhlwayo <b>Acting Municipal Manager</b>	26 July 2021	
G. Akharwaray <b>Municipal Manager</b>	30 September 2021	
G. Akharwaray <b>Municipal Manager</b>	27 October 2021	

# POLICY AND PROCEDURE ON CORONA VIRUS (COVID-19)

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## 1. Definitions

In this Policy, a word or expression to which a meaning has been assigned in the Act, has the same meaning as in the Act, unless the context indicates otherwise, and –

“**Act**” means the Disaster Management Act, 2003 (Act No. 56 of 2003);

“**COID**” means the Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993)

“**Council**” means the municipal council of the Sol Plaatje Municipality;

“**employee or worker**” means any person who works in the Municipality’s workplace including an employee of the contractor (contracted by the Municipality);

“**Inspector**” means a person:

- (a) Designated as an inspector in terms of section 28 of the OHSA;
- (b) Law enforcement officers appointed with public health responsibilities by a local authority authorized in terms of direction 16(1)

“**HR**” means the Human Resources Department of the Sol Plaatje Municipality;

“**Health worker**” includes –

- (a) A health care provider providing health services in terms of any law including-
  - (i) Allied Health Professions Act, 63 of 1982
  - (ii) Health Professions Act, 56 of 1974
  - (iii) Nursing Act, 53 of 1974; and
  - (iv) Pharmacy Act, 53 of 1974; and
  - (v) Dental Technicians Act, 19 of 1979;
- (b) Any person who is engaged in the provision of health services including those providing management and support services;

“**LLF**” means the Local Labour Forum of the Sol Plaatje Municipality;

“**Municipal Manager**” means the Municipal Manager of the Sol Plaatje Municipality.

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

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

**“Regulations”** means the Regulations made under section 27(2) of the Disaster Management Act, 2002 (Act No. 57 2002) in respect of the declaration of a state of national disaster under section 27(12) of the Act, published under Government Notice No. R303 in Government Gazette No. 43906 of March 2020 as extended in terms of section 27(5) of the Act;

**“Vaccination guidelines”** means the vaccination guideline contained in this policy as derived from Schedule C of the Regulations;

**“Virus”** means the SARS-CoV-2 virus

**“High-Risk or Vulnerable Employee”** means any employee as contemplated in the Department of Health Guidelines:

- (a) With known or disclosed health issues or comorbidities or any other condition that may place the employee at a higher risk of severe COVID-19 disease or death if infected; or
- (b) Above the age of 60 years who is at a higher risk of sever COVID-19 disease or death if infected;

**“workplace”** means any premises or place where a person performs work.

## **2. Purpose**

The purpose of this document is to outline the policy and standard operating procedures for managing the coronavirus disease (COVID-19) in terms of prevention, detection and management of cases, continuous monitoring and maintenance of high hygiene levels within the premises of the Municipality.

## **3. Scope of the Policy**

This policy applies to all municipal employees, councilors, service providers, contractors and members of the public who visit the premises of the Municipality.

## **4. Background**

4.1 The President of the Republic of South Africa announced a National Lockdown on the 23 March 2020 to contain the spread of the virus. The lockdown was enacted in terms of the Disaster Management Act and entailed, amongst others the following key provisions:

- (a) The categories of people who were exempted from the lockdown were essential workers in the public and private sectors, emergency personnel, those in security services e.g. police, traffic officers, military medical personnel, soldiers and other persons necessary for the management of the response to the pandemic. Essential Service employees in the Municipality referred to those occupations in the waterworks department, electrical departments, cleaning and waste collection, emergency services, security services etc.
- (b) Those responsible for the production and distribution and supply of food and basic goods , banking services, maintenance of power, water, telecommunication services, laboratory services and provision of medical and hygiene products may continue their operations.

