



## **Coronavirus (COVID-19) Company Policy and Preventative Measures**

A risk assessment was done taking into account the environment, tasks, threat, resources available and PPE's. It was found that the **Berea Nurses Institute Pretoria** office(s) have a low risk of exposure.

### **Policy Brief & Purpose:**

This company policy includes the measures **Berea Nurses Institute Pretoria** are actively taking to mitigate the spread of the coronavirus.

ALL Employees/ Assignees of **Berea Nurses Institute Pretoria** are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment.

It is important that we all respond responsibly and transparently to these **Health Precautions**. **Berea Nurses Institute Pretoria** assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Training and Education for Employees/ Assignees regarding personal protection against COVID-19 and PPE's.

**This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional Governmental Guidelines. If so, we will update you as soon as possible.**

### **Scope:**

This coronavirus policy applies to ALL our Employees/ Assignees, who physically work in our office(s) and at Healthcare Facilities.

**Berea Nurses Institute Pretoria** strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this Global challenge.

### **General Actions:**

Herewith the required actions ALL Employees/ Assignees should take to protect themselves and their co-workers from a potential coronavirus infection:

- Screening of your temperature will be done daily before the start of each shift and during the day when Employees/ Assignees visit the office(s). Temperature and symptoms screening that includes completion of a register for tracing purposes in the event of exposure.
- You will also be required to sanitize your hands before you enter the premises and on a regular basis, including every time you had contact with an Employees/ Assignees at a dedicated demarcated area. These facilities will be provided to you by **Berea Nurses Institute Pretoria**.
- Employees/ Assignees may only visit the office(s) with urgent queries that cannot be addressed telephonically or per email. In the event that you do not have any access to the internet or email, special permission will be granted to visit the office(s).
- Social distancing of at least 1.5 meters must always be adhered to including no physical contact between employees at the workplace by means of handshakes or other means of contact.
- Please remember to protect yourself and others around you by wearing your face mask at all times. No mask – No entry into the office(s).
- Windows to be open at all times for optimum ventilation.
- 1.5 meters between workstations.
- Only 5 Employees to work in the office(s).



## BEREA NURSES INSTITUTE (PRETORIA)

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- Employees/ Assignees who visit the office(s) must sit 1.5 meters apart and practice social distancing.
- Weekly disinfection/ fogging of the office(s).
- Regular disinfection of workstations.
- Persons who display symptoms of COVID-19 will not be allowed to enter the office(s).
- Comply with any guideline's issued by the National Department of Health.
- PPE's to be used at all Healthcare Facilities and the Facilities' COVID-19 protocols and policies to be strictly adhered to.
- Failure to comply to this rule may lead to disciplinary action against you as an employee of **Berea Nurses Institute Pretoria**.


### Sick leave arrangements:


- If you have cold symptoms, such as cough/ sneezing/ fever, or feel poorly, request sick leave or work from home. Note the emphasis on requests -authorization must be granted by your direct line manager after discussion.
- If you are feeling unwell or develop symptoms, you have to inform **Berea Nurses Institute Pretoria** and self-isolate.
- You have to be tested for COVID-19 and the result of the COVID-19 test has to be provided to **Berea Nurses Institute Pretoria** as soon as it is received/ available.
- Employees are entitled to sick leave if tested positive for COVID 19 when booked for shifts.
- Particulars and results will be submitted to COID as an IOD.
- If you have a positive COVID-19 diagnosis, you can return to the office(s) *only after* you have fully recovered, with a doctor's note confirming your recovery.


### General hygiene rules:


- Wash your hands after using the toilet, before eating (follow the 20 second washing rule) and sanitize when you enter the office and every time you were in contact with an assignee/employee.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Windows should be open at all times to ensure optimal ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave, self-isolation and testing).


## Follow the **5 Golden Rules of Good Hygiene to stop the spread of coronavirus:**

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**1** Wash your hands often for at least 20 seconds with soap and water.
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**2** Do not touch your face with unwashed hands.
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**3** Cough or sneeze into a tissue or your elbow. Safely throw away the tissue.
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**4** Keep 1,5 metres apart from others.
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**5** Stay home if unwell. Contact a hotline or your health worker.

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