



COVID-19 Operating Policy

1. Policy Statement

The World Health Organization (WHO) declared Covid-19 a global pandemic on 11 March 2020. As a responsible Employer the UBUNTU Group and its subsidiaries recognises the seriousness of the current global pandemic of the Covid-19 virus that can spread from person to person resulting in serious illness and in some instances death.

The well-being and safety of all UBUNTU Group Employees remain our top priority and the Group therefore is committed to assist its employees with the prevention, identification and control of infection of the Corona Virus (COVID-19). It is the duty of all employees of UBUNTU Group to contribute to a hygienic and safe workplace and to ensure that their actions do not place themselves and others at risk of being infected. This policy provides guidelines to employees and management in the application of safety regulations and control pertaining to COVID-19.

2. Application

This policy applies to all employees of UBUNTU Group and its subsidiaries listed below:

- 2.1. Black Moon Investments (Pty) Ltd (BMI)
- 2.2. Assurity Insurance Brokers (Pty) Ltd
- 2.3. Virtusell
- 2.4. UBUNTU Concrete Works (Pty) Ltd

3. Facts about Corona Virus – COVID-19

3.1. What is Corona Virus – COVID-19

COVID-19 is a disease caused by SARS-CoV-2 that can trigger what is known as a respiratory tract infection. It can affect your upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs).

It spreads the same way other coronaviruses do, mainly through person-to-person contact. Infections range from mild to deadly.

Source: <https://www.who.int/>

3.2. How COVID-19 Spreads

COVID-19 is caused by the SARS-CoV-2 virus, which spreads between people, mainly when an infected person is in close contact with another person.

The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing or breathe heavily. These liquid particles are different sizes, ranging from larger 'respiratory droplets' to smaller 'aerosols'.

Some people can get infected with COVID-19 when the virus gets into their mouth, nose or eyes, which is more likely to happen when people are in direct or close contact (less than 1.5 metre apart) with an infected person.

Current evidence suggests that the main way the virus spreads is by respiratory droplets among people who are in close contact with each other.

Source: <https://www.who.int/>

3.3. Symptoms of COVID-19:

The most common symptoms of COVID-19 are:

- Fever
- Dry cough
- Fatigue

Other symptoms that are less common and may affect some patients include:

- Loss of taste or smell,
- Nasal congestion,
- Sore throat,
- Headache,
- Muscle or joint pain,
- Different types of skin rash,
- Nausea or vomiting,
- Diarrhoea,
- Chills or dizziness.

Symptoms of severe COVID-19 disease include:

- Shortness of breath,
- Loss of appetite,
- Confusion,
- Persistent pain or pressure in the chest,
- High temperature (above 37.5 °C).

Other less common symptoms are:

- Irritability,
- Confusion,
- Reduced consciousness (sometimes associated with seizures),
- Anxiety,
- Depression,
- Sleep disorders,
- More severe and rare neurological complications such as strokes, brain inflammation, delirium and nerve damage.

People of all ages who experience fever and/or cough associated with difficulty breathing or shortness of breath, chest pain or pressure, or loss of speech or movement should seek medical care immediately. If possible, call your health

care provider, hotline or health facility first, so you can be directed to the right clinic. Source: <https://www.who.int/>

4. Prevention

As Employees we must protect ourselves and others by curbing the spread of the COVID-19 Corona Virus by:

- Applying the social distancing of at least 1.5 metres at all times. This will protect yourself and others from spreading the virus through droplets or from being infected by someone that is infected. Limit/stop hand shaking, close contact (hugs etc.).
- Wear a mask at all times. Make wearing a mask that covers your nose, mouth and chin a normal part of being around people. Do not enter the office areas without a mask.
- Clean your hands regularly with an alcohol-based hand sanitizer or wash them thoroughly with soap and water. When arriving at work, sanitize your hands with the sanitizer provided at the entrance, before entering the offices. Always wash your hands with soap after the use of the bathroom.
- Avoid touching your eyes, nose and mouth with un-washed/sanitized hands. Hands may transfer the virus to your eyes or nose which is the known way of transferring the virus into your body.
- Cover your mouth with a tissue or your elbow. Then dispose of the tissue in a bin or toilet where it will be out of reach of other people.
- Avoid using your colleagues' headsets, phones or desk equipment. If required, ensure that the equipment is first sanitized properly. Request alcohol based disinfectant from your Manager when needed.
- When you are not feeling well or experience any of the symptoms of COVID-19 stay home and contact your Manager immediately.
- When you have a fever of 37.5° or higher, cough and have difficulty breathing seek immediate medical attention. Follow the directions of your doctor or the Health Care facility. Call your Health Care provider/Doctor or the Covid-19 Hotline on 0800 029 999 before visiting their facilities to allow them to direct you to the correct health facility/for testing. This will protect you and help prevent the spread of viruses and other infections.

