

1.

WORKING HOURS



- SASSETA service delivery to clients shall be 100% operational from the office site.
- All employees need to maintain the normal working hours **(07:30 – 16:00)** or as per SASSETA policy

2.

WORKING IN THE OFFICE



- Report to the reception upon arrival and check your temperature. Sign the register at the security desk to ease contact tracing should the need arise.

Complete the Health Questionnaire (enter your temperature reading)



Wear your mask always



Social distancing of 1.5m must be maintained at all times



Sanitise your hands regularly when you enter or exit the building or another department



Wear gloves when working with parcels or boxes and discard the gloves when the job is done



Use the hand-sanitisers available in the kitchens and print areas every time you use the area



Only three people allowed in the lift at any given time as the lift is too small to practice social distancing and is a confined space with no ventilation



Meeting rooms display the maximum number of people permitted to enter the meeting room and practice social distancing. OHS representatives monitor this daily

3.

CONTACT TRACING



- No contact tracing will be conducted
- Contacts are to continue with their normal duties with heightened monitoring
- Isolation for contacts is no longer applicable

4.

ISOLATION/QUARANTINE:

- Only an employee who has tested positive for COVID-19, and has symptoms, is required to isolate
- Employees with symptoms are required to isolate for a period of 7 days
- For severe cases, isolation beyond 7 days must be supported by the medical report

5.

TRAVEL GUIDELINES

- **Ensure your safety first!** Employees who travel need to ensure that the places and persons they are visiting adhere to the COVID-19 protocols in terms of social distancing, wearing of masks, sanitizing of hands and gloves.

If the host of the meeting does not have the items in place, employees are encouraged to ask for the protocol items and, if the items are not received or implemented, to leave the premises and issue a report to Management on the reasons why the visit could not continue.

- Traveling on group of more than 4 per vehicle is prohibited.
- The wearing of masks during travel is compulsory



IF YOU RECORD A HIGH TEMPERATURE

Inform your Manager and return home and/or consult a medical practitioner. Employees who use public transport and cannot wait immediately leave the office will be requested to wait in the isolated area until transport can be arranged for them either to their homes or to a medical practitioner of both.



OFFICE SANITATION

Deep cleaning will be done when COVID-19 cases are reported, as per the approved protocols for routine cleaning and disinfection of the workplace. Employees and external stakeholders will be notified.



REPLENISHING OF PPE:

Contact Auxiliary Services to report empty sanitiser containers.