



**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 opening	<ul style="list-style-type: none"> • SASSETA's official working hours are from Monday to Friday, 07h30 –16h00. However, staff may request for flexible working arrangements with their Managers on the starting and knock-off times. Such arrangements will be formalised for monitoring & record-keeping purposes. • Under level 1, 100% of SASSETA services shall be operational (these operations may be executed from the office or remote locations). • Staff may continue to work on a roster basis to limit exposure to the Coronavirus, based on the departmental work rosters approved by their Managers and taking into consideration the nature of work conducted by the Department / Business Unit, deadlines and other operational requirements. The work rosters will be formalised for monitoring purposes and record-keeping. Alterations to the work rosters will be circulated in the unit and recorded. • Employees who are not working in the office on a particular day due to the rotational workplan, need to maintain the normal working hours (07:30 – 16:00) or as per their working arrangements with their Managers. The productivity of employees working remotely will be monitored by their Managers. • Staff who are sixty (60) years of age or above or staff who 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. • In the case of comorbidities, a medical certificate from a registered Medical Practitioner which confirms that the employee suffers from any one of the comorbidities as published by the National Department of Health, should be provided to corroborate and support the conditions as stated in the standard medical certificate. • As per the COVID-19 lockdown regulations, the wearing of masks <u>at all times</u> during working hours is compulsory. It is also worth noting that in addition to social distancing, masks are regarded as the primary and most effective form of protection against the spread of COVID-19, while face shields are regarded as the secondary measure of protection. In full cognisance of the above, the rotation of masks and face shields is permitted to assist with breathing and other challenges which may be imposed by the wearing of masks for a full workday.

<p>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</p>	<ul style="list-style-type: none"> • During level 1 lockdown, employees may still work remotely and on a rotational basis as per the departmental workplan approved by their Managers. • Depending on the work demands per Department, all employees in a Department, may be requested to return to the office to execute tasks. In this case, wearing of masks and maintaining social distancing must be strictly observed. • Where more staff members are required to work from the office, the use of Boardrooms to accommodate staff and further ensure social distancing, will be allowed. • The work-plans will be continuously reviewed with the easing or escalation of the lockdown restrictions. • While being cognisant of social distancing, a maximum of 75% staff members shall be at work at any given time.
<p>3. The steps taken to get the workplace COVID-19 ready</p>	<p>The following were implemented:</p> <ul style="list-style-type: none"> • Face masks, gloves and hand sanitizers were procured and given to staff. Each staff member was given 2 face masks which are washable and therefore inter-changeable, Gloves are for one time use only and additional gloves are available. Sanitisers can be replenished when containers are empty. • The wearing of masks by all employees during working hours is compulsory. It is also worth noting that in addition to social distancing, masks are regarded as the primary and most effective form of protection against the spread of COVID-19, while face shields are regarded as the secondary measure of protection. In full cognisance of the above, the rotation of masks and face shields is permitted to assist with breathing and other challenges which may be imposed by the wearing of masks for a full workday. • All employees are required to report to reception and /or other designated screening areas each day to complete the temperature register. • Health questionnaires are completed daily on an electronic format and analysed for further action when necessary. • The completion of the questionnaire on each workday is compulsory, including employees who are working from remote locations. • Additional screening stations at the designated entry points will be introduced to ensure that employees, clients, stakeholders or visitors who are rated as high risk are not permitted access to SASSETA offices. • Workstations are kept at 2m distance apart.


	<ul style="list-style-type: none"> • Every day, 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 38°C 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. • Procedures to be followed for positive or suspected COVID-19 cases have been developed and communicated through the weekly staff communications. • SASSETA adopted a staggered approach to working hours which was introduced before the lockdown wherein employees work in shifts or alternate days according to the approved roster by their Manager to promote social distancing. • SASSETA provided access cards to all staff and encourage them to make use of these cards as opposed to the fingerprint biometric system. Sanitisers are placed next to all doors for regular use by staff. • Protocols have been set for use of common areas such as reception, bathrooms and kitchens. • Meetings are held physically and/or virtually, and strict social distancing and hygiene protocols are observed during physical meetings. • SASSETA has sufficient and efficient ventilation systems and will continuously ensure that they are adequately maintained. • Office sanitation/deep cleaning is set to be done when inhouse COVID-19 cases are reported, as per the approved protocols for routine cleaning and disinfection of the workplace.
<p>4. 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"> • All staff including non-essential staff work from the office/remotely on a rotational basis. • This excludes employees who sixty (60) years or above, or those diagnosed with comorbidities or uncontrollable risks or vulnerabilities for serious illness from COVID-19, who shall continue working from remote locations. • An online COVID-19 screening questionnaire has been developed for staff to complete.

