

19 May 2020

Dear Members,

Re: **COVID-19: LEVEL 4 DIRECTIONS FOR BUSINESSES**

We have received several requests for clarity on whether Businesses can go back to work under the Level 4 Regulations and if so under what conditions.

The following Directives are important for Businesses:

1. Safety Measures

- Employers must provide employees with a cloth face mask or an appropriate item to cover the nose and mouth, if any employees come into direct contact with the public, as part of their duties;
- Every business premises must provide hand sanitisers for use by the public and employees at the entrance to the premises;
- All directions in respect of health protocols and social distancing measures for COVID -19 must be adhered to, at all times.

2. Physical distancing

Every business premises (including supermarkets, shops, wholesale produce markets or pharmacies) must ensure adequate space is allowed between customers and employees.

The prescribed processes:

- determine the area of floor space (sqm) of the premises.
- limit the number of customers and employees that may be inside the premises at any time, by ensuring there is no more than one person per one and a half metres of floor space.
- ensure that persons queuing inside or outside the premises are also able to maintain a distance of one and a half metres from each other.

SOUTH AFRICAN PROPERTY OWNERS ASSOCIATION – NPC – REG NO 1966/008959/08

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Employers must adopt measures to promote physical distancing between employees.

This includes:

- enabling employees to work from home or minimising the need for employees to be physically present at the workplace;
- the provision for adequate space within the premises, as discussed above;
- restrictions on face to face meetings;
- special measures for employees with known or disclosed health issues or comorbidities, or with any condition which may place such employees at a higher risk of complications or death if they are infected with COVID-19; and
- special measures for employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.
- all courier and delivery services shall provide for minimized personal contact during delivery.

3. Employees Forms (Form 1)

- Persons performing essential services or permitted services, must be duly designated in writing by the head of an institution.
- Thus, an employee must be provided with a completed form (refer to attached Form 1) confirming the person's employment and need to attend to certain premises.
- Personal identification must accompany the form at all times.

4. COVID -19 Compliance Officer

- The person in control of a business must designate a compliance official to ensure adherence to the standards of hygiene and health protocols relating to COVID -19 at the workplace.
- The business must display the name of the COVID -19 compliance officer prominently in a visible area of the business.
- The designated COVID -19 compliance officer will also oversee the implementation of a "COVID-19 Work Plan" as developed by the business (discussed below).

5. COVID -19 Workplace Plan

A COVID-19 ready Workplace Plan must be developed prior to the reopening of an enterprise employing persons or serving the public. For small businesses, the plan can be basic reflecting the size of the business, while for medium and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.

The Plan for medium and large businesses must include the following:

1. The date the business will open and the hours of opening.
2. The 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.
3. The steps taken to get the workplace COVID-19 ready.
4. A list of staff who can work from home; staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home.
5. Arrangements for customers or members of the public, including sanitation and social distancing measures.
6. Arrangements for staff in the establishment for the following:
 - (a) sanitary and social distancing measures and facilities at the entrance and exit to the workplace.
 - (b) screening facilities and systems.
 - (c) the attendance-record system and infrastructure.
 - (d) the work-area of employees.
 - (e) any designated area where the public is served.
 - (f) canteen and bathroom facilities.
 - (g) testing facilities (for establishments with more than 500 employees);
 - (h) staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work).

We also urge your HR Managers to study the Government Gazette - DIRECTIONS IN RESPECT OF HYGIENIC WORKPLACE CONDITIONS (No. 43321 GOVERNMENT GAZETTE, 14 MAY 2020) to ensure that you are not transgressing the Law.

Kind Regards

N Gopal

Chief Executive Officer

FORM 1
PERMIT TO PERFORM ESSENTIAL SERVICE
Regulations 16(2)(b) and 28(4)

- *Please note that the person to whom this permit is issued must at all times have a form of identification to be presented together with this permit. If no identification is presented, the person to whom the permit is issued will have to return to his or her place of residence during the lockdown*

I,

Surname				
Full names				
Identity number				
Contact	Cell nr.	Tel Nr (W)	Tel Nr (H)	e-mail address
Details				
Physical address of institution				

hereby certify that:

Surname	
Full names	
Identity number	

performs an essential service in terms of the regulations.

Signed at _____, on this the _____ day of _____ 2020.

Signature of Head of Company

Official stamp of Company
