

COVID-19: ENSURING A SAFE RETURN TO WORK

Employers **with more than 10 employees** must implement the following measures:

Administrative	Social Distancing	Health and Safety				
		Symptom screening	Sanitizers and washing facilities	Cloth masks and PPE	Members of the public	Ventilation
<ol style="list-style-type: none"> Conduct or update the employer's risk assessment to give effect to the minimum measures required by the Direction taking into account the specific circumstances of the workplace. If the employer employs more than 500 employees, submit a record of the risk assessment together with a written policy concerning the protection of the health and safety of its employees from C-19 to its health and safety committee and the Department of Employment and Labour (at the Provincial Chief Inspector on the Department of Employment and Labour's website). Notify employees of the contents of the 	<ol style="list-style-type: none"> Arrange the workplace to ensure minimal contact between workers and, as far as practicable, ensure that there is at least 1.5 metres between workers when they are working. If it is not practicable to arrange the workspaces to be 1.5 metres apart, arrange physical barriers to be placed between workstations; or supply employees free of charge with appropriate PPE. Ensure that social distancing measures are implemented through supervision in the workplace and in common areas (e.g. at canteens or toilets) through queue control, staggering breaks, etc. 	<ol style="list-style-type: none"> Screen workers, when they arrive at work, to ascertain whether any worker, when arriving at work, has observable symptoms associated with C-19 (cough, sore throat, redness of eyes, shortness of breath, etc). Comply with guidelines issues by the National Department of Health in consultation with the Department of Employment and Labour in respect of symptom screening and if required to do so, medical surveillance and testing. 	<ol style="list-style-type: none"> The employer must ensure that there are adequate facilities for the washing of hands with soap and clean water. Hand sanitizers must contain at least 70% alcohol. Ensure that there are sufficient quantities of hand sanitizer available at the entrance to and within the workplace, free of charge. Provide employees who work away from the workplace, other than at home, with an adequate supply 	<ol style="list-style-type: none"> On 9 April 2020 the Department of Health recommended that all people should wear cloth masks in public to prevent the spread of C-19. This is particularly because asymptomatic persons may be infected with C-19. Employers must provide each employee with at least two cloth masks to every worker, free of charge to wear while at work and while commuting to and from work; Require any other workers (who are not its own employees) to wear masks in the workplace. 	<ol style="list-style-type: none"> Depending on what is reasonably practicable, arrange the workplace to ensure that there is a distance of at least 1.5 metres between workers and members of the public, or between members of the public If reasonably practicable, put in place physical barriers or provide workers with masks or face shields, or visors. If reasonably practicable and appropriate, undertake screening measures of persons other than employees who enter the workplace. 	<ol style="list-style-type: none"> Keep the workplace well ventilated by natural or mechanical means to reduce the viral load. Where reasonably practicable, have an effective local extraction ventilation system with HEPA filters, which is regularly cleaned and maintained. Its vents cannot feed in through open windows. Ensure that filters are cleaned and replaced in accordance with manufacturer's instructions by a competent person.

