COVID-19

POST LOCKDOWN ‘RETURN TO WORK’

## *Policy Statement*

The Executive understands and realises the seriousness of the COVID-19 virus and its effects on a business and the people therein.

As the CEO accountable for the safety of all persons entering the workplace as well as those representing the Company off the premises, I will ensure that all reasonable steps are taken to control and reduce the spread of COVID-19 through the establishment of a COVID-19 Task Team and the setting out of procedures and protocols of prevention through early detection, early referral for appropriate treatment and protection of unaffected people.

The following core processes will be implemented and maintained until such a time the COVID-19 pandemic is controlled:

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| 1. | Return to Work ‘Bio Risk Assessment’ |
| 2. | Development and review of a COVID-19 Policy and Procedure |
| 3. | Selection and appointment of a COVID-19 Task Team |
| 4. | Educational Training and Employee Awareness Program |
| 5. | Access control screening and symptom monitoring |
| 6. | Medical referral and treatment process |
| 7. | Issue of Personal Safety Equipment |
| 8. | Identification of vulnerable employees |
| 9. | Adequate indoor air quality |
| 10. | Sanitising and decontamination of work areas |
| 11. | Safe transport of employees |
| 12. | Update of Emergency Response Plan |

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| **Approved By:** |
| **Name** | **Designation** | **Date** | **Signature** |
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