
 ANDREAS BURGER CONSULTING SERVICES <small>PROFESSIONAL SERVICES AND CONSULTING SOLUTIONS SPECIALISTS</small>	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				1
 SHEQ4SME <small>REGISTRATION HEALTH, SAFETY AND QUALITY SPECIALISTS</small>	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 1 of 1

COVID-19 READY WORKPLACE PLAN

APRIL 2020

Created/ Revised By:	Authorised By:	Approved By:	Effective Date:
SHEQ Department	SHERQ Manager	CEO	1 July 2021
	Signature:	Signature:	

1. WORKPLACE PLAN BRIEF AND PURPOSE



This COVID-19 Workplace plan is developed, in a bid to facilitate the proper and effective application of the Occupational Health and Safety Act, the COVID-19 Direction on Health and Safety in the Workplace, issued by the Minister in terms of regulation 10(8) of the National Disaster Regulations and the regulations issued in terms of Section 27(2) of the Disaster Management Act.

2. THE DATE THE COMPANY WILL OPEN AND THE HOURS OF OPERATION

Despite some THE COMPANY employees working from home during the lockdown period of 27 March – 30 April 2020, all THE COMPANY offices will re-open on _____ and the trading hours will be from _____.

3. PHASED RETURN OF EMPLOYEES

3.1 A phased approach will be adopted where employees are to return to work. This approach is adopted in order to ensure that our statutory endeavours in securing a safe and healthy working environment are achieved. This phased

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				2
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 2 of 1

return shall last up to _____ weeks and shall gradually reintroduce employees to the THE COMPANY offices.

3.2 Employees will be reintroduced in the workplace in _____ phases.

3.2.1 In 'phase 1' _____% of employees shall return to the workplace.

3.2.2 In 'phase 2' _____% of employees shall return to the workplace.



3.2.3 In 'phase 3' _____% of employees shall return to the workplace.

3.2.4 In 'phase 4' employees with underlying medical conditions shall return to the workplace.

3.3 Employees who are reintroduced to the workplace in 'phase 1' shall return to the office on _____ and shall abide by all instructions and recommendations as provided in the THE COMPANY Covid-19 Return to Work Policy, as well as those set out in this document.

3.4 Employees who are reintroduced to the workplace in 'phase 2' shall return to the office on _____ and shall in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by THE COMPANY.

3.5 Employees who are reintroduced to the workplace in 'phase 3' shall return to the office on _____ and shall in the interim period, being

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				3
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 3 of 1

from _____, make all necessary attempts to conduct their work from home at the highest standards as required by THE COMPANY.

3.6 Employees who disclosed any underlying medical condition in the submission of their Health Disclosure, shall return to work in 'phase 4' and shall be reintroduced into the THE COMPANY office from the week of _____. These employees shall in the interim period, being from _____, make all necessary attempts to conduct their work from home at the highest standards as required by THE COMPANY.



3.7 The table at the bottom of the document, marked Annexure A, shall be used to divide employees into the separate phases and allows for the reintroduction of these employees within the THE COMPANY office.

4. STEPS THAT WILL BE TAKEN TO ENSURE A COVID-19 READY WORKPLACE

4.1 As provided for in THE COMPANY Return to Work Policy, THE COMPANY will take all reasonable steps to ensure compliance with its statutory health and safety obligations.

4.2 The Compliance Officer or duly appointed representative, of each respective premises shall appoint one agent/employee of the office to ensure that a daily risk and hazard assessment be done.

4.3 The employee / agent as selected in 4.2 shall provide a copy of all documented information on a weekly basis to the Compliance Officer of THE COMPANY before close of business on a Thursday.

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				4
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 4 of 1

4.4 Appropriate risk analysis will be done at the office before any work is resumed and includes;

4.4.1 All THE COMPANY employees will, prior to commencing work after the lockdown has been lifted, complete a(n) Employee / Visitor Travel History and Health Disclosure document and such documents shall be kept on file;

4.4.2 Employees must ensure that all equipment, stationary, and tools are thoroughly cleaned after use;

4.4.3 THE COMPANY will as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing;



4.4.4 All work surfaces and equipment will be disinfected before work begins;

4.4.5 The Compliance Officer or duly appointed representative of the premises shall appoint an employee who will be responsible for:

4.4.5.1 Ensuring adequate hygienic products such as soap and hand sanitiser in THE COMPANY office;

4.4.5.2 Ensuring that all door handles are sanitised every hour;

4.4.5.3 Provide employees with hand sanitiser and two cloth masks.

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				5
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 5 of 1