- (c) Residents were not allowed to leave their homes, except under strictly controlled circumstances e.g. to seek medical care, buy food and medicine or collect social grants.
- 4.2 On the 23 April 2020, the implementation of a 'risk adjusted strategy was announced through which the government took a "deliberate and cautious approach to the easing of the... lockdown restrictions". In terms of such an announcement, South Africa began a gradual and phased recovery of economic activity. Since then various alert levels (commensurate with the infection rate of the pandemic) were announced by the President of the Republic.
- 4.3 The National Lockdown levels are re-adjusted from time to time in accordance with the Disaster Management Act.
- 4.4 This policy and Procedure is consistent with Alert Levels 1-3; unless otherwise determined by a change in Regulations or amendments necessitated by operational and/or administrative requirements

**Diagram of the Alert levels:**

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 [www.stateofthenation.gov.za](http://www.stateofthenation.gov.za)

Summary of alert levels

ALERT LEVEL 5	ALERT LEVEL 4	ALERT LEVEL 3	ALERT LEVEL 2	ALERT LEVEL 1
<div style="display: flex; align-items: center; justify-content: center;"> <h2 style="margin: 0;">OBJECTIVE</h2> </div>				
Drastic measures to contain the spread of the virus and save lives.	Extreme precautions to limit community transmission and outbreaks, while allowing some activity to resume.	Restrictions on many activities, including at workplaces and socially, to address a high risk of transmission.	Physical distancing and restrictions on leisure and social activities to prevent a resurgence of the virus.	Most normal activity can resume, with precautions and health guidelines followed at all times.  Population prepared for an increase in alert levels if necessary.

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REPUBLIC OF SOUTH AFRICA

## **5 Steps to Prepare the Municipality for Covid-19 Compliance:**

- (a) The Municipality takes the health and safety of its employees very seriously. To that end, the Municipality has put in place the systems and procedures in order to ensure that the workplace is prepared and safe for the return of its employees based on the guidelines issued by government;
- (b) Furthermore, a comprehensive, fully integrated Hazard Identification and Risk Assessment of each workplace will be completed to determine the appropriate intervention and the type of PPE that is applicable. This will ensure that there is maximum protection against the possible contraction of COVID-19.
- (c) The Municipality has, on the basis of such hazard identification and risk assessment, amended its Risk Assessment Plan in compliance with the Consolidated OHS Regulations (of June 2021).
- (d) Accordingly, and in terms of section 3(b)(ii) of such Regulations, the amended Risk Management Plan of the Municipality, outlines the measures it intends to implement in respect of the vaccination of its employees in accordance with the guidelines contained in Annexure C of the Regulations;
- (e) It further contains, in terms of section 2 of the Regulations, the scheduling of employees to maximize social distancing, screening processes; the identification of vulnerable (high risk) employees, and other protective measures required by the Regulations
- (f) The LLF and the COVID-19 Steering Committee constituted by the Municipal Manager, members of the EMT, COVID-19 health practitioners and the designated COVID-19 Compliance Officer, have been consulted during the adoption and amendment of the Risk Management Plan outlining the revised COVID-19 plan and measures in accordance with section 4 of the Regulations.

- (g) Resources must be allocated to ensure that adequate information is provided and education and training takes place to fully capacitate employees on COVID-19.

## **6 Identifying High Risk (Vulnerable) Employees**

- 6.1 62(5) of the Regulations (issued in terms of Alert Level 2) prescribe that an employer must implement appropriate measures for employees who are over the age of 60 or those with co-morbidities to facilitate their safe return to work. This must include special measures at the work place to limit employees exposure to COVID-19 infection and where possible for the employees to work from home.
  
