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1. PURPOSE

This document constitutes the procedure of Trellidor Innovations (Pty) Ltd comprising Taylor Blinds and NMC, for the following: -

- a) Screening of all persons entering the premises
- b) Social distancing when entering and exiting the premises
- c) Social distancing at workstations
- d) Social distancing at ablutions
- e) Social distancing at kitchens
- f) Sanitizing of persons entering and onsite
- g) Use of PPE (face masks) for all staff
- h) Use of PPE (face masks) for all visitors entering the premises

- i) Time and attendance recording for all staff
- j) Disclosure
- k) Stigmatism and Discrimination
- l) Contingency and business continuity plan

2. BACKGROUND

Considering the current Covid-19 outbreak within the country, Trellidor Innovations (Pty) Ltd. reserves the right to implement the required controls for all persons entering Trellidor Innovations premises compromising Taylor Blinds and NMC in order to mitigate the risk of infections at the workplace. These are mandatory requirements that are essential in order to provide a safe and healthy working environment for all employees, contractors, suppliers and visitors. All persons entering the premises shall comply with this document. Failure to comply will result in access being denied. The implementation of this policy shall be by Management as well as the contracted Security Company and shall be additional to the basic training given to the Security Guards. If deemed necessary.

Steering committee comprises: Karen Van Wyk; Charles Reeves; Philip Miller; Bernard Wolfardt; Garreth Le Roux and Anthony Mederer

3. EQUIPMENT TO BE USED

- a) Non-contact thermometers
- b) Sanitizing spray bottles
- c) Disposable face masks
- d) Re-usable face masks
- e) Portable spray bottles

4. TEMPERATURE REFERENCE

Temperature classification	
Normal	36.5–37.5 °C
Fever	>38 °C
High Fever	>39.5 °C
Very High Fever	>41 °C

- **A fever is technically defined as a body temperature of 38° C or higher - Center for Disease Control and Prevention.**

5. SCREENING PROCEDURE – SECURITY STAFF

- All security personnel shall be screened at start of shift
- Where any security staff member exhibits a temperature of >38°C, the service provider will be requested to have that member removed from site.

6. SCREENING PROCEDURE – TAYLOR/NMC STAFF

- All staff will be screened by security staff or appointed factory representative prior to gaining access to the site
- Where any staff member exhibits a temperature of $>38^{\circ}\text{C}$, the immediate superior of that staff member as well as the SHE officer will be summoned. A second screening will be conducted in the presence of the SHE officer and the immediate superior who will then take charge of the situation as follows: -
 - advise staff member to leave site immediately and consult a physician or local clinic
 - advise staff member to be tested and to provide a medical clearance certificate (in the event of the test result being negative) so that the staff member can be allowed to report for duty
 - advise staff member that should the test result be positive then the staff member will be required to self-isolate or follow quarantine instructions from the relevant health care authority until they have fully recovered. A medical clearance certificate will be required prior to the staff member resuming their duties
 - advise HR/Payroll of the exact nature of the situation

7. SCREENING PROCEDURE – VISITORS

- All visitors will be screened by security staff or appointed factory representative prior to gaining access to the site
- Where any visitor exhibits a temperature of $>38^{\circ}\text{C}$, the visitor will not be granted access to the site.
- Security or the appointed factory representative will advise the relative “visitee” of the incident

8. SCREENING PROCEDURE – SUPPLIERS / DELIVERIES

- All suppliers (all persons within delivery vehicles) will be screened by security staff or factory representative prior to gaining access to the site
- Where any person exhibits a temperature of $>38^{\circ}\text{C}$, the person will not be granted access to the site.
- Purchasing will be advised and depending on the urgency of the items on delivery, will request the supplier to arrange for an alternative delivery

9. SCREENING PROCEDURE – INHOUSE CONTRACTORS

- All inhouse staff (contractors) will be screened by security or factory representative prior to gaining access to the site
- Where any contractor exhibits a temperature of $>38^{\circ}\text{C}$, the immediate superior of that contractor together with the head of that department will be summoned. A second screening will be conducted in the presence of the immediate superior and head of department. The Immediate superior will then take charge of the situation as follows: -
 - advise contractor to leave site immediately and consult a physician or local clinic
 - advise contractor to be tested and to provide a medical clearance certificate (in the event of the test result being negative) so that the contractor can be allowed to report for duty
 - advise contractor that should the test result be positive then the contractor will be required to self-isolate or follow quarantine instructions from the relevant health care authority until they have fully recovered. A medical clearance certificate will be required prior to the contractor resuming their duties
 - advise the contractor’s HR/Payroll of the exact nature of the situation

10. SOCIAL DISTANCING – ENTERING AND EXITING PREMISES

- All persons entering and exiting the premises must adhere to the social distancing rules as follows: -
 - Maintain a distance of at least 2.0 mt between you and any other person

attempting to enter or exit the premises (exception to this will be the security staff or factory representative responsible for the screening process)

- Follow the floor markings that will indicate a safe distance to be maintained, specifically at the clock machine (see point 17 below)
- Where any person deliberately ignores this rule, it will be reported to the immediate superior who will take the necessary action

11. SOCIAL DISTANCING - WORKSTATIONS

- All persons reporting for duty at their workstations must follow the social distancing rules as follows: -
 - Maintain a distance of at least 2.0mt between you and your fellow employees always
 - Production and office workstations will be setup in order to maintain the minimum distance required

12. SOCIAL DISTANCING – ABLUTIONS

- Whilst it understood and accepted that toilet breaks cannot be planned, it is essential to ensure that social distancing is practised as far as reasonably possible
- Toilet cubicles by its very nature does contribute somewhat to social distancing but it is also important to maintain the minimum 2.0mt distance when using the urinals and washbasins

13. SOCIAL DISTANCING – KITCHEN

- All staff utilizing the kitchen facilities must observe the 2.0mt distancing required
- This effectively means that should you require the use of the kitchen whilst someone else is already in there, you should wait until that person has left the kitchen prior to entering it.

