

The object of this policy is to manage the risks associated with Covid-19.

Object

Council Resolution CR98-30/05/23

Greater Giyani Covid-19 Work Procedure Policy



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GREATER GIYANI MUNICIPALITY

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1. PURPOSE

The purpose of the policy is to ensure the health and safety of everyone in the workplace during the Covid-19 outbreak. It provides guidelines on how Greater Giyani Municipality will phase in return to work, risk - assessment of staff and our offices, controls that will be put in place so as to mitigate against this risk and future work –practices to deal with this pandemic. It is the duty of every person in the workplace to contribute to a hygienic and safe workplace and to ensure that their actions protect themselves and those around them. It provides guidelines to the employees and management in the application of safety regulations and control measures in place.

2. SCOPE

This policy and related procedures are applicable to all employees of the Greater Giyani Municipality, Stakeholders and visitors. We strongly recommend to our all our Greater Giyani Municipality employees to read through this policy, to ensure we collectively respond to this challenge.

3. DEFINITIONS AND TERMS

The Following definitions are applied in the Policy:

“Municipality” means the Greater Giyani Municipality

“BCEA” means Basic Conditions of Employment Act

“Comorbidities associated with the COVID-19 Disease” can also be referred to as “underlying conditions”, which if COVID-19 is contracted makes a person who has the comorbidity especially vulnerable and susceptible to the disease, implying that these other diseases put them at particular risk. Comorbidity includes medical conditions such as those listed in Annexure A and other conditions that may be identified COVID-19: Novel Corona Virus Disease of 2019.

“DOH” means Department of Health, South Africa.

“Employee” means any employee of the Greater Giyani Municipality, permanent or fixed term or interns.

“Essential Services” means critical services required during the imposition of restricted movement during Covid-19, such as work relating to services for cleaning, finance, human resources, facilities, movement of head office, WSP/ATR and discretionary grant applications.

“Isolation and Quarantine” means quarantine is for people or groups who are asymptomatic, but who may be infected with COVID-19. Quarantine keeps these people away from others, so they do not unknowingly infect anyone. While isolation serves the same purpose as quarantine, it is reserved for those who are already sick and/or have tested positive for COVID-19 infections, but do not require hospital admission for medical care.

“Manager or Supervisor” means a duly authorized representative of Greater Giyani Municipality.

“OHS Act” means Occupational Health and Safety Act.

“PPE” means Personal Protective Equipment

“WHO” means the World Health Organization

“GGM” means Greater Giyani Municipality

- (a) Conditions Of Service Policy
- (b) OHS Policy
- (c) Occupational Health and Safety Act, Act 85 Of 1993
- (d) Disaster Management Act, 2002,
- (e) Regulations Issued in Terms Of Section 27(2) Of The Disaster Management Act, 2002, Government Gazette Number 43258
- (f) Guidance on Vulnerable Employees And Workplace Accommodation In Relation To Covid-19 (V4: 25 May 2020): Department Of Health Consolidated Covid-19 Direction On Health And Safety In The Work-Place Gazette Number 43400, 4 June 2020
- (g)
4. LEGISLATION FRAMEWORK
- (a) The municipality has taken the decision for all employees with the exception of employees who are deemed as performing essential services to work from home effective 27 March 2020.
- (b) These regulations will remain in force throughout until further notice.
- (c) The Policy may be amended and updated from time to time with the introduction of additional Governmental Guidelines and Regulations.
6. IMPLEMENTING WORKPLACE CONTROLS
- (a) The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.
- (b) Specifically, section 8(2)(b) of the above legislation requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE).
- (c) In the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.
- (d) Before the implementation of control measures, current risk assessments need to be reviewed and updated, taking into account the new hazards posed by exposure to COVID-19 in the workplace. This is in accordance with Section 8 (2) (d) of the OHS Act.
- (e) With COVID-19, it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness and cost.
- (f) In addition to the types of workplace controls discussed below, the National Institute for Communicable Diseases (NICD) provides fact sheets that guide specific workplaces

- i. Providing resources and a work environment that promotes personal hygiene. For example, refuse bins, hand soap, alcohol-based hand rubs containing at least 95 percent alcohol, disinfectants, and disposable towels for employees to clean their hands and their work surfaces.
 - ii. Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
 - iii. Display handwashing signs in restrooms.
- (b) Examples of safe work practices for COVID-19 include:

- (a) Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

9. SAFE WORK PRACTICES

- i. Encouraging sick employees to stay at home.
 - ii. Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, etc.
 - iii. Minimizing the number of employees at offices at any given time e.g. staff rotation.
 - iv. Discontinuing non-essential local and international travel until further notice. Regularly check travel advice from the Department of Health at: www.health.gov.za
 - v. Developing emergency communications plans, including a task team for answering employees' concerns and internet-based communications, if feasible.
 - vi. Providing Employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. cough etiquette and care of PPE).
 - vii. Training Employees who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all employees.
- (b) Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for COVID-19 include:
- (a) Administrative controls require action by the employee and employer.

8. ADMINISTRATIVE CONTROLS

- i. Installing high-efficiency air filters (not to be relied on as the most appropriate in isolation of other controls).
 - ii. Increasing ventilation rates in the work environment or allowing for natural ventilation.
 - iii. Installing physical barriers such as face shields.
- (b) In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying solely on employee behavior and can be the most cost-effective solution to implement:
- (a) Engineering controls involve isolating employees from work-related hazards.

7. ENGINEERING CONTROLS

- (g) The Occupational Health and Safety Committee as per OHS Act will play a key role in terms of risk identification and preventative measures to be put in place.
- (employers and employees) in relation to recommended infection prevention strategies to implement in workplaces.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- (a) While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures.
- (b) While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.
- (c) Examples of PPE include gloves, goggles, face shields, face masks.
- (d) The municipality must keep up to date with recommendations from agencies such as the National Institute for Communicable Diseases and the National Institute for Occupational Health on the appropriate steps to take to prevent transmission in their workplaces and for the provision of PPE.
- (e) The municipality is obligated to provide its employees with PPE (masks) needed to keep them safe while performing their duties.
- (f) The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with COVID-19 while working and job tasks that may lead to exposure.
- (g) The main benefit of everyone wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. Since some persons with the virus may not have symptoms or may not know they have it, the Department of Health requires that all persons wear cloth masks when in a public place.
- (h) The municipality:-
- (i) will ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks. Employees must wear masks at work;
- (ii) will also require members of the public (non-Greater Cityani employees, Stakeholders, etc.) entering the premises or offices to wear masks;
- (iii) will provide each employee, free of charge, with at least three (3) cloth masks to wear while at work or commuting. Employees are always expected to wear clean masks.; and
- (iv) remains responsible for the maintenance and upkeep of PPEs.
- (i) Gloves are not recommended necessarily for use in the workplace as a good protection for not getting germs on your hand as humans may inadvertently touch their faces, so a better activity is the washing or sanitizing of hands regularly.
- (j) Disposable gloves will be provided should job tasks necessitate the use of gloves.

11. SOCIAL DISTANCING

- (a) Workstations must be arranged to ensure a minimum of 1½ meters between employees. If this is not practicable, physical barriers must be erected and workers must be supplied free of charge with appropriate PPE.
- (b) Social distancing must be implemented in all common areas in and around the workplace to prevent crowding (including working spaces, canteens, meeting rooms etc.).

12. COMORBIDITIES

- (a) Comorbidity refers to other diseases that a person may have that when s/he contracts COVID-19 makes the person especially vulnerable and susceptible to COVID-19, implying that these other diseases put them at particular risk. Comorbidity can also be referred to underlying conditions.

- (b) Employees with comorbidities are required to declare their status with the municipality and are also required to stay at home and not go into the office until lockdown restrictions are further lifted. This situation will be communicated through the Municipal Manager's office to relevant employees as and when the relevant alert level is reached. All status information as indicated by employees will remain confidential; the relevant Human Resource Management (HRM) staff will be custodians of this information.
- (c) The employee should be assessed by his/her treating doctor; the doctor should provide a confidential note to the employer, indicating the presence of any of the conditions, without specifying the diagnosis.

- (d) Vulnerable employees should work from home during the lockdown period as far as is practically possible.

- (e) Employees with these underlying conditions should ensure that they practice healthy eating regimes, exercising and managing stress adequately. In addition, the chronic medication that is required should be obtained and taken regularly.