- 6.2 Accordingly, the *following categories of employees* are deemed high risk (vulnerable), and may only work from home when directed to do so by management. The vulnerable or high-risk employees are those:
  - (a) Employees who are 60 years and older;
  - (b) Employees with comorbidities, that is the presence of one or more additional conditions co-occurring with (concomitant or concurrent with) a primary condition. These may be conditions such as hypertension, diabetes, cardiovascular diseases, respiratory systems disease, etc.;
  - (c) Female employees who are pregnant;
  - (d) Persons who are presenting fever, dry cough, and sore throat.
  - (e) Employees who have such co-morbidities, must provide Human Resources with a medical certificate (Human Resources must treat such personal information as confidential)

- 6.3 In pursuance of providing measures to limit the exposure to COVID-19, the relevant line manager with the approval of the Executive Director, may implement the following measures:
- (a) stagger the return to work of employees to ensure workplace readiness
  - (b) where possible, allocate additional office space,
  - (c) work shifts and/or specific days in a week
- 6.4 These measures must be done in accordance with a workplace plan for addressing Covid-19 and must be submitted to Human Resources.

## **7 Employees Who May Return to Offices**

- (a) The Municipal Manager will from time to time issue directives on which employees may be at work in accordance with the Risk Management Plan contemplated in section 3(2) of the Regulations;
- (b) This will also be done as per the determinations in the respective Alert Levels as determined by the Regulations issued in accordance with the Disaster Management Act;
- (c) In terms of *Lockdown Alert Levels 1- 3xde*, all employees are directed to return to work subject to compliance with the necessary Covid-19 health protocols;
- (d) The respective departments in consultation with the HR, the Compliance Officer, the relevant Executive Director and the Municipal Manager may direct that employees report in a pre-determined schedule.

## **8 Screening of Employees and Service Providers**

The Regulations direct that "every employer must arrange the workplace to ensure minimal contact between workers, and as far as practicable, ensure that there is a minimum of one and a half meters between workers while they are working..."

Accordingly, it is the policy of the Municipality that all staff, service providers and members of the public who need to access the municipal workplace will be required to fill in a screening questionnaire, to determine if the person(s):

- (a) Had travelled to a high risk country or area;
- (b) Had contact with anyone with confirmed Covid-19 in the last 14 days;
- (c) Has symptoms such as fever, cough, difficulty in breathing;
- (d) If the answer is Yes to any of these questions, the employee may be advised to work from home and to self-quarantine; service providers or members of the public may be refused entrance based on the results of the screening.
- (e) Every day before entering the workplace, temperature checks will be performed by security or other personnel so appointed. Employees who display COVID-19 related symptoms with elevated temperatures will be placed in an isolation room and must undergo assessment by a health practitioner. The employee may be advised to seek further medical attention.
- (f) Service providers should be screened, scanned and particulars must be taken for future reference.

## **9 Case Reporting**

- (a) The Regulations require that every employer must put in place administrative measures for the protection of employees. Such measures require every employee to disclose whether they have any health issues, comorbidities or conditions contemplated in the definition of vulnerable employees.
- (b) The employer must also take special measures to mitigate the risk of COVID-19 infection for those employees in accordance with the Department of Health's guidelines

- (c) Any employee who has comorbidities, COVID-19 symptoms and has received a doctor's note to that effect, must inform management and obtain permission to work from home for a prescribed period in compliance with the leave policy of the Municipality.
- (d) Employees whose test results are positive for COVID-19, are not necessarily very sick and have the capacity to self-isolate may do so at home for 14 (fourteen) days.
- (e) The Municipality is also obliged to report to the Department of Health; inform the National Institute for Occupational Health (in accordance with the NDOH guidelines; and the Compensation Commissioner at the Department of Labour) if an employee is diagnosed with COVID-19. The case will then be investigated in terms of the cause of the infection, "including any control failure" in the workplace;
- (f) Should a number of employees test positive for COVID-19; the Municipal Manager, acting on the advice of the Compliance Officer of the Municipality, may direct the closure of a part or the entire municipal building.

