

	Policies and Procedures – Human Resources	
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Purpose and scope

GVK-Siya Zama aims to maintain a working environment that is safe, healthy, and, as far as possible, free from risks; this includes creating an environment that does not promote the spread of the highly contagious Coronavirus. This policy covers Code of Conduct as it relates to Covid-19, as well as the company's expectations of employees working remotely during the lockdown period.

Reference to other documents

Leave Policy

Working Hours Policy

Employee Wellness Policy

Related forms and documentation

GVK SZ Coronavirus Alert

SOP - COVID Workplace Plan

TOOLBOX TALK – Coronavirus site protocol

Records management

Not applicable

Roles and responsibilities

This policy applies to all salaried employees of GVK-Siya Zama.

Policy Content

The Declaration of a State of Disaster in March 2020 and the announcement of a hard lockdown from midnight on Thursday the 26th of March enforced a mandatory closure of all businesses. GVK-Siya Zama employees were sent home and were ordered to work from home (where relevant).

Remote working rules

To facilitate ongoing collaboration between teams as well as between the company and its clients, employees are required to comply with the rules set out below.

Employees should note that working remotely to ensure social distancing and restricted access at offices and on sites, does not mean that the employee is on sick leave (unless formally diagnosed) or annual leave. When working from home, employees will be expected to perform their normal duties and be available for meetings and telephone calls during normal working hours as outlined below.

While working from home an employee will:

- perform all such duties and exercise all such authority in relation to the business of the company as the employee usually performs daily and as may be assigned to him/her by the company and/or his/her manager. Employees are reminded that each working day while working remotely is regarded as a normal working day and employees are required to abide by the company's policies and procedures.
- comply with all directives given to him/her by the company and with all rules and regulations concerning its employees as laid down by the company from time to time.
- abide by bone fide work practices in his relationship with the company and/or its client.
- devote the whole of his/her time, attention, and abilities during business hours to the discharge of his/her duties
- use his/her best endeavours to perform his/her duties whilst protecting and preserving the business interest, reputation and goodwill of the company and carry out his/her duties in a proper, loyal, and efficient manner.
- be available at any time during working hours should the company need you to attend teleconferences and online meetings.

Should an employee not have the resources to work from home, it is the employee's responsibility to inform his/her manager without delay to ensure prompt and timeous discharge of responsibilities.

Types of leave in relation to Covid-19

Documented Covid symptoms may take from 1 to 14 days from exposure to develop. Community transmission of the virus is now prevalent in all provinces of South Africa and employees who have been in touch with an individual who has tested positive and/or who are displaying symptoms must inform their healthcare provider without delay.

If an employee has visited a high-risk area/Covid hotspot or been in contact with an individual who has tested positive and chooses to quarantine themselves without undergoing a test and/or producing a doctor's note, the employee will be required to apply for annual leave for the duration of the self-imposed quarantine.

If a family member of the employee or a person residing with the employee tests positive for Covid-19, the employee must inform the company immediately and arrange to undergo a test. Under these circumstances the employee will not be allowed back at work until they have been cleared by a registered medical practitioner. Arrangements should be made to work from home until the employee tests negatively for Covid-19. Where working remotely is not possible, alternative options such as annual leave or unpaid leave must be discussed with the employer.

If an employee is required to take care of a family member who has contracted the virus, annual leave will apply, or where applicable, family responsibility leave as defined in the BCEA.

Employees who have sick leave days available to them and who are booked off by a medical practitioner, shall be granted sick leave for any number of days stipulated by a medical practitioner in a medical certificate (Doctor's note). If an employee has exhausted his/her sick leave allocation, and

the absence falls within the allowable criteria, the employer may make application for an illness benefit in terms of clause 4 of the directive issued on 25 March 2020 from the Covid-19 Temporary Employer Relief Scheme under regulation 10 (8) of regulations promulgated in terms of section 27(2) of the Disaster Management Act.

Employees with recognised pre-existing conditions who may be at risk of contracting the virus have to be booked off by a doctor to prevent infection. Such individuals will use their sick leave, and when depleted, annual leave and thereafter, unpaid leave. Each person's unique situation will be considered on a case by case basis.

General information and health practices

Health advice and precautions issued by the Department of Health and the National Institute of Communicable Diseases should be followed as far as reasonably possible.

Employees are expected to comply fully with safety directives implemented at the workplace. This may include, but is not limited to, symptom screening, sanitising, the wearing of fabric face masks, temperature checks, etc.

Should an employee experience symptoms such as coughing, sneezing, shortness of breath, fever or any other symptoms as identified by the World Health Organisation and the Department of Health as being associated with the Coronavirus, they are required to urgently advise management and seek medical care.

Employees are required to wash their hands for at least 20 seconds with soap and water/sanitise their hands after touching doors, handles, windows, surfaces, or lifts.

Employees are to refrain from greetings that involve physical contact such as shaking hands and/or hugging.

Employees should practice coughing/sneezing etiquette by using a tissue or coughing/sneezing into the crook of the elbow. Used tissues should be disposed in a sealed bin.

Employees are expected to wipe down their own workstations at least 2 – 3 times a day.

Sharing of equipment such as phones, pens, crockery, and cutlery is not advised, and employees should sanitise areas such as printers and common work surfaces once they have finished using these shared facilities.

Consequence of breach

Employee breach of this policy may result in disciplinary action and may lead to dismissal.

Important information

www.sacoronavirus.co.za

Emergency Hotline: 0800 029 999

WhatsApp Support Line: 0600 123456