



**COVID-19  
WORKPLAN FOR PHASING-IN OF OPERATIONS**

## SASSETA COVID19 WORKPLACE PLAN – LEVEL 1

No.	Item	Response/Action
1.	Date the business will open and hours of operation.	<ul style="list-style-type: none"> <li>• Monday to Friday from 07h30 -16h00 (full working day)</li> <li>• Under level 1 - 100% of SASSETA services shall be operational.</li> <li>• Work permits will no longer be issued to staff.</li> <li>• All employees shall work normal hours, 07:30 – 16:00.</li> <li>• Large departments such as Learning Programmes and ETQA for example where many employees occupy the same space, may continue to work on a roster basis to limit exposure to the coronavirus.</li> <li>• Employees who are not working in the office on a particular day due to the rotational workplan, need to continue to work at home maintaining normal working hours (07:30 to 16:00). Productivity of employees working remotely will be monitored by their managers.</li> <li>• This shall exclude employees who are on official leave, sixty (60) years of age or above, or have been diagnosed with comorbidities or uncontrollable risks or vulnerabilities for serious illness from COVID-19.</li> <li>• Staff who are sixty (60) years of age or above or were diagnosed with comorbidities or other uncontrollable risks or vulnerabilities may continue to work remotely, based on the functions that they perform, with close monitoring by their Managers.</li> <li>• A medical report from a medical practitioner, which confirms that the employee suffers from any one of the comorbidities as published by National Department of Health should be provided to corroborate and support the conditions as stated in the standard medical certificate</li> </ul>
2.	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	<ul style="list-style-type: none"> <li>• During level 1 lockdown, all employees, excluding the vulnerable categories identified in section 1 above and those on official leave, are required to return to work.</li> <li>• The work-plans will be continuously reviewed in line with the easing or escalation of the lockdown restrictions.</li> </ul>

	<ul style="list-style-type: none"> <li>• While being cognisant of social distancing, a minimum of 75% and a maximum of 100% of staff members shall be at work at any given time as set out in section 1</li> </ul>
<p><b>3.</b> The steps taken to get the workplace COVID-19 ready</p>	<p>The following were implemented:</p> <ul style="list-style-type: none"> <li>• Face masks and hand sanitizers were procured and given to staff. The wearing of masks by all employees during working hours is mandatory.</li> <li>• Each staff member was given 2 face masks and a pair of hand gloves. Masks are washable and interchangeable. Additional masks are available to employees who need to replace their masks</li> <li>• Gloves are for one time use only and additional gloves are available.</li> <li>• All employees are required to report to reception <b>each day to complete the temperature register.</b></li> <li>• Health questionnaires are completed daily on an electronic format and analysed for further action when necessary. The completion of the questionnaires is compulsory</li> <li>• Workstations are distanced at 1.5m distance apart.</li> <li>• All persons entering SASSETA premises are screened for COVID-19 pandemic symptoms and are requested to complete the health questionnaire. Temperature testing/screening is implemented and the temperature recorded each day. Employees or Stakeholders who record a temperature higher than 38C are sent home and advised to consult their medical practitioner. Employees who use public transport are isolated in the isolation bay until transport can be arranged for them either to their homes or to a medical practitioner or both.</li> <li>• Procedures to be followed for positive or suspected COVID-19 pandemic cases have been developed and communicated through the weekly staff communications.</li> <li>• SASSETA has disabled the fingerprint biometric system and provided access cards to all staff, The cards are sanitised after each use and at the end of each day.</li> <li>• Protocols have been set for use of common areas such as reception, bathrooms and kitchens.</li> </ul>

		<ul style="list-style-type: none"> <li>• All meetings are held physically and/or virtually, and strict social distancing and hygiene protocols are observed.</li> <li>• SASSETA has sufficient and efficient ventilation systems and will continuously ensure that they are adequately maintained.</li> <li>• Office sanitation/deep cleaning is set to be done on a monthly basis unless circumstances dictate otherwise.</li> </ul>
4.	<p>A list of staff who can work from remote locations;  staff who are 60 years and over and staff with comorbidities who are required to stay home or work from remote locations</p>	<ul style="list-style-type: none"> <li>• All staff including non-essential staff to work from the office.</li> <li>• This excludes employees who sixty (60) years or above, diagnosed with comorbidities or uncontrollable risks or vulnerabilities for serious illness from COVID-19, who shall continue working from remote locations.</li> <li>• An Online COVID-19 screening questionnaire has been developed for staff to complete.</li> <li>• Upon completion, the questionnaires are analysed, circulated to Management for discussion with their teams and for further action when necessary.</li> </ul>
5	<p>Arrangements of staff in the establishment  a) Sanitization and social distancing measures and facilities at the entrance and exit to the workplace;</p>	<ul style="list-style-type: none"> <li>• Hand sanitizers are available at the entrance and exit points.</li> <li>• Sanitizing stations are implemented in common areas.</li> <li>• All staff were provided with hand sanitizers for office use.</li> <li>• Social distancing is practiced by staff and monitored by Management.</li> <li>• Material for cleaning of desks, laptops, access cards, phones, screens have been provided to all staff.</li> <li>• Physical distance markers have been installed at reception and at the screening stations for employees/stakeholders queuing for the daily screening.to observe social distancing stakeholders.</li> <li>• A walk through sanitising tray will be procured for all persons entering SASSETA premises to sanitise the soles of shoes.</li> </ul>


