



MUNISIPALITEIT DAWID KUIPER MUNICIPALITY

POLICY 01/2020 RAADSBELEID

SUBJECT/ONDERWERP: PROTECTION OF HEALTH AND SAFETY OF EMPLOYEES FROM COVID-19

REFERENCE/VERWYSING: 4.5.7.1

RESOLUTION NR/BESLUIT NO: 11/06.1/2020 (SCM)

DATE/DATUM: 5 June 2020

AMENDED

RESOLUTION NR/BESLUIT NO: 20.15/08/2020 (CM)

DATE/DATUM: 25 August 2020

1. SCOPE OF THE POLICY

This policy shall be observed by the employers, employees and visitors to Dawid Kruiper Municipality and aims to protect employees and visitors from COVID-19 and to provide uniform guidelines, conditions and limitations as set out in this policy.

2. POLICY PRINCIPLES:

The policy is implemented to put measures in place to protect all employees and visitors to the Municipality against the spread of the COVID-19.

This Policy is issued in terms of section 27(2) of the Disaster Management Act, 2002 following the Declaration of a National State of Disaster and published in Government Gazette No. 43096 on 15 March 2020 and must be read together with the COVID-19 Regulations as published in the Government Gazette from time-to-time.

3. PURPOSE OF THE POLICY:

- 3.1. To ensure a safe working environment for the employees of the Municipality;
- 3.2. To ensure that visitors to the offices of the Municipality are safe;
- 3.3. To ensure that employees adhere to the conditions as set out in the Regulations;

4. DEFINITIONS IN THE POLICY:

In this Policy, any word or expression bears the meaning assigned to it in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), the Local Government: Municipal Structures Act, 1998 (Act No. 17 of 1998), the Disaster Management Act, 2002 (Act 57 of 2002), and COVID-19 Regulations, unless the context indicates otherwise.

For the purpose of this policy the following definitions shall apply:

- 4.1 **"COVID-19"** means the Novel Coronavirus (2019-nCov) which is an infectious disease caused by a virus, which emerged during 2019 and was declared a global pandemic by the WHO during the year 2020 that has previously not been scientifically identified in humans;
- 4.2 **"Directive"** means any COVID-19 Directive on Health and Safety in the Workplace issued by the Minister of Employment and Labour in terms of Regulation 10(8) of the National Disaster Regulations;
- 4.2 **"Disaster Management Act"** means the Disaster Management Act, 2002 (Act No.57 of 2002);
- 4.3 **"Municipality"** means the Dawid Kruiper Municipality and all offices and facilities used by the Municipality and he visitors to the Municipality;
- 4.4 **"OHSA"** means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
- 4.5 **"PPE"** means personal protective equipment;
- 4.6 **"Regulations"** means Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002, and pertaining to the COVID-19 pandemic;
- 4.5 **"worker"** means any person who works in a workplace of Dawid Kruiper Municipality, including an employee of the employer or contractor, a self-employed person or volunteer;
- 4.6 **"workplace"** means any premises or place of Dawid Kruiper Municipality where a person performs work.

5 GUIDING PRINCIPLES OF THE POLICY:

The Municipality must:

- 5.1 undertake a risk assessment to give effect to the minimum measures required by the Policy.
- 5.2 submit a record of its risk assessment together with this policy to-
 - 5.2.1 Its health and safety committee established in terms of section 19 of OHSA; and
 - 5.2.2 The Department of Employment and Labour
- 5.3 notify all workers of the contents of this Policy and the manner in which it intends to implement it;
- 5.4 notify its employees that if they are sick or have symptoms associated with the COVID-19 that they must not come to work and to take paid sick leave in terms of Council Policy.
- 5.5 appoint a manager to address employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;

- 5.6 ensure that the measures required by this Policy and the risk assessment plan are strictly complied with through monitoring and supervision; as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing, as contemplated in clause 17;
- 5.7 take measures to minimize contact between workers as well as between workers and members of the public;
- 5.8 provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms;
- 5.9 If a worker has been diagnosed with COVID-19, inform the Department of Health and the Department of Employment and Labour;
- 5.10 investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and
- 5.11 give administrative support to any contact-tracing measures implemented by the Department of Health.

6 Social distancing measures

The Municipality must:

- 6.1 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, for example, at their workstations. Depending on the circumstances of the workplace or the nature of the sector, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time, may assist in achieving the required social distancing.
- 6.2 If it is not practicable to arrange work stations to be spaced at least one and a half metres apart, the employer must arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working.
- 6.3 Supply the employees, free of charge, with appropriate PPE based on a risk assessment of the working place.
- 6.4 Ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas.

7. Symptom screening

The Municipality must take measures to:

- 7.1 screen any worker, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing);
- 7.2 require every worker to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness; and
- 7.3 require workers to immediately inform the employer if they experience any of the symptoms in sub-clauses 7.1 and 7.2 while at work.
- 7.4 comply with any guidelines issued by the National Department of Health in consultation with the Department in respect of symptom screening; and
- 7.5 if in addition required to do so, medical surveillance and testing.
- 7.6 If a worker presents with those symptoms, or advises the employer of these symptoms, the employer must –
- 7.7 not permit the worker to enter the workplace or report for work; or
 - 7.7.1 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 risk either to be self-isolated or for a medical examination or testing **and implement the measures set out in Annexure A of this Policy;** and (amended by Council Resolution 20.15/08/2020, dated 25 August 2020)
 - 7.7.2 assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
 - 7.7.3 ensure that the worker is tested or referred to an identified testing site;
 - 7.7.4 place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issue on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
 - 7.7.5 ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
 - 7.7.6 if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.
- 7.8 If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:
 - 7.8.1 The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;

- 7.8.2 the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and the employer closely monitors the worker for symptoms on return to work.

