



## COVID-19 POLICY

### Document Control

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### Version History

Version	Date	Author	Approved by	Brief Description of Changes
1	08/04/2020	Imbewenhle Airconditioning and Refrigeration	Safety Officer and Chief Executive Officer	First Version
2	24/04/2020	Imbewenhle Airconditioning and Refrigeration	Safety Officer and Chief Executive Officer	Protection of Employees from the potential risk associated with external Stakeholders (3.2.4 & 3.2.5). Numbering sequence change. Addition of section 3.2.2 Editing of section 3.1.3 & 3.4.2. 4. Training 4.1 All employees must undergo an awareness training on COVID -19 with a proof of competency upon completion

### Approval:

Safety Manager

Chief Executive Office

## 1. Policy Brief & Purpose

The purpose of this policy is to provide clarity on Imbewenhle Air conditioning & Refrigeration's views and commitments with regard to the COVID-19 pandemic and the comprehensive management of COVID-19 affected employees. The Policy is also aimed at focusing on aspects of COVID-19 which may impact negatively on business and/or the wellbeing of the company's employees. Recognizes the seriousness and implications of COVID-19 for the individual employee, as well as co-workers of affected individuals.

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that all employees respond responsibly and transparently to these health precautions, assuring each employee the company will always treat their private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines and the World Health Organisation (WHO). This will happen continuously as new information is acquired

## 2. Scope

This coronavirus policy applies to all employees, clients and all other stakeholders who physically work in the office(s) and on site. Imbewenhle Air conditioning & Refrigeration strongly recommends to its employees to read through this policy with discretion, to ensure the company collectively and uniformly respond to this challenge.

## 3. Policy Elements

Outlined below are the required actions employees should take to protect themselves, co-workers, Clients and all other stakeholders from a potential coronavirus infection.

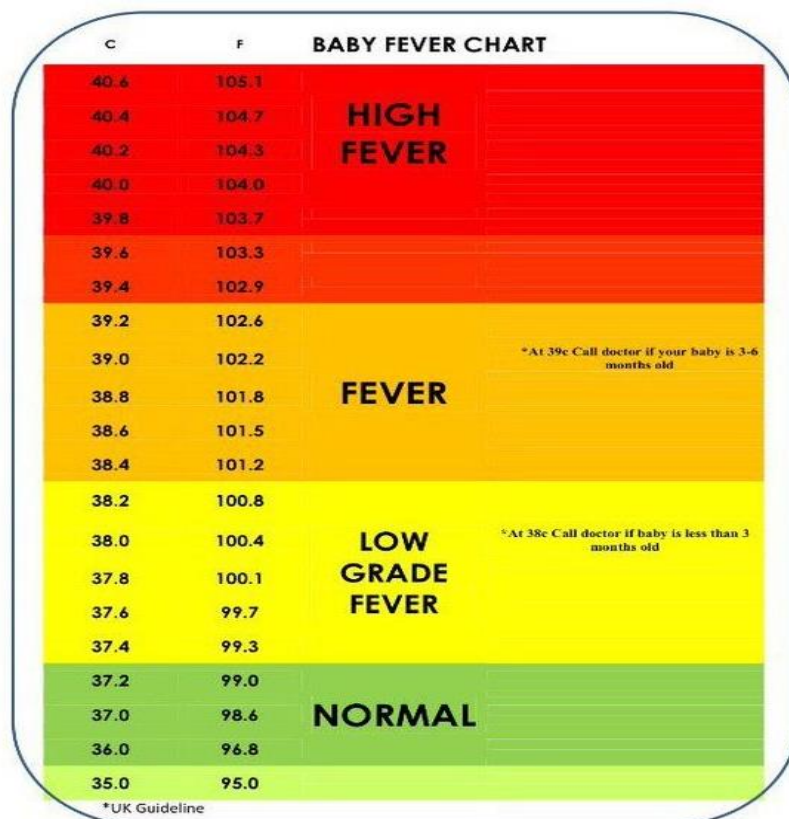
### 3.1. Working on site

- 3.1.1 If one has to work on site and apart from the mandatory PPE relevant to our line of work, one should ensure a pocket sized bottle to be issued by the office for sanitation
- 3.1.2 If you have to use tools on site, to ensure they have been disinfected prior to use and becomes your responsibility to disinfect after use by close of business
- 3.1.3 Ventilators, dusk masks or face masks to be worn at ALL times irrespective of where you might be (office or working on site). Plastic aprons also to be worn where necessary.
- 3.1.4 Protective gloves apart from the work safety gloves work on site
- 3.1.5 Working teams to be kept at a minimum number as possible when on site.
- 3.1.6 Practice social distancing at all times