14. SANITIZING – PERSONS ENTERING AND ONSITE USAGE

- All persons entering the premises will present their hands for the purposes of sanitizing at the security guard hut
- Security staff or factory representative will spray hand sanitizer from spray bottles onto both hands of each person prior to entry being granted (exception to this will be if the person chooses to use the sanitizing station instead)
- All staff are encouraged to make use of the various sanitizing stations situated around the plant and office block to maintain the hygienic requirements that will prevent infections. The stations are located as follows: -
 - Factory staff entrance
 - Reception
 - Top of stair
 - Entrance into admin bloc
 - Entrance from reception into factory
 - Finance
 - Planning
 - All ablutions
 - Outside Goods Receiving
- All work surfaces will be disinfected at least once a day as far as reasonably practical: -
 - All work surfaces within offices will be wiped down at least once a day
 - All production areas will be sprayed with disinfectant daily after the end of shift

15. USE OF PPE – STAFF

- All staff will be issued with 2 x cloth face masks
 - **USAGE:**
 - Any staff member entering the premises must be wearing the mask correctly

- Any staff member reporting for duty without a mask will not be allowed access to the premises
- All staff are expected to use the mask at **ALL** times whilst on the premises (except when eating and drinking)
- **CARE OF MASK:**
- 2 masks are being issued in order to maintain hygiene standards (1 will be used whilst the other has been washed and ready for use the following day)
- Masks that are removed after use must be immediately washed with hot water and soap
- Once dry the masks must be ironed prior to being used as the heat from the iron will eliminate any viruses
- Remember to always wash your hands or alternatively sanitize your hands after removing the mask from your face
- It remains the duty of the staff member to maintain the hygiene standards by washing and ironing the masks as stipulated above

16. USE OF PPE – VISITORS

- All visitors to the premises are required to always use a face mask whilst on site
- Removal of this mask whilst on site will constitute a breach of this rule and the visitor will be asked to leave the premises immediately
- Procedure to be followed: -
 - Upon entering the premises, every visitor will be issued with a disposable face mask
 - Visitor will only be allowed to proceed once the face mask has been put on correctly
 - Upon exiting, the visitor will take off the face mask and present it to security or factory representative
 - Security or factory representative will spray the face mask with the sanitizer, cut the face mask so that it cannot be re-used and request the visitor to place into the bin provided
 - Security or factory representative will then sanitize the visitors' hands, who can then proceed to exit the premises

17. TIME AND ATTENDANCE RECORDING – ALL STAFF

- As our clocking system uses facial recognition, we are still able to use this system, but need to adhere to the social distancing rules as follow:
 - Maintain a distance of at least 2.0mt between you and your fellow employees by standing behind the demarcated lines.
 - The employee at the clock machine needs to remove his/her mask, clock in/out and put the mask back on before leaving the area.
 - Once the employee has left the clock machine, the following employee can move forward to access the machine.
 - All employee in the line can move forward once the following demarcated line becomes available.

18. DISCLOSURE

- Considering this pandemic, it remains the duty of all persons entering the premises to disclose the following: -
 - If they suffer from any existing medical conditions such as heart and/or lung disease or if they are diabetic

- If they or any of their family members have been in contact with a person infected by this disease
- If they suspect that they may have the symptoms that may indicate they might have picked up the infection

19. STIGMATISM AND DISCRIMINATION

- The company recognises that COVID-19 is a global pandemic which is not discriminatory in its nature. It has the capability of infecting anyone irrespective of race, religion, social standing etc.
- Those that are unfortunate enough to get infected by this disease will need support and care in order to recover and lead normal lives once again
- Considering the above, the company will view any form of stigmatism or discrimination projected towards any infected staff member in a serious light and will deal with these instances formally

20. CONTINGENCY AND BUSINESS CONTINUITY PLAN

- If there is an outbreak at the premises or if a staff member has been tested and found to be positive, the following will apply: -
 - Advise all staff members of the situation and identify any other staff and/or contractor that may have come into contact with the infected member and advise them to get tested at their physician or local clinic
 - Release all staff and close the plant to enable a thorough deep clean that is to be conducted as soon as possible
 - Advise the relevant health authority of the outbreak or of the staff member that was tested positive and comply with any stipulations put forward
 - Advise all customers of potential delays in the dispatches of orders due
 - Re-open the plant once all the clean down has been completed
 - Any staff members that were identified to be a potential risk (who came into contact with the infected staff member) will only be allowed back upon producing a medical clearance certificate
- The company will through the use of “WhatsApp”, “SMS” and “Emails” provide regular feedback on any new developments to all staff members.

21. RECORDING OF INCIDENTS

- All incidents will be recorded by security or factory representative in a logbook.
- A report of daily incidents will be forwarded to the HR of purposes of record keeping. This information will then be fed back to the Steering Committee