5. LIST OF EMPLOYEES

5.1 According to the Regulations issued in terms of Section 27(2) of the Disaster Management Act, a list of employees must be compiled to include employees;

5.1.1 Who can work from home;

5.1.2 Who are over the age of 60;

5.1.3 Who have comorbidities.

5.2 A table annexed to the bottom of this document marked, Annexure B, sets out the information as depicted above.



6. ARRANGEMENTS FOR EMPLOYEES IN THE ESTABLISHMENT

6.1 Sanitary and social distancing measures and facilities at the entrance and exit of the workplace.

6.1.1 Employees must practice social distancing of at least 1.5 meters away from any other person in all circumstances.

6.1.2 Employees and visitors shall be required to sanitise their hands upon arrival and departure of THE COMPANY office;

6.2 Screening facilities and systems,

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				6
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 6 of 1

6.2.1 THE COMPANY may, at its discretion screen any employee and/or visitor reporting / arriving at the premises, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); and require every worker and/or visitor to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness;



6.3 Attendance record-system and infrastructure,

6.3.1 An attendance register is attached at the bottom of this document and marked Annexure C.

6.3.2 The designated representative, as appointed by the Compliance Officer the respective premises shall ensure that a register of attendance is kept of all visitors to the respective THE COMPANY premises.

6.3.3 The designated representative shall, together with the attendance register, require all visitors to THE COMPANY to complete the Employee/ Visitor Travel History Report as attached to the Return to Work Policy issued by THE COMPANY and subject such visitor to screening.

6.4 Employee work-area,

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				7
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 7 of 1

6.4.1 Where employees working spaces are less than 2 meters apart, effective measures shall be implemented to ensure that all employees are at least working 2 meters apart from one another.

6.4.2 Where the action in 6.4.1 is not possible, a physical barrier needs to be placed between employees to prevent the possible transmission of the virus.

6.5 Staff rotation arrangements,



6.5.1 THE COMPANY may as far as practicable, minimize the number of workers at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing.

6.5.2 By all means necessary, THE COMPANY shall ensure effective staff rotation arrangements through the attached Annexure A, alternatively, within its discretion against the backdrop of creating and maintaining a safe and healthy working environment for its employees.



7. ARRANGEMENTS FOR VISITORS

7.1 No handshakes or other physical contact is allowed between employees or employees and visitors/clients.



7.2 Visitors should sanitise their hands upon entering THE COMPANY office with alcohol-based hand sanitizer, with an alcohol content of at least 70%.

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				8
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 8 of 1

- 7.3 Visitors must wear face masks or other facial protective equipment when entering the premises and are not allowed to take it off whilst on the premises.
- 7.4 Visitors must practice social distancing of at least 1.5 meters away from any THE COMPANY employee or other visitors in all circumstances.
- 7.5 Any visitor to THE COMPANY office must complete the attached travel history report and should be kept on record.
- 7.6 Visitors shall be screened for any symptoms associated with COVID-19 and will not be allowed onto the premises if any symptoms are displayed.

 ANDREAS BURGER CONSULTING SERVICES <small>Business Strategy and Operational Management Specialist</small>	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				9
 SHEQ4SME <small>Occupational Health, Safety and Quality Specialist</small>	TITLE: WORKPLACE-PLAN				
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 9 of 1

ANNEXURE A: Structured phasing plan				
Applicable THE COMPANY Office:				<i>City</i>
Number of employees in office:				6
Calculated one-third of the number of employees in the applicable office:				2
Date	Name and surname of employee	Phase	Return to work	
4-8 May '20	<i>Employee One</i>	1	Yes	
	<i>Employee Two</i>	1	Yes	
11-15 May '20	<i>Employee Three</i>	2		No
	<i>Employee Four</i>	2		No
18-22 May '20	<i>Employee Five</i>	3		No
	<i>Employee Six</i>	3		No

	Controlled Document Number:	Created	Approved	Document Type	Dept.
	1-SHERQ-F-F55-04-14	Andreas B Burger (MBA)	CEO	FORM	HSE
	APPROVED:				12
	TITLE:	WORKPLACE-PLAN			
	REVISION:	1	Description: Document number implemented		
	IMPLEMENTATION DATE:	FEB 2021	REVISION DATE:	FEB 2023	Page 12 of 1