### 3.2. Daily Screening for Symptoms

- 3.2.1 All employees, Clients and other stakeholders are subject to screening using either an infrared or laser thermometer to determine if the temperature is normal. Should you be found to have high temperature, you will be sent home for self-isolation and/or recommendation to see a doctor. This is to be conducted in the mornings before work and in the afternoon before employees get back to their homes.
- 3.2.2 If an employee is then suspected or they themselves suspect they are positive, the employee is then sent home for a period of seven days for self-quarantine and if they do not feel any better, Imbewenhle then offers free COVID-19 testing. If the employee is found to be positive, they will then be referred to a doctor, under further quarantine.
- 3.2.3 External stakeholders will not be allowed to enter the building if the temperature reading is abnormal; there will be advise to follow the National Government and WHO protocol
- 3.2.4 All test results to be recorded and kept as part of the Quality system in place. See reference and template for COVID-19 **IAR-SHE-FT-08**.
- 3.2.5 In an effort to protect Imbewenhle Air conditioning & Refrigeration (PTY) LTD employees, all stakeholders entering the company premises and/or visiting staff members on site will be provided with a set of gloves and a face mask for the duration of their visit.
- 3.2.6 External Stakeholders also to adhere to our policy and sanitise themselves using the provided hand sanitiser at the company reception.

**FIGURE 1: TEMPERATE CHAT**



### **3.3. Weekly Log Reports Submission**

- 3.3.1 In a bid to try and mitigate the risk of infection and the spread of the COVID-19 virus, all employees are to keep a record/log of where they are during working hours including the people they come in contact with for traceability and accountability in the event one is infected and the responsible parties need a track record of your activities.
- 3.3.2 Records to have the following
  - a) Date and time of each location
  - b) Names of people you were in contact with (if applicable)
- 3.3.3 Such records shall be kept private by each employee, unless it is required by the local health authorities

### **3.4. Sick leave arrangements:**

- 3.4.1 If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home. Standard company policies will apply.
- 3.4.2 If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery. This is after the necessary reporting procedure is followed where the employee reports to his/her supervisor and the office assist to contact the South African COVID-19 Hotline (080 029 999).

### **3.5. Work from home requests:**

- 3.5.1 If you are feeling ill, but you are able to work, you can request to work from home.
- 3.5.2 If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- 3.5.3 If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are required to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- 3.5.4 If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- 3.5.5 If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

### **3.6. Traveling/commuting measures:**

- 3.6.1 All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- 3.6.2 In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews, partners and suppliers).

- 3.6.3 If you normally commute to the office by public transportation and do not have other alternatives, you are required to wear a mask at all times as you travel and were applicable, to work from home as a precaution.
- 3.6.4 If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.
- 3.6.5 It is highly recommended that you stay at home or where you currently reside for work purpose till such time that the status of the pandemic changes

### 3.7. General hygiene rules:

- 3.7.1 Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- 3.7.2 Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- 3.7.3 Open the windows regularly to ensure open ventilation.
- 3.7.4 Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- 3.7.5 If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

### 4. Training

- 4.1 All employees must undergo an awareness training on COVID -19 with a proof of competency upon completion <https://alison.com/course/coronavirus-what-you-need-to-know>

### 5. Regulations:

This draft policy is in compliance with existing South African laws regarding COVID-19;

- a) Lockdown regulations, 25 Mar 2020 (text version including amendments)
- b) ICT regulations, 6 Apr 2020
- c) Lockdown regulations amendment, 2 Apr 2020
- d) Export control regulations, 27 Mar 2020
- e) Lockdown regulations amendments, 26 Mar 2020
- f) Price increase protection regulations and directions, 19 Mar 2020
- g) Healthcare sector exemptions, 19 Mar 2020
- h) Disaster management regulations, 18 Mar 2020
- i) Regulations on restrictions on the movement of air travel, 18 Mar 2020
- j) Ports regulations, 18 Mar 2020
- k) POPI Act No. 4 of 2013
- l) World Health Organisation (WHO), 2020