## **10 Refusal of Medical Examination**

- (1) The Regulations prescribe that no person who has been clinically or by a laboratory, confirmed as having COVID-19, or who is suspected of having contracted COVID-19, or who has been in contact with a person who is a carrier of COVID-19, may refuse consent to an enforcement officer: -
  - (a) to subject that person to medical examination, including but not limited to the taking of any bodily sample by a person authorized by law to do so;
  - (b) Admit that person to a health establishment or a quarantine or isolation site, or

- (c) Submit that person to mandatory prophylaxis, treatment, isolation or quarantine or isolation in order to prevent transmission:
- (i) If a person does not comply with the instruction or order of the enforcement officer, that person must be placed in isolation or quarantine for a period of 48 hours, as the case may be, pending a warrant being issued by a magistrate, on application by an enforcement officer for the medical examination contemplated in paragraph (10)(a)
- (ii) A warrant contemplated in paragraph (10)(c)(i) may be issued by a magistrate, if it appears from information on oath or affirmation by an enforcement officer –
- that a person is confirmed as having been infected with COVID-19;
  - who on reasonable grounds, is suspected of having contracted COVID-19, or who has been in contact with, or on reasonable grounds suspected to have been in contact with a person who is a carrier or infected with COVID-19.
  - The warrant may impose restriction on the powers of an enforcement officer as the magistrate may deem fit.
  - A warrant issued in terms of this regulation remains in force until:
    - (i) It is executed;
    - (ii) It is cancelled by the person who issued it or, if such person is not available, by any person with like authority;
    - (iii) The expiry of ninety days from the date of its issue, or
    - (iv) The purpose for the issuing of the warrant has lapsed, whichever occurs first.

## **11 Refusal to Work Due to Exposure to COVID-19 Infection**

- (a) Any employee may refuse to perform any work if circumstances arise which, with reasonable justification, appear (to that employee and/or to a health and safety representative) to expose an imminent and serious risk of exposure to COVID-19 infection;
- (b) Any employee who has refused to perform work in terms of section 11(a) above, must as soon as is reasonably practicable, notify the HR, either directly or through a health representative of the refusal and the reason(s) for that refusal;
- (c) HR must upon obtaining such notification:
  - (i) consult the the Compliance Officer, and the COVID-19 Committee, endeavor to resolve any issue that may arise from the exercise of the right of that employee;
  - (ii) the case may be escalated to the Municipal Manager for further determination;
  - (ii) if the matter cannot be resolved internally, the Municipality must notify an Inspector in terms of section 30 of the OHSA;

## **12. Workplace Acquired Covid-19 Illness Claim**

- (a) A claim for workplace acquired covid-19 illness, diseases or condition shall clearly be set out as contemplated and provided for section 65 of the COID Act
- (b) In terms of the Regulations, Workplace acquired Covid-19 diagnoses relies on:
  - (i) The assessment of the inherent risk posed by various categories of work or occupations as may be required: and/or
  - (ii) Exposure to a known source of Covid-19 at the workplace or
  - (iii) Approved official trip and travel history to countries and or areas of high risk for Covid-19 on work assignments and a reliable diagnoses of Covid-19 as per the world health organization guidelines and

- (iv) A chronological sequence between exposure at the workplace and the development of symptoms
- (c) Any employee who can prove that he/she contracted the virus at the Municipality must obtain the necessary information at the Risk Management Office and submit such documentation as required.
- (d) The Risk Management Office shall submit the information obtained from the employee submitting the claim to the Compensation Commissioner at the Department of Labour for further processing.
- (e) The Compensation Fund of the Department of Labour will make the determination on the validity and success or otherwise of the claim.

### **13. Vaccination Measures**

#### **The Municipality shall**

- (a) provide administrative support (where required) to its employees to register on the Electronic Vaccine Data System Registration Portal for COVID-19.
- (b) give its employee time off to be vaccinated on the date and time that may be required provided that the employee provides proof of the vaccination that has occurred or is to occur during hours that the employee is ordinarily at work.
- (c) If the Municipality decides that vaccination is mandatory in terms of its Risk Management Plan, the vaccination plan must comply with any applicable collective agreement and the guidelines contained in the Regulations.
- (d) Every employee identified as part of the Risk Management Plan, contemplated in section 3 of the Regulations, should be notified of:
  - (i) the obligation to be vaccinated as and when the vaccine becomes available for that employee;
  - (ii) the right of an employee to refuse to be vaccinated on constitutional or medical grounds;
- (e) If any employee refuses to be vaccinated on any constitutional or medical ground, the Municipality should:

