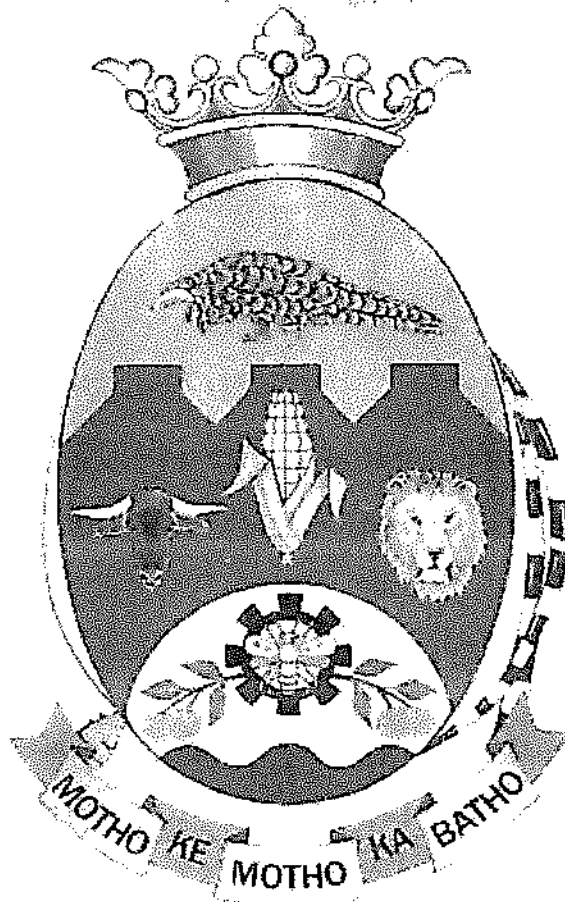


LEPELLE-NKUMPI LOCAL MUNICIPALITY



COVID -19 POLICY

KG

TABLE OF CONTENTS

ITEM	ITEM DESCRIPTION	PAGE NO
01	PREAMBLE	02
02	PURPOSE	02
03	OBJECTIVE	02
04	LEGISLATIVE FRAMEWORK	03
05	DEFINITIONS	03
06	APPLICATION	03
07	CONTENT	03
7.1	HOW DOES COVID-19 SPREAD?	03
7.2	PRIMARY SYMPTOMS OF COVID-19	04
7.3	WHAT TO DO IF YOU DEVELOP SYMPTOMS	04
7.4	MEETINGS	05
7.5	HYGIENE IN THE WORKPLACE	05
7.6	WEARING FACE MASKS	06
7.7	SEMINARS, TRAINING AND CONFERENCES	06
7.8	COVID-19 MANAGER AND COVID-19 COMPLIANCE OFFICER	06
7.9	CONSEQUENCE OF BREACH	06

1. PREAMBLE

The Municipality is obliged in terms of the OHS Act (Occupational Health and safety Act 85 of 1993) and the Disaster Management act, 2002 (act no 57 of 2002) to deal with covid-19 at workplaces

2. PURPOSE

The purpose of the policy is to protect the health and safety of workers and members of the public who enter their workplaces and also to prevent the spread of corona virus

3. OBJECTIVE

- To provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees. It is a requirement of the Occupational Health and Act.
- To implement measures to mitigate or combat the transmission of the virus in the workplace

KG

- To monitor the situation in South Africa and this policy may be updated depending on the ongoing spread of the virus.

4. LEGISLATIVE FRAMEWORK

Disaster Management Act, 2002 (Act No 57 OF 2002)

Occupational Health and Safety Act 85 OF 1993

5. DEFINITION

“COVID -19” means Coronavirus disease.

“VIRUS” means SARS Cov-2 virus.

“WORKPLACE” means any premises or place where a person performs work.

“OHS” means Occupational Health and Safety Act 85 of 1993..

“COMPLIANCE OFFICER” means an employee of a company that ensures that the company is in compliance with its outside regulatory requirement as well as internal policies and by-laws.

“COMPLIANCE MANAGER” means a professional that works to maintain a company’s legal and ethical integrity.

6. APPLICATION

This policy will apply to all employees of the Lepelle-Nkumpi Municipality.

7. CONTENT

7.1 How does COVID-19 spread?

COVID-19 is most likely to spread when there is close contact (1.5 metres or less) with an infected person. It is likely that the risk increases as the period of exposure to an infected person lengthens. Contaminated droplets produced when an infected person coughs or sneezes are the main means of transmission. There are two main routes by which people can spread COVID-19.

- Infection can be spread to people who are nearby as droplets are inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their own mouth, nose, or eyes.

CG

7.2 Primary symptoms of COVID-19

The following symptoms may develop up to 21 days after exposure to someone who has COVID-19:

- Cough
- Sore throat
- Fever
- Shortness of breath/ difficulty in breathing
- Redness of eyes
- Body aches
- Loss of smell
- Loss of taste
- Nausea
- Vomiting
- Diarrhoea
- Fatigue
- Weakness

Infections can cause more severe symptoms in people who are over the age of 60 and those with compromised immune systems such as diabetes, cancer and chronic lung disease.

7.3 What to do if you develop symptoms

People who contract COVID-19 may take anywhere from one to twenty-one days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.

