



Van Deventer & Van Deventer

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COVID-19 READINESS  
PROTOCOL

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# Workplace Plan

(Drawn up in line with the Directive by the Minister of Employment and Labour in terms of Regulation 10 (8) of the Regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002 (Act no 57 of 2002)

## SECTION A: IN-OFFICE WORKPLACE PLAN

(i) The business will resume operations on 03 May and will operate on a Monday to Friday between 08h00 and 16h30.  
(ii) To limit the spread of the virus in the workplace, staff members who are able to do so are encouraged to work from home as far as possible. However, to operate the business requires a number of staff at the office to perform essential services. The number of admin staff that will be working in the office, have therefore been allocated shifts as per the attached schedule (see Annexure A).

**(iii) The following steps have been taken to make the workplace COVID-19 ready:**

- The office was thoroughly cleaned and disinfected on 01 May 2020.
- Cleaning and disinfecting of all work surfaces, including kitchen and restrooms/toilets, door handles and shared electronic equipment is scheduled daily to take place prior to work beginning, during the working period and after work hours.
- Cleaning material will be stocked and will be made available in the kitchen.
- The Company has stocked (and will keep stocked) paper towels in the kitchen and bathroom (to dry hands after washing), and regular hand-washing will be required from all staff;
- All fabric towelling has been removed as the use of such for drying hands have been prohibited.
- The Company will provide disinfectant hand soap in the kitchen and bathroom/s and will place hand sanitiser (with an alcohol content of no less than 70% at the entrance of the office as well as at work stations.
- All biometric systems have been deactivated and staff will be responsible for reporting to the Receptionist, who will document their presence at work on the Attendance register.

(iv) A list of staff (a) who can work from home; (b) staff who are 60 years or older; and (c) staff with comorbidities who will be required to stay at home or work from home is attached [Annexure B].

**(v) Screening and Social Distancing:**

- (a) Staff will be screened by temperature reading before entering the business premises. Any staff member that displays a body temperature of 38 degrees celsius or higher, will be denied access to the office.
- (b) Staff will be required to disclose, prior to entry, the absence of any observable symptoms associated with Covid-19, as it relates to fever, cough, sore throat, redness of eyes, shortness of breath (or difficulty breathing) body aches, loss of smell/taste, nausea, vomiting, diarrhoea, fatigue and/or weakness. In the event that a member of staff display/observe any of the aforementioned symptoms, such staff member will be denied access to the office and will be required to take sick leave in accordance with the provisions of the Basic Conditions of the Employment Act. This record will be recorded on Annexure C.

(c) Should any member of staff experiencing any of the aforementioned symptoms whilst at work, the Company will isolate the member of staff, provide him/her with a FFP1 surgical mask and will arrange for the staff member 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

- c.1 assess the risk of transmission, disinfect the area and the worker's workstation, and refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
- c.2 ensure that the staff member is tested or referred to an identified testing site;
- c.3 place the 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 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;
- c.4 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);
- c.5 if there is evidence that an employee 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 7 GG 43126 GN193 of 23 March 2020. 10 24.

**(d) If a member of staff has been diagnosed with COVID 19, the Company will be obliged to:**

- d.1 inform the Department of Health and the Department of Employment and Labour; and
- d.2 investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE (Personal Protective Equipment) requirements are in place; and
- d.3 give administrative support to any contact-tracing measures implemented by the Department of Health.

**(vi) Hand sanitisers:**

- (a) The Company will strategically place hand sanitisers (with an alcohol content of no less than 70%) at the entrance of the office building, and Staff will be required to sanitise their hands on entry and exit from the office.
- (b) The Company will, at its expense, supply an adequate supply of hand sanitisers (with an alcohol content of no less than 70%), relative to the number of staff members, throughout the office.

**(vii) Social Distancing:**

- (a) Staff members' work stations have been rearranged to ensure that no member of staff sit less than 1,5 meters apart; alternatively, in spaces where workstations could not be moved to accommodate a distance of more than 1,5 meters, physical barriers have been erected.
- (b) Staff have also been informed to keep a physical distance of more than 1,5 meters from their colleagues at all times.

**(viii) Fabric Face Masks:**

- (a) Staff members will be required to wear fabric face masks at all times (when at work as well as during any commute on public transport to and from work). \*\*The Company will provide each staff member with two fabric face masks that meet the standards as set out by the Department of Trade, Industry and Competition's guidelines as published on 24 April 2020, and the Company will put appropriate measures in place to arrange for the washing, drying and ironing of cloth masks (where necessary).
- (b) Staff members have been trained on the correct procedure of wearing masks and how to safely remove, care for and wash fabric face masks.

**(ix) Customer interaction and members of the public:**

- (a) Customer interactions, in general, are limited. Having said that, the following processes have to be adhered to:
- A perspex screen has been erected at Reception;
  - Any member of the public will be required to sanitise their hands prior to entry and on exiting the office;
  - Only persons wearing face masks will be permitted to enter the office;
  - Members of the public will be screened by temperature reading before entering the business premises. Any member of the public that displays a body temperature of 38 degrees celsius or higher, will be denied access to the office.
  - Visitors will be required to disclose, prior to entry, the absence of any observable symptoms associated with Covid-19, as it relates to fever, cough, sore throat, redness of eyes, shortness of breath (or difficulty breathing) body aches, loss of smell/taste, nausea, vomiting, diarrhoea, fatigue and/or weakness. In the event that a member of staff display/observe any of the aforementioned symptoms, such visitor will be denied access to the office. This record will be recorded on Annexure C (Visitor Health Record).
  - Members of the public will be reminded (should it be necessary) that a distance of 1,5 meters must be kept at all times.

**(x) Training and Acceptance:**

- (a) The Company will ensure that each member of staff has received the appropriate training on the Directives issued on Covid-19 workplace protocol and will require each member of staff to sign this document (and any amendments thereto) in acceptance of these directives.
- (b) Any member of staff who has been found to have deliberately acted against the provisions contained herein (as well as any Annexure to this plan) will be subject to the internal disciplinary procedures of the Company as well as the potential penalties as detailed in the Occupational Health and Safety Act (OHS Act) and/or the Consumer Protection Act.
- (c) A Department of Health inspector designated in terms of section 28 of OHS Act may perform any of the functions in section 29 of OHS Act and exercise any of the powers listed in section 30 of OHS Act in order to monitor compliance with the directives and guidelines set out in the Regulations;
- (d) In so far as any contravention of the guidelines constitutes a contravention of an obligation or prohibition under OHS Act, the offences and penalties provided for in section 38 of OHS Act apply;
- (e) Each person who is found guilty of an offence in terms of the legislation herein mentioned, may be liable to a fine of R50,000.00 or a maximum of no more than 6 months imprisonment or to both such fine and imprisonment and the Company's directors may, if found liable, be subject to criminal charges.



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