		<ul style="list-style-type: none"> • Upon completion, the questionnaires are analysed, circulated to Management for discussion with their Teams and further action when necessary. The system automatically sends a warning email to an employee's manager if the employee presents with medium to high and high risk symptoms.
5	<p>Arrangements of staff in the establishment</p> <p>a) Sanitization and social distancing measures and facilities at the entrance and exit to the workplace;</p> <p>b) Screen facilities and systems;</p> <p>c) The attendance-record system and infrastructure;</p>	<ul style="list-style-type: none"> • Hand sanitizers are available at the entrance and exit points. • Sanitizing stations are implemented in common areas. • All staff are provided with hand sanitizers for office use. Sanitizers are replenished when the dispensers are empty. • Social distancing is practiced by staff and monitored by Management at a distance of at least 2 metres. • Material for cleaning of desks, laptops, access cards, phones, screens have been provided to all staff. • 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. • All employees, stakeholders, services providers and 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. • Clients presenting with high temperature are turned away. • Clients who refuse to complete the questionnaire are refused entry. • Clients and visitors who enter the building without a mask, are turned away. • Screen/dividers on open plan office desk have been installed to reduce the risk of transmission. • 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. • A maximum of five Stakeholders are permitted at the reception area provided that they are wearing masks, sanitised and willing to observe social distancing.

	<ul style="list-style-type: none"> • An external stakeholder meeting attendance register is completed for each meeting for recording and tracking purposes. • Meetings rooms display the maximum number of people permitted to enter the meeting room. OHS representatives monitor this on a daily basis. • All employees who are reporting to work on each workday are required to sign the work register to enable easier contact tracing should the need arise.
d) The work-area of employees;	<ul style="list-style-type: none"> • Social distancing is practiced by all employees and monitored by Management. • Workstations (chairs on open place desks) are kept at 2 metre distance apart.
e) Any designated area where the public is served;	<ul style="list-style-type: none"> • The reception area is limited to 5 visitors who are served, to allow for social distancing to be implemented effectively. • Meeting rooms in the reception area 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.
f) Canteen and bathroom facilities;	<ul style="list-style-type: none"> • Hand-sanitizers are made available in the bathroom and kitchen areas. • Bathroom and kitchens hygiene are set out in office protocols and posted on kitchen and bathroom walls. • Cleaning takes place on daily basis and sanitization and disinfection takes place as and when cases are reported.
g) Testing facilities (for establishments where fewer than 100% of employees will be permitted to work)	<ul style="list-style-type: none"> • Screening takes place at the entrance of the building. • Digital thermometers have been procured for temperature screening. • Additional screening stations at the designated entry points will be introduced to ensure that employees, clients, stakeholders or visitors, who are rated as high risk, are not permitted access to SASSETA offices.
h) Education and communication	<ul style="list-style-type: none"> • Weekly communication is circulated to staff and stakeholders and is ongoing. • Staff received training (attended workshop) on COVID-19 pandemic before the national lockdown. • Staff is continuously trained on the most hygienic way 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.
i) Remote working arrangements	<p>During level 1 lockdown, the following categories of employees are encouraged to work from remote locations:</p> <ul style="list-style-type: none"> • Employees aged sixty (60) or above. • Employees diagnosed with comorbidities or uncontrollable risks or vulnerabilities for serious illness from COVID-19.

		<p>The following are in place to enable remote working:</p> <ul style="list-style-type: none"> • Laptops and data/mobile phones are made available where needed. • SASSETA's COVID-19 pandemic guidelines provide tips on how employees can structure a workday, for those working from remote locations.
j)	Resumption of travel	<ul style="list-style-type: none"> • Travel can be undertaken to clients and learners with the following conditions: • 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 of hands, gloves. • 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. • Traveling on groups of more than 4 per vehicle is prohibited. The wearing of masks during travel is compulsory.


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