- (i) Counsel the employee, and if requested, allow the employee to seek guidance from a health and safety representative, worker representative or trade union official;
- (ii) Refer for further medical evaluation should there be a need for contra-indication for vaccination;
- (iii) If necessary, take steps to reasonably accommodate the employee in a position that does not require an employee to be vaccinated;
- (iv) Reasonable accommodation:
  - means any modification or adjustment to a job or to the working environment that will allow an employee who fails or refuses to be vaccinated to remain in employment and incorporates the relevant portion of the Code of Good Practice: Employment of People with Disabilities published in terms of the Employment Equity Act (Act No. 97 of 199)
  - this might include an adjustment that permits the employee to work off-site or at home or in isolation within the workplace, such as an office or working outside or ordinary working hours;
  - In instances of limited contact with others in the workplace, it might include the requirement that the employee wears an N95 mask.

## **14. Personal Protective Equipment (PPE)**

While the correct use of PPE can help prevent some exposure, it should not take the place of other preventative strategies. The risk assessment will determine the type of PPE to be worn and allocated in a specific workplace environment.

## **14.1 Face Masks**

All municipal employees will be issued with face-masks upon returning to the workplace. Face masks must be used at all times and should only be considered as a complementary measure and not a replacement for established preventive practices, such as physical distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching. It is essential that employees use face masks properly so that they are effective and safe. In using face masks, the following should be taken into consideration:

- (a) It should fit properly, completely covering the face from the bridge of nose to the chin;
- (b) Clean hands properly before putting on the face mask or taking it off;
- (c) Only touch the cord or elastic at the back of the face mask when removing it, not the front;
- (d) If the mask is disposable, be sure to do so safely and put it in a proper container.

## **14.2 Sanitizers and/or Soap**

Sanitizers (which are compliant with the required alcohol content as approved by the Department of Health) will be provided as follows:

- (a) At all entry points into the premises;
- (b) At all entrances and lifts;
- (c) Outside each meeting room;
- (d) Within close proximity of each office desk;
- (e) In all bathrooms and pause areas.

## **14.3 Other Protective Equipment**

Other protective equipment such as gloves and aprons will be provided to employees depending on the nature of their work and the need to use such. For example in the case of cleaners.

## **14.4 Handling of Waste of PPE**

- (a) All waste generated at the workplace by employees while conducting their normal daily tasks/functions is regarded as normal waste and must be disposed of in the general waste stream;
- (b) Waste generated by health workers while performing duties e.g. contact tracing and/or investigations is regarded as High Care Risk Waste (HCRW);
- (c) Accordingly, waste disposal must be done in accordance with the environmental health protocols and directives issued from time to time by the Municipality's Department of Environmental Health.

## **15 Preparation of the Facilities**

- (a) A deep cleansing and decontamination of all facilities will be performed before employees return to the workplace, as well as during regular intervals to maintain an acceptable level of cleanliness;
- (b) Regular sanitation will be performed in-between the deep-cleaning and decontamination;
- (c) Cleaning staff will complete refresher training on general cleaning and proper disinfecting guidelines;
- (d) The Administration team will ensure that there is inventory of cleaning chemicals, materials and consumable, aligned with building occupancy and that all cleaning equipment and tools are in proper working condition;
- (e) Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting on PPE, and follow Health and Safety, Security and Environment (HSSE) requirements with PPE;
- (f) After use, cleaning staff will properly dispose of or sanitize PPEs in accordance with health regulations;

- (g) Increased frequency of cleaning at communal areas such as reception desks, desks, tables, light switches, door handles, toilets, board-rooms etc.;
- (h) Since buildings may have been shut down with little warning and preparation, a thorough inspection for any damage or issues caused by the vacancy will be conducted and this will include:
  - (i) Mechanical systems;
  - (ii) Water Systems;
  - (iii) Fire Life Safety Systems;
  - (iv) Drainage Systems.
- (i) All female bathrooms must be equipped with bins for sanitary towels.