- (f) Employees over the age of sixty (60) -years are also considered vulnerable and required to stay and work from home during this period, except if the employer can put special measures in place that will mitigate unnecessary risk of exposure.

- (g) Vulnerable employees older than 60 years and those with comorbidities (who have declared such condition to the organization) would receive a written notification requesting them to work from home until the restrictions are lifted/or when the organization has put special measures in place for returning to work.

- (h) When the lockdown period is lifted the organization will consider specific measures if they are feasible such as:
- i. alternative temporary placement / redeployment to a different role and responsibility which has a negligible risk for transmission
 - ii. protective isolation (e.g. providing a dedicated, clean office, etc.)
 - iii. stricter physical distancing protocols (including staggering of shifts), barriers or additional hygiene measures.

13. SCREENING

- (a) The Municipality will screen workers for symptoms of COVID-19 when they report for work, a questionnaire covering the following matters will be applied daily when the employee goes to work whether one presents with:

- i. cough, or sore throat,
- ii. fever,
- iii. redness of eyes
- iv. shortness of breath (or difficulty in breathing); o body aches,
- v. loss of smell or loss of taste,
- vi. nausea,

15.2.Preventative measures to be utilised in the workplace

- (a) The virus spreads through close contact between persons and may be transmitted through respiratory droplets produced when an infected person coughs, sneezes, or touches other people or surfaces. You may get infected if you touch those surfaces or objects and then touch your mouth, nose or eyes.
- (b) It is the duty of each employee to act in the best interest of their own health as well as the health of others at all times. Employees should familiarize themselves with symptoms of the virus and how the virus spreads.
- (c) The symptoms of the virus include, but are not limited to a fever, a dry cough and or shortness of breath. It is possible those symptoms can present like a normal cold or flu or that no symptoms are displayed at all. Symptoms typically appear between 2 (two) and 14 (fourteen) days after exposure. In certain cases, transmission occurs before a person shows any symptoms of the virus. The best measure to limit the spread of the virus is to limit interaction between people.

15.1.Spread of covid-19

15. OUTLINE OF COVID-19 POLICY

- (a) provide sufficient quantities of hand sanitizer with at least 70% alcohol content;
- (b) ensure that work surfaces, equipment, and common areas such as toilets, door handles and shared equipment are regularly cleaned and disinfected; and
- (c) provide adequate facilities for hand washing with soap and clean water and sufficient paper towels.

The Municipality will:

14. SANITIZERS, DISINFECTANTS AND OTHER MEASURES

- (b) Temperature screening will also be conducted daily, when the employees come to work and when he or she leaves the workplace;
- (c) A survey will be conducted every two weeks to establish the condition of all municipal employees, the intent is to provide and offer support to employees as well as understand the status of the organisation.
- (d) Employees should immediately inform their immediate Line Manager or Corporate Services Department : Human Resources Management Division, if they experience any symptoms while at work. Not doing so is a contravention of the Occupational Health and Safety Act by the employee. More importantly, the employee puts themselves – and their co-workers – at risk.
- (e) Employees with symptoms must be placed in isolation and arrangements made for their safe transport for a medical examination or for self-isolation.
- (f) Employees who recover from COVID-19 may return to work after a medical evaluation and subject to ongoing monitoring, in line with instructions of the Department of Health.

- vii. vomiting,
- viii. diarrhoea,
- ix. fatigue,
- x. weakness or tiredness.

- (a) Employees who suspect that they may have been exposed to the virus or experience cold or flu-like symptoms, should not come to work, but rather notify the employer and self-isolate for 14 days or contact the COVID-19 Hotline on 0800 029 999 for further advice. Employees who are at the workplace and exhibit symptoms should be directed to the identified isolating room where a surgical mask is available. Transport arrangements should then be made for the employee for either testing or to be returned home for self-isolation for 14 days and to seek medical counsel.
- (c) Employees who suspect that they may have contracted the disease, should also be quarantined at home and employees who exhibit the symptoms of the disease should self-isolate for 14 days.

15.4. Isolation and quarantine

- (a) Stakeholders and visitors must, upon entering the premises, wash or sanitize their hands as per preventive measure outlined in this policy. Wash facilities or sanitizers must be provided to stakeholders or visitors upon entering the workplace. They must also be screened and complete the questionnaire.
- (b) Employees who meet with stakeholders outside of the workplace must still comply with the provisions of this policy, including but not limited to:
 - i. Washing or sanitizing their hands at hourly intervals.
 - ii. Avoiding physical contact at all times.
 - iii. Coughing or sneezing into their elbow or a tissue.
 - iv. Washing or sanitizing hands after sneezing or coughing and immediately discarding tissues.

