



## **COVID-19 STAFF GUIDELINE – PPE IN THE WORK PLACE, GENERAL GOOD HYGIENE AND PREVENTATIVE PRACTICE.**

Based on the available evidence, the COVID-19 virus is transmitted between people through close contact and airborne droplets. The people most at risk of infection are those who are in close contact with a COVID-19 patient (within 1 meter for a length of time) or who care for COVID-19 patients. You can be infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

Preventing and mitigation measures are in key both healthcare and community settings.

### **The most important preventative measures you can take are:**

- Wash your hands with soap and water for at least 20 seconds, and/or sanitise your hands with 70% alcohol-based sanitiser – frequently.
- Do not touch your face, your eyes, nose or mouth without having washed or sanitised your hands.
- Practice social distancing at all times i.e keep a 1 to 2 meter distance between yourself and everybody else.
- Practice respiratory hygiene at all times. This means coughing or sneezing into your bent elbow or into a tissue. Discard the tissue and wash/sanitise your hands immediately thereafter.
- Sanitise all surface including that you frequently touch with an alcohol based or jik/sodium hypochlorite-based disinfectant – frequently.
- Stay at least 1 – 2 meters away from people who are coughing and sneezing
- Stay away from crowds of people.

### **1. GENERAL HYGIENE AND PRACTICE TO FOLLOW TO PREVENT INFECTION WITH THE CORONA VIRUS THAT ALL STAFF MUST FOLLOW BOTH AT WORK AND OUT OF WORK.**

#### **1.1 GENERAL**

The Most effective preventive measure in the community include:

- Washing hands frequently for 20 seconds following the attached guideline for correctly washing hands, with soap and water.
- Sanitise your hands frequently with 70% alcohol-based hand rub.
- Avoiding touching your eyes, nose and mouth.
- Practising respiratory hygiene by coughing or sneezing into a bent elbow or tissue and the immediately disposing of the tissue.
- Wearing a MASK (FFP1/FFP2/Cloth) whether you have respiratory symptoms or not.



- Performing hand hygiene after disposing of the mask;
- Maintaining social distance (a minimum of 1m to 2m) from all people, especially individual with respiratory symptoms. keep this distance if standing in a queues.
- Preferably staying at home and only going out if it is really necessary e.g going to work or to buy essential groceries.
- Do not share cutlery, crockery, toothbrushes and toothpaste dispensers, towels, make up, phones, pens etc. wash your clothes on high heat if possible.
- When you use public facilities and keypads e.g ATMs, access control, credit /debit card machines etc, always sanitise your hands immediately after utilising these.
- Cell phone, laptops, tablets are all a source of infection. Cover these with cling wrap so that you can disinfect the outside of it often and change the cling wrap a couple of times daily.
- Concrete equipment to be operated by one person only that has been designated to such task
- Be aware that your handbags, packets and laptops bags are placed on all sorts of surfaces and could be a source of infection. Wipe these down with disinfectant if possible, and keep them off any surfaces that you may touch, prepare food on etc.
- Do not take a chance and put your family and friends at risk

## 1.2 At work

- Wash and sanitise hands before and after attending customers or fellow colleagues.
- Wash and sanitise your hands before entering and leaving your department.
- Use thick cling wrap for PC keyboards, telephone and the buttons on the credit/debit card machines so that these can be sanitised after each use.
- Disinfect all surface often, at least hourly. Including all door handles, counter tops, keyboards, card machines etc.
- Ensure that you are working at least 1 to 2 meters away from your colleagues and clients.
- Do not stand closely to people / colleagues in a queues or any other area always maintain your 1 to 2 meter distance.
- Do not crowd into your pause areas, lunch rooms etc ,maintain your social social distance in these areas.
- Maintain strict access control into your work place facility/ department.
- Use the appropriate ppe provided in your workplace for the task that you are performing.
- Always wear gloves and Mask at all times whilst at working place.
- Where possible, leave windows open in your department to let in natural light and fresh air to enhance better ventilation.
- Should you feel unwell, inform your manager immediately so that the appropriate action can be taken. Do not take a chance and put our colleagues at risk.