## **16 Work Spaces**

Space planning is going to be important to maintain social distance and reduce transmission of contagious diseases among colleagues at work through social distancing. The following procedures will be maintained:

- (a) There will be no sharing of desks;
- (b) A distance of 2 meters has to be maintained between work stations;
- (c) Where necessary, panels between desks will be installed;
- (d) A strict clean-desk policy will be followed to ensure that non-essentials items are not stored on the desk but rather enclosed in cabinets and drawers;
- (e) Employers are advised to sanitize all surfaces upon arrival at their desk.

## **17 Canteen and Bathroom Facilities**

- (a) Bathrooms and kitchens are areas that harbour germs;
- (b) When cleaning bathrooms and kitchens, focus should be on the cupboards and drawer knobs, pulls and fronts, handles and fronts of appliances, such as refrigerators, dishwashers, ovens and toaster ovens;

- (c) Canteens, kitchens and bathrooms will be monitored as part of physical distancing enforcement;
- (d) It is unlikely that people can contract Covid-19 from food or food packaging, however the following precautions should be taken:
- Take away meals should be preferably be provided in disposable containers;
  - If an employee makes use of their own containers, it should be washed in hot water and soap and rinsed in a disinfectant;
  - Ensure all basins have soap, disposable towels and a pedal dustbin with a lid;
  - Clean and sanitize all surfaces within the areas including high touch areas (fixture, light switches, appliance handles and buttons);
  - Remove and dispose of any spoiled products;
  - Clean and sanitize all appliances;
  - Gloves may be used but must be changed frequently and hands must be washed between glove changes and when gloves are removed;
  - Gloves must be changed after carrying out non-food related activities such as opening/closing doors by hand, and emptying bins;
  - Workers at the canteen should be aware that wearing gloves can allow bacteria to build up on the surface of the hands, so handwashing is extremely important when gloves are removed to avoid subsequent contamination of food;
  - Disposable gloves should not be used in the canteen environment as a substitute for handwashing.

## **18 Meetings, Training and Events**

Organizers of meetings, training and events need to think about the potential risk of COVID-19 because there will always be a risk that people attending meetings, training or event might unwittingly bring the COVID-19 virus to the meeting which might result in others been unknowingly exposed to COVID-19.

Before the meeting or event, the following should be taken into account:

- (a) Meetings, training or events must be strictly held in accordance with the government regulations and in compliance with the directives of the Alert Level 1;
- (b) It should be considered whether the meeting or event is necessary and whether it could be postponed or replaced with a tele or video conference; and can it be scaled down so that fewer people attend;
- (c) Participants should be advised in advance that if they have any COVID-19 related symptoms or feel unwell, they should not attend.
- (d) The Regulations prescribe that every person, when attending a gathering and in order to limit exposure to COVID-19 must:
  - Wear a face mask;
  - Adhere to health protocols
  - Maintain a distance of at least one and a half meters from each other;
  - No food may be served;
  - Individuals may be allowed to bring their own bottled water to drink during the gathering or meeting.
  - Adhere to any other health protocols and social distancing measures issued from time to time by the relevant Cabinet Minister.

## **19 Public Access**

- (a) The public will at all times be allowed access to municipal premises subject to them complying with the Covid-19 Regulations on social distancing and hygiene protocols contained in this policy;
- (b) No member of the public may be allowed access to a municipal building, provided that person wears a face-mask and subject himself or herself to the stipulated compliance requirements, including screening, compulsory temperature tests and hand-sanitation.

- (c) During the screening process, a member of the public with an elevated temperature shall not be allowed into the municipal building and may be advised to seek medical attention.

