
INTEROFFICE MEMORANDUM

TO: PARADISE STORE EMPLOYEES, CUSTOMERS AND CONTRACTORS

FROM: CHRIS SCHNETLER, DIRECTOR

SUBJECT: COVID-19 WORKPLACE MITIGATION STRATEGY

DATE: 18/03/2020

CC: MJ MOUTON, SHE PRACTITIONER

I am writing to inform you that due the threat of viral spreading within the workplace due to the novel Corona virus outbreak Paradise Store has embarked on mitigation strategies to limit the exposure to employees, customers and contractors to the virus, within the confines of our premises and interactions of our day-to-day business with clients outside of the premises.

We as Paradise Store Management have a duty to care and a legal obligation towards employees, customers and contractors under the OHSA, Act 85, 1996

Section 8, **General duties of employers to their employees**

- (1) Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.

The following interim measures will be enforced with immediate effect at the following workstations, and will remain so until official cancelation of this memorandum is circulated;

1) Offices:

- ◆ Hand Sanitizer points have been installed
- ◆ Alcohol mixture in spray bottles available for cleaning of surfaces
- ◆ All cash transactions will be executed wearing Latex gloves

2) Security Building/Main Gate:

- ◆ Hand Sanitizer point has been ordered and will be installed in the office
- ◆ Security employee will be issued with “moon bag” to manage cash transactions, and limit the movement between offices
- ◆ Security employee will be issued with Latex gloves to utilize when handling cash
- ◆ Substance abuse testing of employees, customers and contractors will cease. Random testing, and/or testing of employee suspected of being intoxicated by virtue of observation, smell or speech impairment will still be enforced, subject to the Operator wearing face mask and Latex Gloves.
- ◆ Biometric fingerprint scanning will still continue, but employees are required to use hand sanitizer provided after scan is complete and before moving to workstation.

- ◆ Do not congregate in a group at the security office when signing in and out for duty. Keep a distance of at least one meter between employees.
- ◆ When a customer appears to be symptomatic, by coughing, and/or sneezing, he/she, will not be allowed entry to the premises, but will be dealt with at the main gate, through safe distancing.
- ◆ A Notice will be placed on the Main gate to advice customers, and contractors that are allowed to enter, to keep social distancing of at least one meter from other persons, washing of hands as well as mouth etiquette.

3) Drivers, Assistants and Reps:

- ◆ Try to keep to the pairing of regular drivers and assistants
- ◆ Before operating the vehicle, ensure that the touchable surfaces of the vehicle cab is cleaned by means of alcohol mixture.
- ◆ Should a driver and his assistant is doing deliveries or pick-ups at clients, and they feel that that environment poses a risk to their health, they should report it immediately to Paradise Store Management. Do not confront the client!
- ◆ Safety flyers will be made available to clients that are not well informed about the risk and preventative measures regarding the novel Corona Virus.

4) Fillers:

- ◆ Keep social distancing at a safe margin of at least one meter
- ◆ Hand Sanitizer point at the Platform Office

5) All Employees:

- ◆ Principles of the Basic Conditions of Employment Act will apply to sick leave
- ◆ When symptomatic, consult a medical practitioner, and report by phoning in to report your illness
- ◆ If at all possible, do not make use of public transport to work
- ◆ Wash your hands frequently and thoroughly with soap for at least 20 seconds, and/or use the hand sanitizer points provided around the site
- ◆ Avoid touching your face area around the eyes, nose and mouth
- ◆ Cough and sneeze into a paper towel/toilet paper, and discard in a bin immediately. Wash your hands. Alternatively, cough/sneeze into your elbow
- ◆ The Boardroom will not be used for safety talks or other gatherings. This will take place in “open air” environment.

6) Covid-19 Forum:

- ◆ A forum will be announced who will be representing the different sections of the workforce to consult and address concerns regarding Covid-19 issues

7) Quarantine Area:

- ◆ The Boardroom will be isolated as a quarantine area for an employee who becomes symptomatic, and requiring medical assistance. Contamination prevention protocol will be established. Isolation will remain until medical assistance have removed the person from the premises.
- ◆ Deep Cleaning of the boardroom will follow.

The Institute of Communicable Diseases Hotline number: 0800 029 999

Department of Health: Whatsup Number: 060 012 3456, respond with “Hi” to view updates and other information.

Information sessions to be held weekly to inform employees of any new developments and awareness posters will be shared and updated on the notice boards.

Thanking all for their cooperation in advance, together we can beat this!