- Manager must assess and monitor their staff at the beginning of each shift.
- Sanitisers will be provided at the work place to keep everyone in tact.
- When delivering to a client, no physical contact is allowed under no circumstances.
- Ensure that you have no fever, sore throat, and any signs of being fluish before coming to work or interacting with any member of Elton Ready Mix Concrete.
- Ensure that your Temperature is checked and written on your delivery note book before the start of each shift.

## **2. STAFF USING PUBLIC TRANSPORT**

We understand staff utilising public transport are at risk of infection due to the close proximity to other people in the taxis, train and buses. In order to reduce this risk, please ensure that:

- You carry a small hand sanitiser with you and you sanitise your hands once you get into public transport vehicle and after exit vehicle.
- You cover your mouth and nose with a mask. if you are unable to obtain a disposable mask, wrap a scarf or buff around your mouth and nose for the duration of the trip.
- Keep windows open to encourage a free flow of air.
- Request anyone who is coughing or sneezing to cover their mouth and nose with a tissue and to cough into the issue or into their bent elbow.
- Sanitise your hands once you exit the vehicle.
- During the trip, do not touch your mouth, nose and eyes.
- Wash and sanitise your hands thoroughly as soon as you reach work or home.
- If possible utilise an uber and avoid the public transport vehicle.

## **3. Precautions to be taken by our workers**

Over and above the general precautions above, additional precautions are required by workers to protect themselves and prevent themselves and prevent transmission in the work, customer acquisition/marketing and concrete delivery setting. Precaution to be implemented by our staff includes utilising the appropriate PPE and ensuring that you put it on, remove and dispose of it correctly where necessary.

The forms Annexure A and B shall be completed by every employee and person visiting Elton ready mix plant on a daily basis.

A risk assessment of elton ready mix concrete has been completed and available on request for all members and visotrs.

All persons visiting elton ready mix concrete shall ensure that they report to the office and complete the visitors register and questionnaire. Temperature test shall be taken by the elton ready mix concrete manager.



#### 4. PPE (personal protective Equipment)

The PPE used should be based on the risk of exposure i.e the type of activity staff are performing. Staff are required to wear PPE in the work environment when performing the following tasks and functions:

##### 4.1NON-DESIGNATED EMRC

POSITION / TASK / FUCNTION	PPE TO USE
Office Staff	Masks
Plant and Site Staff working with machine	Masks, Glasses and Gloves
Truck Operators	Masks, Glasses and Gloves
All Visitors to ERMC	MASK must be worn immediately

Re-use of 3 ply masks – Due to the shortage in supply of these masks, you can retain their effectiveness, if used (put on and removed) and stored correctly, for 7 days before being discarded. We also encourage the use of reusable cloth masks.

These masks must be removed correctly as per the attached, poster, placed into a labelled 9your name) and dated (the date you first used it) paper packet and kept until it is next required. If correctly used and stored, these can be reused for up to 5 – 7 days, after which they must be discarded into a biohazard bag.

#### SELF-QUARANTINE

Self-quarantine for COVID -19 is recommended for individual who have been directly exposed to the virus or who have travelled to areas where there are large numbers of people infected with the novel coronavirus and there is community transmission. The purpose of self-quarantine further transmission of the virus should you be infected.

You do this by keeping close human contact to the minimum (social Distancing). Even though most patients will probably only have mild disease or even be asymptomatic, they can pass on the virus to persons such as the elderly or those with chronic medical conditions who are at higher risk developing a severe infection and needing hospitalisation.

Elton Ready Mix Concrete will make one shelter available immediately should an exposure is suspected, picked up or notified and such shelter will then be deemed our quarantining site from that time on.



