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SECTION	RISK MANAGEMENT
SUB-SEC	HSE GUIDELINES
SUBJECT	COVID-19 POLICY

1.   OBJECTIVE

1.1   The aim of this policy is to ensure a safe working environment for all employees, teachers, scholars, service providers and visitors to stop the spread of the Coronavirus Disease 2019 "COVID-19" virus. Section 8 of the Occupational Health and Safety Act, 1993 "OHSA" requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees, teachers, scholars, service providers and visitors. Similarly, the OHSA also imposes a duty on employees to take reasonable care of their own health and safety and that of their fellow employees, teachers, scholars, service providers and visitors.

1.2   Information pertaining to COVID-19 is being provided by various authorities on a regular basis and it is important to ensure that updates are obtained and disseminated through the organisation. Please refrain from forwarding information related to the virus without having checked it with credible sources such as the World Health Organisation "WHO" and the National Institute for Communicable Diseases "NICD". Spreading unverified information may contribute to unnecessary panic, stigma and discrimination, all of which do not add value at this stage.

1.3   This policy is susceptible to changes with the introduction of additional governmental guidelines and accordingly will be updated if, and when, required. All basic guidelines on COVID-19 as issued by WHO, NICD and DBE has reference and is applicable to the Penryn campus.

2.   APPLICATION

This policy is applicable to all staff, scholars, service providers, and visitors to the Penryn campus and includes measures being taken to mitigate the spread of COVID-19. You are kindly requested to follow all these requirements to sustain a healthy and safe workplace. It is important that we all respond responsibly and transparently to these health precautions.

3.   CONTENT

3.1   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.

3.2 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.

3.3 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.

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

**South African
COVID 19 HOTLINE**
08000 29999

If you present with symptoms of Corona Virus, please call the official COVID 19 HOTLINE before going to your doctor, pharmacist or nurse. By calling the hotline, someone will be sent to test you where you are, which will limit the spread of the virus.

health
Department:
Health
REPUBLIC OF SOUTH AFRICA

Employees should notify their Head / manager and stay at home if they are sick and have been booked off. All employees should follow Penryn's sick leave policy in such situations. If Penryn 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 and/or testing immediately.

3.4   Quarantine and working from home

If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee/teacher must immediately inform their employer and contact the COVID-19 Hotline. Close contact means that the employee was in face-to-face contact (i.e. within 1.5 metres) or in a closed space for more than 15 minutes with a person with COVID-19.

If, after informing the Department of Health, the employee is required to self-quarantine then the following policies will apply:

- 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 Head / manager.
- Should the employee/teacher become sick during this period, then normal sick leave policy will apply, if the employee's sick leave entitlement under the section is exhausted, management will make an application for an illness benefit in terms of clause 4 of the Directive issued 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;

3.5   Travel

All domestic flight travel is suspended until further notice unless absolutely necessary as determined by the parties concerned. Local travel will still be required but must be done in line with current protocols of low contact and high hygiene. All non-essential travel, particularly on public transport, is discouraged.

The following protocols must be adhered to in the event of using any form of transport:

- Everybody to sanitize hands on **entering** of the buses/vehicles;
- The **distance** between learners/fellow passengers in buses/vehicles must be managed; and
- The **wearing of masks** throughout the school day, starting before boarding transport, is **compulsory**.

3.6   Meetings

- Consider whether a face-to-face meeting or event is needed - could it be replaced by a teleconference or 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.
- Ensure that all delegates are seated at least one and a half metre apart and are wearing suitable masks.
- 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, Penryn must inform all participants.

3.7   Hygiene in the workplace, classrooms and Penryn premises

- All visitors, employees, teachers and learners entering the offices must be requested by the receptionist to wash their hands or utilise a hand sanitiser on entering the premises.
- Parents, visitors and staff are discouraged to interact informally on the Penryn premises. Parents and visitors are encouraged to remain in their vehicles unless attending a scheduled meeting on the premises in which case they are to make their way directly to the meeting facility.
- Coughs and sneezes must be covered with a tissue; the tissue must be disposed of in the relevant waste bin.
- Frequently touched objects, including workstations and surfaces, must be cleaned and disinfected using a regular household cleaning spray or wipe.
- 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 visitors must be AVOIDED; one's face should not be touched either.
- Physical distances in classrooms, includes **not more than 2 learners** sharing desks;
- Physical distancing must be applied in all common rooms, staff rooms, meeting rooms and open plan offices.
- No **hugging or handshaking**.
- **Direct contact** must be avoided.
- **Cloth masks or Shields** to be worn by employees, teachers, scholars, service providers and visitors at all times.
- **No mass public events**. All sports matches, choir practices and festivals, eisteddfods, assemblies and chapel services are not permitted; and
- **Extra classes** should be arranged in **small groups** that maintain social distancing.
- Sanitize classrooms **prior** to the start of school day.
- sanitize hands on **entering** of classrooms.
- Limit **movement** of learners between classes; and
- No **clustering** of desks in classrooms.

The DBE has developed **Guidelines** for schools on maintaining hygiene during the COVID-19 pandemic to provide recommendations on the proper cleaning, and use of Personal Protective Equipment, based on risk exposure including:

- Basic principles of **infection prevention** and control.
- **Risk reduction** methods for schools, classrooms, toilets or bathrooms, offices, and food preparation areas.

- Daily **duties** of cleaners; and
- **How to use** Personal Protective Equipment.

- **Screening and testing of all** employees, teachers, scholars, service providers and visitors.

- **Screening of all** employees, teachers, service providers and visitors will be conducted at the main gate during the initial period before the reopening of schools. Dedicated screening areas in the different phases will be identified and clearly communicated to all employees, teachers, scholars, service providers and visitors prior to the reopening of schools. The screening process will include administering of temperature checks. ; and
- Learners or staff members who present with **raised temperatures**, will then be considered for **isolation** and **testing**.

3.8 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 Penryn premises, as required by Chapter 5(1) and 5(2) of the Risk Adjustment Strategy Regulations (29 April 2020). No exceptions will be made.

3.9 Seminars, Training and Conferences

No employee may attend external seminars, training or conferences, unless approved by the Executive Head.

3.10 COVID-19 Manager

The COVID-19 Manager (Matthew Venter) has been 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. It is recommended that a COVID-19 Response Team is also appointed to assist, where necessary, with the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace. This COVID-19 Team will be communicated to all staff prior to the reopening of schools.

3.11 COVID-19 Compliance Officer

The COVID-19 Compliance Officer (Matthew Venter) has been appointed. According to the regulations this appointment may be the same appointee as the COVID-19 Manager. The Compliance Officer 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:
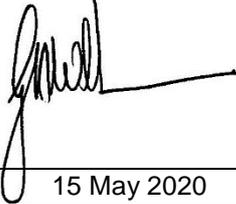
- Which employees are permitted to work;
- What the plans for the phased-in return of their employees to the workplace are;
- What health protocols are in place to protect employees from COVID-19; and
- The details of the COVID-19 Compliance Officer;

3.12 Consequence of breach

If an employee, scholar or service provider breaches this policy the necessary disciplinary action will be taken. It is important to note that Penryn'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.

In the event of any breach by visitors or parents, Penryn reserves the right to take appropriate action.

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

Executive Head Signature	
Date	15 May 2020