15.3. Stakeholders and visitors

- (a) Employers must place signage or posters around the workplace to remind employees and others to take preventative measures. Gathering of more than 50 people is prohibited.
- (b) Limit touch. Do not greet with handshakes or hugs, rather wave or greet with your elbows.
- (c) Employees are to always maintain a distance of at least one and a half meters.
- (d) Employers are expected to ensure that employees utilise workspaces that are at least one and a half meters apart.
- (e) Everyone in the workplace must ensure that they regularly (at intervals of at least one hour) wash their hands with soap and water for at least 20 seconds. If it is not possible to wash their hands, employees will be expected to sanitize their hands at the prescribed intervals.
- (f) Avoid sneezing and coughing into your hands and rather cough or sneeze into your elbows or a tissue which must be discarded immediately after use.
- (g) Wash or sanitize hands in the event of coughing, sneezing or coming into contact with surfaces which may have been contaminated.
- (h) Keep your distance. Avoid spending time near others when you can. No unnecessary meetings and or gatherings should be held. If it is necessary to meet, do it in a spacious venue, well ventilated to avoid sitting close to each other.
- (i) The Municipality shall ensure that the necessary facilities (Kitchens & Bathrooms) are always fully stocked with, soap or sanitizer (minimum of 70% alcohol base) to enable employees to comply with the above measure.
- (j) The Municipality shall ensure that sanitizers or disinfectant wipes are placed in each department / workspace.
- (k) Employees must refrain from sharing telephones, desks, computers and other tools of trade such as stationery. All tools of trade must be regularly wiped and sanitized.
- (l) The Municipality must disable biometric systems or make them COVID-19-proof.

(a) The Municipality will be limiting avoidable business travel as much as it possibly can. If you have travelled internationally or even nationally between provinces, we expect that you will isolate while working remotely if possible, for a period of 14 Days, and then present yourself for testing as soon as possible. Proof of testing for COVID-19,

15.6.Travelling

- (e) Any medical certificates should be submitted electronically on ESS. employee qualifies for UIF.
- (d) Management shall assist the employee with such an UIF claim in the event that the Employees, who remain unfit for work after 14 days and have exhausted their paid sick leave entitlement, may qualify for the payment of UIF. The Human Resources be required to take unpaid leave.
- (c) Employees, who have exhausted their sick leave, annual leave and any special leave, will Manager and each one will be reviewed on case by case basis.
- (b) approval will have to be brought to MANCO's attention and approved by the Municipal where employee does not have enough annual leave day a special leave motivation for is required to self-isolate, the employee will be required to take annual leave, in cases In the event that the employee is not declared unfit for duty by a medical practitioner, but allows for special sick leave to be granted.
- (a) The normal principles related to sick leave as prescribed by the Municipality condition of service policy and the Basic Conditions of Employment (BCEA) shall apply. The Municipality will, however, grant sick leave to any employee who has been confirmed to have been infected with COVID-19. In addition, the Temporary Employer Relief Scheme

15.5.Leave

- (i) immediately seek medical advice. to the Human Resources Management. An employee who displays symptoms should Employees must report any suspicion that someone is displaying symptoms of the virus, employee is fit to return to work and does not pose a risk to other employees.
- (h) If an employee reports for duty and unreasonably refuses medical testing notwithstanding the fact that they are displaying symptoms, that employee shall be placed on forced annual leave pending a medical assessment and confirmation from a medical practitioner that the employee is fit to return to work and does not pose a risk to any other person.
- (g) Should an employee display signs of infection, have recently travelled or have been exposed to an infected person, the Employer reserves the right to ask the employee to leave the workplace and return only after it has been confirmed by a medical practitioner that the employee has not been infected, is fit to return to work and does not pose a risk to any other person.
- (f) Part of the mental battle of isolation/quarantine is remaining as active as possible - even if this means standing up ten times in one hour and walking between rooms in the hours; Get passionate about your health. Start taking small steps to a healthier, fitter and happier you. Exercise has a profoundly positive impact on mental health.
- (e) Self-isolation and quarantining at home involves the consideration of the following:
 - i. Having a separate room from the family that should be well-ventilated;
 - ii. Monitor your symptoms daily;
 - iii. Isolate for 14 days, even if you feel healthy;
 - iv. If you develop difficulty breathing, contact your medical practitioner immediately – call him/her first if possible;
 - v. Stay positive and energized by keeping in touch with loved ones by phone and by exercising yourself at home;
- (d) Vulnerable employees should immediately seek medical care as they are at high risk of getting a severe illness if they catch coronavirus. These employees are encouraged to take particularly strict social distancing measures.