8. Sanitizers, disinfectants and other measures

For the purposes of these clauses, a hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

The Municipality must:

8.1 free of charge, ensure that –

- 8.1.1 there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use;
- 8.1.2 every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitizer.

8.2 If a worker interacts with the public, the employer must provide the worker with sufficient supplies of hand-sanitizer at that worker's workstation for both the worker and the person with whom the worker is interacting.

8.3 take measures to ensure that-

- 8.3.1 all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;
- 8.3.2 all areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected;
- 8.3.3 disable biometric systems or make them COVID-19-proof.

8.4 The Municipality must ensure that-

- 8.4.1 there are adequate facilities for the washing of hands with soap and clean water;
- 8.4.2 only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
- 8.4.3 the workers are required to wash their hands and sanitize their hands regularly while at work;
- 8.4.4 the workers interacting with the public are instructed to sanitize their hands between each interaction with public;
- 8.4.5 surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.

9. Cloth masks

The Municipality must:

9.1 The municipality must:

- 9.1.1 provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition, for the employee to wear while at work and while commuting to and from work; and

9.1.2 require any other worker to wear masks in the workplace.

9.2 The number and replacement of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular, where these may result in the mask becoming wet or soiled.

9.3 The Municipality must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.

9.4 The Municipality must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the Guidelines referred in clause 9.1.1 recommendations.

9.5 The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines.

10. Measures in respect of workplaces to which public have access

Depending on what is reasonably practicable given the nature of the workplace, the Municipality must-

10.1 arrange the workplace to ensure that there is a distance at least one and a half meters between workers and members of the public or between members of the public; or

10.2 put in place physical barriers or provide workers with face shields or visors;

10.3 if appropriate, undertake symptom screening measures of persons other than the employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health;

10.4 if appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace;

10.5 require members of the public, including suppliers, to wear masks when inside their premises.

11. Ventilation

The Municipality must:

11.1 keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;

11.2 where reasonably practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feedback in through open windows;

11.3 ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

12. Other PPE

The Municipality must check regularly on the websites of the National Department of Health, National Institute of Communicable Diseases and the National Institute for Occupational Health¹¹ whether any

additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties.

13. Workers travelling to and from COVID -19 Hot Spots

Whenever a worker has travelled to and from a COVID-19 Hot Spot, the worker will not be allowed to return to work within 14 days. The worker will be phased in after 14 days and will have to undergo screening and may also be required to go for testing should the Municipal Manager deems it necessary. **It will be required from the employee to undergo this fourteen-day isolation to take this leave as compulsory leave, unless the employee had to travel to the hot spot for work related activities or for the attendance of a close family member.**

For the purpose of this Policy a close family member is defined as the parents, brothers, sisters and own children of the employee. Extended family members are excluded from this exemption. (amended by Council Resolution 20.15/08/2020, dated 25 August 2020)

14. Worker obligations

In addition to the obligations of employees under the OHSA, every worker is obliged to comply with measures introduced by their employer as required by this Policy.

15. LEGISLATIVE FRAMEWORK

In the event of any inconsistency between this policy and any other government legislation, such legislations shall prevail.

16. EFFECTIVE DATE

This policy shall become effective from 5 June 2020.

STANDARD OPERATION PROCEDURES FOR COVID-19 CASES

The following procedures are to be followed in the event a COVID-19 case is detected in the offices or where an employee have been in contact with a COVID-19 positive case, where the employee has reported for duty:

THE HEAD OF THE RELEVANT SECTION SHALL INFORM THE FOLLOWING OFFICIALS WITHOUT DELAY:

1. The Director of the Department
2. The Compliance Officer
3. Health & Safety Officer
4. Disaster Management Officer

It is the duty of the Compliance Officer to immediately inform the Accounting Officer for action to be taken. It shall then inform the affected Directors of protocol arrangements regarding closure of offices and/or buildings.

NB: It remains the responsibility of Directors to direct its staff regarding alternative arrangements that are to be put into place for service delivery.

If and when offices/buildings needed to be closed for decontamination in a COVID-19 related incident, the following procedure will be followed:

1. All officials shall vacate the office and no one shall be left behind.
2. The disaster manager shall dispatch the persons responsible for disinfection of offices/building to sanitise on the 1st day of closure.
3. The offices/buildings will remain closed and sealed off on the 2nd day of vacation.
4. Cleaning of Offices/Buildings shall only happen after receiving of a fumigation report from the Disaster Manager to the Health and Safety Officer.
5. The offices/buildings shall be cleaned on the 3rd day by those responsible for cleaning of offices under the direction of the Health and Safety Officer.
6. Opening of the Office shall be determined only upon receiving of a cleaning report from the Health and Safety Officer to the Compliance Officer.
7. Work shall resume on the 4th day after the offices have been closed.
8. Normal and stringent procedures shall follow in order to guard against contracting of the COVID-19 pandemic.

DIRECTORATES

If the offices/buildings are to be closed, the following measures SHALL be put into place by the relevant Directorate.

1. Corporate Services SHALL identify and inform the affected Directorate/s of the alternative office spaces available to conduct its duties from.
2. The affected Department must ensure that the necessary “Notices of Closure” is put up at the relevant offices.
3. The affected Department MUST appoint an employee to direct members of the public to the alternative site.
4. The affected Department SHALL provide the Communications section with the necessary contact details as well as arrangements for the alternative site.

5. The Department MUST ensure that the alternative site operates under normal working hours and that there are equitable staff and that the desired services are rendered uninterrupted.
6. The affected Department MUST, in conjunction with the Security Section, ensure that social distancing is maintained, that visitors to the alternative site are sanitized and that no person be allowed into the alternative site without a mask.

(inserted by Council Resolution 20.15/08/2020, dated 25 August 2020)