## **20 Administrative Arrangements**

- (f) Managers and supervisors, are required to communicate with their direct reports at least once a week, focusing on COVID-19 related protocols.
- (g) The leave policy remains applicable to those employees that will be returning to the office as well as those that have obtained management approval to work from home.
- (h) An employee who returns to work from a Covid-19 related illness and/or from the 14 day isolation shall submit a letter from the doctor confirming that he/she is fit for duty and should submit a formal leave application for special leave in accordance with the approved procedure of the Municipality.

## **21 Safety Files (Contractors and Service Providers)**

- (a) A Safety File serves as proof of compliance to safety specifications in accordance with the Occupational Health and Safety Act and Regulations;
- (b) All contractors and service providers must compile a Health and Safety File which must include, the directives published by the Department of Employment and Labour; and Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020;
- (c) It is the responsibility of all managers or supervisors who contract service providers or contractors, to ensure that such a Safety File is submitted at least a week in advance, to the Health and Safety Practitioner for it to be approved;

- (d) The Safety File must be kept at the premises or the site of the service provider or contractor.

## **22 Communication**

- (a) The Policy and Procedure on Covid-19 will be communicated to employees, explaining the dangers of COVID-19 and providing a detailed procedure of what is expected of them and the da
- (b) Bulk SMS system will be used for updates to employees without access to IT tools;
- (c) Factual information will be updated to prevent anxiety and panic by stakeholders and employees;
- (d) Hand and respiratory hygiene poster or visual aids will be put up throughout municipal buildings and at entrance points;
- (e) Employee awareness and education will be intensified and on signs and symptoms of COVID-19 put up on information boards to inform employees of the duty to report their COVID-19 status if and when they were tested;
- (f) It is critical and very important for all employees to always have the COVID-19 related emergency numbers readily available.

## **23 Continuous Measures**

Continuous measures to be applied at work include training of staff and employees, continually re-enforcing universal hygiene precautions, enforcing physical distancing in the workplace, continue the use of face-masks, and the promotion of good hygiene practices.

## **24 Breach of the Regulations**

The following actions constitute misconduct and will be dealt with in accordance with the approved Disciplinary Procedure of the Municipality:

- (a) Any person who fails to comply with the Policy and Procedure on Covid-19 will be guilty of an offence and disciplinary action will be taken against him/her;
- (b) Any employee who intentionally misrepresent that he or she is infected with the virus will be guilty of an offence and disciplinary action will be taken against him/her;
- (c) An employee who intentionally exposes another to COVID-19, may be subjected to a disciplinary action;
- (d) Anyone who publishes a statement through any medium including social media, with the intention to deceive any other person about COVID-19, COVID-19 infection status of any person, or any measure taken by government to address COVID-19 commits an offence and shall be liable to disciplinary action;
- (e) Notwithstanding the above, any person who is in breach of government regulations, on the management of COVID-19 is liable to criminal charges and may face disciplinary charges.

## **25 Compliance Officer**

- (a) The Municipality has designated the Senior Manager- Emergency Services as the Compliance Officer in terms of paragraph 79 of the Disaster Management Regulations.
- (b) The Compliance Officer, must in terms of such Regulations oversee:
  - (i) the implementation of the COVID-19 Workplace Plan;
  - (ii) strict adherence to standards of hygiene and health protocols relating to COVID-19 at the workplace;

- (iii) Develop a plan containing measures to ensure the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers as required;
- (iv) Retain a copy of the plan for inspection, which plan must also contain the details of the COVID-19 Compliance Officer

## **26 Monitoring Implementation of the Policy**

- (a) The Municipal Manager or his delegate will monitor the implementation of this policy and shall from time to time issue directives to improve implementation of the Disaster Management Act and the Covid-19 Regulations;
- (b) Accordingly, the Policy and Procedures may be amended and approved by the Municipal Manager in accordance with the council delegated powers.

## **27 Review of Policy**

This policy will be reviewed as and when required.