Outline for the COVID-19 as per the Department of Health website:

0800 029 999

Employees should notify their line manager / supervisor and stay at home if they are sick and have been booked off. All employees should follow the sick leave policy in such situations. If the employer has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work, the employer will request the employee to leave the workplace and seek medical treatment immediately.

If you need to take care of a family member who has contracted the virus, Family responsibility leave will apply as per its definition or you can apply for annual leave

If an employee has been to a high risk area through travel and chooses to quarantine themselves without a Doctor's note, the employee may apply for annual leave during this period. If the employee is able to work during this period, then there is no requirement to submit a sick leave or annual leave request. The employee is, however, required to report daily to their line manager.

KG

- Should the employee become sick during this period, the leave will be treated as per the Covid -19 regulations

7.4 Meetings

- Consider whether a face-to-face meeting or event is needed - could it be replaced by any other electronic platform.
- Could the meeting be scaled down so that fewer people attend?
- Ensure that all participants in the meeting have washed their hands for 20 seconds or utilised a hand sanitiser prior to the meeting commencing and have been scanned for temperature with infrared thermometer.
- Ensure that all delegates are seated at least one and a half metre apart.
- The names and contact details of all participants in the meeting should be retained for at least one month. This may be done through the completion of a register and will assist healthcare authorities in tracing those who have been exposed to COVID-19 if a participant does become ill with the virus shortly after the meeting.
- If a participant should contract the virus shortly after the meeting, the company must inform all participants.

7.5 Hygiene in the workplace

- All visitors and employees entering the offices must be requested by the security personnel utilise a hand sanitiser on entering the premises.
- Frequently touched objects, including workstations and surfaces, must be cleaned and disinfected using bleach.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, an alcohol-based hand sanitiser with at least 70% alcohol must be used.
- Handshakes with any staff or clients must be **AVOIDED**; one's face should not be touched either.

7.6 Wearing face masks

The use of face masks covering the mouth and nose is compulsory, when in public, entering any building, premises, work and when utilising public transport. Persons without a face mask will not be permitted to enter the premises, as required by Chapter 5(1) and 5(2) of the Risk Adjustment Strategy Regulations (29 April 2020).

- Using masks incorrectly is likely to hamper any effectiveness they may have
- Once used, without good hand washing they may contribute to transmission.

7.7 Seminars, Training and Conferences

KG

No employee may attend external seminars, training or conferences, unless approved by the Municipal Manager.

7.8 COVID-19 Manager and Compliance Officer

A COVID-19 Compliance Officer and the COVID-19 Manager will be appointed to ensure the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace, as required by Government Notice NO. 479 29 APRIL 2020 - 479 Disaster Management Act (57/2002): Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 and the Risk Adjustment Strategy Regulations of 29 April 2020. The Compliance Manager is required to develop a plan for the phased in return of employees to the workplace, prior to reopening the workplace for business. The plan must include the following:

- Which employees are permitted to work;
- What the plans for the phased-in return of their employees to the workplace are;
- What health protocols are in place to protect employees from COVID-19; and
- The details of the COVID-19 Compliance Officer;

7.9 Consequence of breach

If an employee breaches this policy the necessary disciplinary action will be taken. It is important to note that the company's sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19. The normal sick leave policy which is in line with Labour Law will still apply.

8. VACCINATION

- Government continues full steam ahead with our vaccination roll-out to protect those at high risk and to help slow transmission.
- Vaccines offer protection against COVID-19 and reduce the risk of serious illness, hospitalisation and death.
- Vaccination protect to avoid any new surge in infections.

Booster doses from J&J or Pfizer further enhance existing protection.

- The COVID-19 booster shot is an additional dose given to people who have already been vaccinated.
- Those eligible for the booster shot are people who have taken two doses of the Pfizer vaccine or a single dose of the J&J vaccine.
- The booster dose helps people maintain longer lasting immune protection against COVID-19 and offers protection from emerging variants.
- The booster dose reminds the body's immune system to produce more antibodies against the virus.
- Both the Pfizer and J&J booster doses are available to people aged 18 years and older.

- The Pfizer booster can be taken from 3 months after receiving the second vaccine dose while the J&J can be taken from two months after receiving the single dose. There is also a second J&J booster which can be taken from 90 days after the first J&J booster.
- Either the J&J or Pfizer dose can be chosen as the booster vaccine.

Vaccination is not compulsory; employees are encouraged to vaccinate. Vaccination serves as an effective mitigation against Covid -19.

As a motivation all vaccinated employees will be eligible to 3 days Special leave after production of the valid proof of vaccination.

9. DISCRIMINATION

9.1 No one shall be discriminated on basis of being infected by Covid 19 and or being vaccinated or not being vaccinated.

9.2 Any discrimination shall be dealt with in terms Employment Equity Act

It is the employee's responsibility to contact management should he/she have any queries related to this Policy.

Approved by Council:



Date: 03/06/2022

JOYCE NKOBELA (SPEAKER)

RESOLUTION NUMBER:

6.1.12.05/2022/2023
6.1.12.05/2022/2023



ACTING MUNICIPAL MANAGER

KG MANKGA