## **Self-Quarantine steps**

- Stay home. only go out if you need medical care, and phone your medical practitioner or hospital in advance so that they can prepare the appropriate infection control measures.
- Monitor your symptoms: fever, cough, shortness of breath.
- Get medical attention as soon as possible if you become ill.
- Make sure you know, and follow the steps of seeking care.

### Self-Quarantine Practice

- Do not go to work, school, or public areas. Avoid using public transportation or taxis.
- Do not have visitors in your home. Only those who stay in your home should be allowed to visit.
- Separate yourself from other people in your home. If you can, use a separate bedroom and bathroom.
- No sharing of dishes, cups, eating utensils and towels. If you share it must be washed thoroughly with soap.
- Face masks should be used to help prevent the spread of the disease to others. Cough or sneeze into the fold of your elbow. Alternatively cover your mouth and nose with a tissue when you cough or sneeze. Discard the tissue the after.
- Clean your hand often. With soap and water for at least 20 second or with an alcohol-based hand sanitiser that contains 62-70% alcohol.
- Avoid touching your eyes, nose and your mouth with unwashed hands.
- All high-touched surfaces like table tops, counters, toilet, phones, computer, etc. should be appropriately and frequently cleaned with alcohol swabs.
- Monitor your temperature twice daily whilst in quarantine.
- Should you develop flu – like symptoms, you need to contact your doctor telephonically, ask him to complete the NICD forms for you and bring these to a designated COVID-19 sample collection.
- Return home and continue with your self-quarantine until your doctor contacts you with your results.

## **STAFF MEMBER TESTING AND DATA CAPTURE**

Should an ERM staff member develop symptoms after exposure to COVID-19 through a known COVID-19 person, or become ill with flu-like symptoms, they can request a COVID-19 test.

This will be performed and paid for by elton ready mix concrete for the staff account. Such amount limited to R850 per test shall be deducted at the end of that month of such test having being paid.

## **STAFF TESTING POSITIVE**



- Should staff test positive for COVID-19, inform your Manager Immediately. If not already in quarantine, place yourself into self-isolation and consult with your doctor W.R.T necessary treatment.
- Your manager will be responsible for determining which staff member you were in close contact with at work, and their risk of exposure. They will place them into self-quarantine and/or self-monitoring depending on the exposure risk. They will also have to determine whether you were in close contact with any colleagues' or clients whether this posed a risk of exposure to the patient VIZ. were you wearing PPE or Not.
- You will be self-isolate at home for 14 days and given appropriate advice about reducing possible transmission to others.

## **ERMC Policy For exposed to COVID-19**

### Exposure to COVID-19

- The NICD case definition
- Exposure to confirm COVID-19 person either at work or at home / in the community.
- Unknown exposure - but presenting with flu-like symptoms

### Self-quarantine after exposure

- Immediately self-quarantine
- If after 14 days with no symptoms have developed, de-isolate and come back to work.
- If during self-quarantine you develop symptoms, have the COVID-19 test  
If negative, remain in self-quarantine until recovered from symptoms or until the 14 period is completed and return to work.

If positive, but you have mild symptoms, de-isolate after the onset of your symptoms

If positive, and you have severe symptoms, deisolate 14 days after clinical stability achieved.

## **SHOULD FAMILY MEMEBERS OF THE STAFF WHO ARE IN SELF-QUARATINE ALSO BE IN SELF-QUARATINE?**

For confirmed COVID-19 cases, the people living in the same household and other close contacts will need to be self-quarantined too.

For persons suspected of having COVID-19 and who are waiting for test results, the people who live with them should preferably be in self-quarantine until they know the outcome of the results, even if they don't have symptoms.



Generally, should a staff member be infected whilst performing their duties at work, this will be considered as an injury on duty (IOD) and normal WCA (Workmen's Compensation) claims procedures will apply. The 14 days quarantine will be considered as special sick leave.

Should staff need to self-quarantine because they have travelled or contracted it through social interactions, the leave taken for self-quarantine will be considered as annual leave.