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<p>Direction and how it will be implemented.</p> <p>4. Notify employees that if they are sick or have symptoms associated with C-19 that they must not come to work and must take sick leave ito s22 of the BCEA.</p> <p>5. Appoint a manager to address worker concerns and consult with health and safety representatives / committees on the hazards and the measures to be taken.</p> <p>6. Minimise the number of workers through rotation, staggered working hours, shift systems, remote working arrangements, etc.</p> <p>7. Take measures to minimize contact between workers and between workers and members of the public.</p> <p>8. Provide employees with information (by way of leaflets, notices, etc) regarding dangers of the virus, manner of transmission, measures to prevent transmission, e.g. personal hygiene,</p>		Symptom screening	Sanitizers and washing facilities	Cloth masks and PPE	Members of the public	Ventilation
		<p>3. Require every worker to report whether they suffer from symptoms such as body aches, loss of smell, loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness.</p> <p>4. Require employees to immediately inform the employer if they experience symptoms associated with C-19.</p> <p>5. If a worker presents with typical C-19 symptoms:</p> <ul style="list-style-type: none"> • <u>do not permit the worker to enter the workplace or report for work;</u> • if the worker is already at work, immediately isolate the worker, provide the worker with a FFP1 surgical mask, and arrange for the worker to be transported in a manner that does not place other workers or members of the public at 	<p>of hand sanitizer.</p> <p>5. If a worker interacts with the public, provide the worker with sufficient supplies of hand sanitizer at the work station for both the worker and the person with whom the worker has interaction.</p> <p>6. Take measures to ensure that all surfaces and equipment are disinfected before work begins, regularly during the working period and when work ends.</p> <p>7. Take measures to ensure that biometric systems are disabled or are made C-19 safe.</p> <p>8. Take measures to ensure that all areas such as toilets, common areas, door handles and shared electronic equipment are regularly cleaned and disinfected.</p>	<p>4. The number and replaceability of cloth masks that must be provided to employees or required or other workers must be determined in accordance with any sectoral guideline and in light of the worker's conditions of work.</p> <p>5. Ensure that workers are informed, instructed and trained as to the safe and healthy use of cloth masks.</p> <p>6. Make appropriate arrangements for the washing, drying and ironing of cloth masks.</p> <p>7. The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, the employer must provide workers with medical, surgical or other types of masks, shields or other</p>	<p>4. If appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace, and require members of the public, including suppliers, to wear masks when inside the premises.</p>	

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<p>social distancing, use of masks, where to go for screening, etc.</p> <p>9. If a worker is diagnosed with C-19 inform the Department of Health on the COVID hotline: 0800-02-9999, and the Department of Employment and Labour.</p> <p>10. If a worker is diagnosed with C-19 <u>investigate</u> the cause, including any control failure, and <u>review the risk assessment</u> to ensure that the necessary controls and PPE requirements are in place.</p> <p>10. Give administrative support to any contact-tracing measures implemented by the Department of Health.</p> <p>11. Ensure that the measures required by the Direction and the employer's risk assessment plan are strictly complied with through monitoring and supervision.</p>		Symptom screening	Sanitizers and washing facilities	Cloth masks and PPE	Members of the public	Ventilation
		<p>risk, either to be self-isolated or for a medical examination;</p> <ul style="list-style-type: none"> immediately assess the risk of transmission and if necessary, <u>disinfect the area and workstation;</u> <u>refer employees who may be at risk for screening;</u> ensure that the employee who presents with symptoms is <u>referred to an identified testing site;</u> place the employee on <u>paid</u> sick leave, or if sick leave is exhausted, make application for illness benefits from the UIF ito the Directive issued on 25 March 2020; ensure that the employee is <u>not discriminated against</u> on grounds of having tested positive for C-19; if there is evidence that the worker contracted C-19 as a result of <u>occupational exposure</u>, lodge a claim under COIDA. 	<p>9. Ensure that paper towels are provided to dry hands after washing. Fabric toweling is prohibited.</p> <p>10. Instruct employees who interact with the public to sanitize their hands between each interaction.</p> <p>11. Ensure that surfaces that employees and members of the public come into contact with are routinely cleaned and disinfected.</p>	<p>PPE in accordance with Department of Health guidelines.</p> <p>8. Check regularly on the websites of the National Institute of Communicable Diseases and the National Institute for Occupational Health whether additional PPE is recommended given the nature of the workplace or the nature of the worker's duties.</p>		

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		<p>6. If a worker has been diagnosed with C-19 and isolated in accordance with the Department of Health Guidelines, the worker may only return to work if:</p> <ul style="list-style-type: none"> the worker has undergone a <u>medical examination</u> confirming that s/he has been tested <u>negative for C-19</u>; the worker wears the <u>minimum of an FFP1 surgical mask</u> at all times for the remaining period of 21 days from the date of initial diagnosis; the employer ensures that the <u>worker adheres to social distancing, hygiene and cough etiquette</u>; the employer closely <u>monitors the worker for symptoms</u> on return to work. <p>7. Require employees to regularly wash their hands and sanitize their hands while at work.</p>				