<p>b) Screen facilities and systems;</p>	<ul style="list-style-type: none"> <li>• All employees, stakeholders, services providers and any other visitors are screened for temperature assessment and symptoms check prior to entering SASSETA offices. Resistance to these measures will result in refusal of entry to the office building.</li> <li>• Clients presenting with high temperatures are turned away.</li> <li>• Clients who refuse to complete the questionnaire are refused entry</li> <li>• Clients and visitors who enter the building without a mask, are turned away</li> <li>• Screen/dividers on open plan office desk have been installed to reduce the risk of transmission.</li> </ul>
<p>c) The attendance-record system and infrastructure;</p>	<ul style="list-style-type: none"> <li>• Workplace daily register is kept at the Reception. It includes detailed information of visitors and stakeholders including their times of entry, departure, and the name of the SASSETA host.</li> <li>• A maximum of five Stakeholders are permitted at the reception area provided that they are wearing masks, sanitised and willing to observe social distancing.</li> <li>• An external stakeholder meeting attendance register is completed for each meeting for recording and tracking purposes.</li> <li>• All employees reporting to work on each workday sign the work register to enable easier contact tracing should the need arise.</li> </ul>
<p>d) The work-area of employees;</p>	<ul style="list-style-type: none"> <li>• Social distancing is practiced and monitored by Management.</li> <li>• The workstations are kept at 1.5m distance apart.</li> </ul>
<p>e) Any designated area where the public is served;</p>	<ul style="list-style-type: none"> <li>• The reception area is limited to 5 visitors who are served, to allow for social distancing to be implemented effectively.</li> <li>• Reception area meeting rooms are utilised for interaction with stakeholders, social distancing is observed (two stakeholders are allowed in one room) and the rooms are sanitized after every meeting.</li> </ul>

	<p>f) Canteen and bathroom facilities;</p> <ul style="list-style-type: none"> <li>• Hand-sanitizers are made available in the bathroom and kitchen areas.</li> <li>• Bathroom and kitchens hygiene is set out in office protocols and posted on kitchen and bathroom walls.</li> <li>• Cleaning takes place on daily basis and sanitization and disinfection takes place as and when cases are reported</li> </ul>
<p>g) Testing facilities (for establishments where fewer than 100% of employees will be permitted to work)</p>	<ul style="list-style-type: none"> <li>• Screening takes place at the reception area of the SASSETA office</li> <li>• Digital thermometers have been procured for temperature screening.</li> </ul>
<p>h) Education and communication</p>	<ul style="list-style-type: none"> <li>• Weekly communication is circulated to staff and stakeholders and is ongoing.</li> <li>• Staff received training (attended workshop) on COVID-19 pandemic before the national lockdown.</li> <li>• Staff is continuously trained on the most hygienic ways of using their health kits and referred to links by the relevant links by health authorities in this regard, i.e. use of sanitizers, masks/shields, tissue, gloves, etc.</li> </ul>
<p>i) Remote working arrangements</p>	<p>During level 1 lockdown, the following categories of employees shall be encouraged to work from remote locations:</p> <ul style="list-style-type: none"> <li>• Employees aged sixty (60) or above;</li> <li>• Employees diagnosed with comorbidities or uncontrollable risks or vulnerabilities for serious illness from COVID-19.</li> </ul> <p>The following are in place to enable remote working:</p> <ul style="list-style-type: none"> <li>• Laptops and data/mobile phones are made available where needed.</li> <li>• SASSETA's COVID-19 pandemic guidelines provide tips on how employees can structure a workday, for those working from remote locations.</li> </ul>
<p>j) Resumption of travel</p>	<p>Travel can be resumed to clients and learners with the following conditions:</p>

	<ul style="list-style-type: none"> <li>• Employees who travel need to ensure that the places and persons they are visiting adhere to the COVID-19 protocols in terms of social distancing, wearing of masks, sanitising on hands, gloves.</li> <li>• If the host of the meeting does not have the regularities in place, employees are encouraged to ask for the protocol items and, if the items are not received or implemented, to leave the premises and issue a report to management on the reasons why the visit could not continue.</li> <li>• Travelling in groups of more than 4 per vehicle is prohibited. The wearing of masks during travel is compulsory.</li> </ul>
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