- v. Bathroom facilities.
 - iv. The work - area of employees; and
 - iii. The attendance - record system and infrastructure;
 - ii. Screening facilities and systems;
 - i. Sanitary and social distancing measures and facilities at the entrance and exit of the workplace;
- (c) Arrangements for staff in the establishment:
- iv. A list of staff who can work from home; staff who are 60 years or older; and staff with Comorbidities who will be required to stay and work from home.
 - iii. The steps taken to get the workplace COVID -19 ready;
 - ii. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace;
 - i. The date the business will open and the hours of opening
- (b) The Municipality's Plan includes the following:
- i. The date the business will open and the hours of opening
 - ii. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace;
 - iii. The steps taken to get the workplace COVID -19 ready;
 - iv. A list of staff who can work from home; staff who are 60 years or older; and staff with Comorbidities who will be required to stay and work from home.
- (a) In accordance with the Government Gazette No. 43258, published on the 29th April 2020: A COVID-19 ready Workplace Plan must be developed prior to the reopening of an enterprise employing persons or serving the public.

15.8. Workplace plans

- (d) Perform all duties and exercise all such powers in relation to the business of Municipality as the employee usually performs on a daily basis and as may be assigned to him/her by the Line Manager, be available at any time during working hours (07H00 to 16H00) and all the varying hours for flexible employees)
- (c) Arrangements regarding work from home will be subject to the operational requirements of the Employer. Employees are reminded that by working from home for purposes of restricting access in the workplace does in no way mean that the employee is on sick leave or annual leave and will be expected to work during working hours.
- (b) The Employer will determine the conditions under which an employee may work from home. This may include but is not limited to the employee having the necessary resources both provided by employer or additional support to employee to work from home and reporting on work performed. Consultation with the relevant employee will apply if employees whose jobs aren't executable remotely. People older than 60 can work if the employer puts special measures in place for example: if these employees are not in direct contact with others,
- (a) Where circumstances allow and within the sole discretion of the Employer, some employees may be required to work from home. Arrangements to work from home will only be made where it is possible for an employee to perform all of the duties required of them to be performed remotely.

15.7. Work from home

- (b) Employees will be issued with permits to perform essential services as this is a requirement during the Lockdown. Employees are expected to carry their permits and Identity Document (ID) at all times, in their vehicles or as pedestrians. Failure to present your work permit to the police authorities when stopped will be at your own risk as this may lead to an arrest and the Accounting Officer cannot be held liable for unsafe acts.
- (c) Employees/staff using Municipal transport will be expected to comply with all rules regarding use of public transport.
- fit to return to work must be submitted to the Human Resource Department upon your medical assessment and confirmation from a medical practitioner that the employee is return.

19. NON-COMPLIANCE

- (a) In the event that an employee, client or a visitor infected with COVID-19 comes in contact with another employee within the municipality, it will likely be necessary for the Municipality to require the whole team, department or office to undergo a period of self-isolation. During this time employees who can work from home will be expected to do so.
- (b) It is not the GM's intention to cause any financial prejudice to any employee due to a period of large-scale isolation (Lock-down).
- (c) Should Lockdown be imposed, and this threatens the financial viability of the business, we will consult with employees in respect of the possibility of taking annual leave and or unpaid. While the GM cannot impose unpaid leave on employees, we trust that employees will be open to these consultations in order to protect the business and everyone's employment.

18. EMERGENCY MEASURES

- (a) The municipality will do its utmost to ensure that any disclosure made to the organization regarding employee's health will be handled with the utmost sensitivity. Information will only be shared with staff on a need-to-know basis for purposes of ensuring employee safety and not invite stigma and discriminations by colleagues.
- (b) The municipality will develop a disclosure and confidentiality protocol to be implemented that will include amongst other items the following:
 - i. Reasonable efforts to maintain the confidentiality,
 - ii. Commitment to the non-violation of the confidentiality,
 - iii. Breaching employee confidentiality,
 - iv. Creating an environment conducive for employees to disclose in order for support to be provided.
- (c) The disclosure process should be enabling for identifying vulnerabilities so that the employees' health is not put at risk and make special arrangements needed to be undertaken.
- (d) Any details about the worker's medical condition must be kept confidential, unless the worker says it can be shared.

17. DISCLOSURE AND CONFIDENTIALITY

- (a) COVID-19 may have an impact on the operational requirements of the municipality.
- (b) In an attempt to reduce the spread of COVID-19 and to ensure a safe and healthy workplace, the municipality may amend working hours or conditions. Such changes will be discussed with and consulted on with the affected employees.

16. IMPACT ON THE OPERATIONAL REQUIREMENTS

- (d) Arrangements for customers or members of the public, including sanitation and social distancing measures.
- (e) The municipality Plan responding to the COVID-19 disease pandemic will be compiled and implemented prior to the work force returning to work.

- (a) The department of Labour Inspectors are empowered to promote, monitor and enforce compliance with the direction. An employer who does not comply with the direction may be ordered to close their business.
- (b) In addition, as the failure to comply fully with the OHS Act (Occupational Health and Safety Act) is a criminal offence, failure to take the necessary measures to prevent the transmission of COVID-19 may result in criminal prosecution.
- (c) GGM must ensure that the following is performed in order to comply with inspections conducted:
- i. Notify employees of the contents of the GAZETTE NUMBER 43257: Direction as it is referred to and how it will be implemented.
 - ii. Inform employees that if they have COVID 19 symptoms they must not be at work and grant paid sick leave or apply for COVID19 TERS benefits.
 - iii. Appoint a COVID 19 compliance Officer from within the existing structure) to address the concerns of employees and workplace representatives.
 - iv. Take measures to minimise the contact between workers and between workers and the public to prevent transmission.
 - v. Minimise the number of employees in the workplace at any time by working arrangements to achieve social distancing requirements.
 - vi. Provide employees with information concerning COVID19 and how to prevent its transmission.
 - vii. Report any diagnosis of COVID19 at work to the Department of Health and the Department of Employment and Labour, investigate the cause, and take appropriate measures. It is a contravention not to do so as an employer.

21. ENFORCEMENT


- (a) There are additional support measures made available by the Government relating to employees affected by the COVID-19.
- (b) Where this may lead to a loss in income or a municipal employee needs to be on unpaid leave due to COVID-19 and is not earning an income during time of recovery:
- i. The UIF's introduction of the COVID-19 TERS benefit which can be accessed online via the department of labour website and HRM will assist accordingly.
 - ii. The Workman compensation fund is also another platform that can be pursued by any Municipality employee that may be negatively affected by covid19 and cannot generate an income for some time that s/he might be under recovery and have exhausted their sick leave and annual leave days.

20. COMPENSATION

- (a) There will be zero-tolerance for non-compliance, and this may lead to disciplinary action being taken against an employee who fails to comply.
- (b) More importantly however, employees are urged to comply with the policy to ensure their own safety as well as that of other persons in the workplace as failure to comply may contribute to the spread of the virus and the consequences associated therewith.
- (c) Employees are encouraged to discuss any concerns with management. Employees are also welcome to make any suggestions aimed at improving health and safety and containing the spread of the virus.

Council Resolution CR123-27/05/22SP

Mayor: Cllr Zitha T
Surname & Initials


Signature

30/05/23
Date

Signed by:

The municipal Council has the legislative powers to approve and to amend this strategy policy and it comes to effect on the date of the council resolution.

23. POLICY APPROVAL

- (a) The situation is likely to change rapidly as COVID-19 spreads swiftly. The GM will remain flexible in respect of this policy, employee's needs and changing risk in the workplace and communities.
- (b) The GM may amend this policy from time-to-time and will keep you informed of these changes.

22. AMENDMENT OF THIS POLICY

viii. They must support any contact tracing measures initiated by the Department of Health.