5. Treatment

Treatments used for COVID-19 should be prescribed by your healthcare provider. If you receive a positive test result for COVID-19 and are more likely to get very sick from COVID-19, your healthcare provider may recommend that you receive treatment. Source: <https://www.cdc.gov/>

6. Policy Statement

This Policy aims to provide clear guidelines and a framework within which UBUNTU Group and its subsidiaries will manage and mitigate the spread of COVID-19 in our offices and workplace in the interest of all stakeholders. It is the Group's priority to put in all measures to minimise the social, personal and economic consequences to the Group and its people as a result of COVID-19. This document aims to:

- Provide guidelines on the prevention of COVID-19 in the workplace
- Protect our employees at work through the establishment of preventative measures to curb the spread of COVID-19.
- Ensure that Employees that are diagnosed with the COVID-19 virus are provided with the necessary information and the most appropriate guidance including what process to follow should they experience any of the COVID-19 symptoms while at the office/work.
- Ensure that our premises are deep-cleaned when an Employee was diagnosed with COVID-19 in order to provide a safe workplace for all employees and in so-doing prevent further spread of the virus.
- Ensure that all our employees are approached with compassion, respect and free of discrimination in order to minimise the impact of COVID-19.

The Group does not discriminate or tolerate discrimination on any grounds, including COVID-19 status.

7. Rights and Responsibilities

7.1 Responsibilities of our Employees

- To gain as much knowledge of the disease/virus and the current development thereof as possible. Recommended sites/pages are:
 - Centres for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019>

- National Institute for Communicable Diseases - <https://www.nicd.ac.za/>
- Department of Health - <https://sacoronavirus.co.za/faqs/>
- Adhere to rules and guidelines prescribed in this Policy document.
- Notify their manager should they have symptoms of COVID-19, seek medical assistance and stay at home.
- Employees who are well but have a sick household member with COVID-19 should stay at home and inform their Line Manager, monitor their symptoms and contact their Doctor or the Covid-19 Hotline on 0800 0029 999 for advise.
- Employees who suspect that they may have been exposed to and/or may have contracted the Covid-19 Virus must inform their Line Manager immediately on becoming aware of such and may not enter the workplace until having been attended to by HR/Line Manager or having gone for testing.
- To practice basic hygiene and ensure that hands are regularly cleaned/sanitized before and after touching surfaces.
- To follow respiratory hygiene by covering your mouth and nose with your elbow or a tissue when coughing or sneezing. Tissues must be disposed of in the toilet or bin.
- To seek medical assistance when experiencing any of the known symptoms listed in 3.3 above and to distance themselves from other people through self-isolation.
- To go for COVID-19 testing where recommended by a medical practitioner or the Covid-19 Hotline advisors and to follow medical advice.
- To inform the company should they have been in close contact with other employees 2 days prior to being diagnosed with COVID-19 in order to ensure those employees self-isolate and monitor symptoms for at least 14 days since last contact.
- To inform their Line Manager and Human Resources of COVID-19 test results and provide medical certificate.
- To stay at home when they have a fever and experience any three of the symptoms 3.3 above and call your medical doctor or the COVID-19 Hotline on 0800 029 999.

- When experiencing COVID-19 symptoms (a fever and any 3 of the symptoms mentioned in 3.3), not to go to your doctor's surgery but rather call your doctor or health practitioner or the Covid-19 Hotline on 0800 029 999 and follow their advice.
- To, in the interest of prevention of the spread of the Virus at the workplace, disclose to HR if they have tested positive for the Virus or if they suspect they may have contracted the Virus.
- To maintain social distance of at least 1.5 metres with their colleagues and visitors and avoid close contact like hugging, handshakes and/or touching each other.
- To wear a cloth mask at all times while at work.

7.2 Rights of our Employees

- The right to respect
- The right to privacy
- The right to confidentiality
- The right not to be victimised or stigmatised
- The right to confidentiality of medical records unless otherwise written permission is granted by the employee.

7.3 Responsibility of The Employer

- To put processes and procedures in place to assist in the detection, prevention and containment of the possible spread of COVID-19.
- To provide employees with the means to self-isolate and contact a health care professional (personal doctor or National/Provincial Hotline) should they experience COVID-19 symptoms at work.
- To supply prevention products and resources (face masks), hygiene products (soap, hand sanitisers, disposable towels), disinfectants, and services (deep cleaning, regular disinfecting of high touch surfaces) to ensure the premises are free of any viruses especially those related to COVID-19 in order to assist in the prevention and spread of the virus.
- To implement COVID-19 awareness aimed at providing education.
- The Company will endeavour to provide transport in the event that the employee presents any of the symptoms in section 3.3. The company

reserves the right to recover the costs thereof from the Employee. [Sandro to advice]

8. Company Processes and Procedures

8.1 Symptom Screening upon entering the building

To prevent possibly infected employees from entering the building and in so doing pose the risk of infecting other employees, scanning will be conducted at the entrance of the office by means of thermal scanners that will indicate body temperatures.

- Scanning will be done at both entrances and temperature will be recorded.
- The entrances will be opened and manned from **07:00** to ensure scanning from first arrivals.
- Employees may not enter the building/offices unless scanned by the nominated scanner and they must wear a mask.
- All visitors may not enter the building without a mask and must be scanned before entering the offices.
- Scanners will be equipped with face masks. Visitors are available should the scanner prefer to wear one.
- Employees must sanitise their hands with the sanitiser provided at the entrance of each office before being scanned.
- Should the employee's temperature be normal (between 36.1° and 37.5°) the employee may enter the building to start their work day.
- Should the employee's temperature display a figure higher than 37.5° the employee will be moved to isolation and the temperature must be scanned after 10 minutes again.
- Should there be no change in temperature after 10 minutes (reduced to below 37.5°) the screening check list must be completed by HR/ Line Manager and the employee must call the National Hotline to enquire if there is a need for testing.
- The scanner will confirm whether the employee has any of the below symptoms in the past 24 hours:
 - Coughing
 - Chills
 - Sore Throat

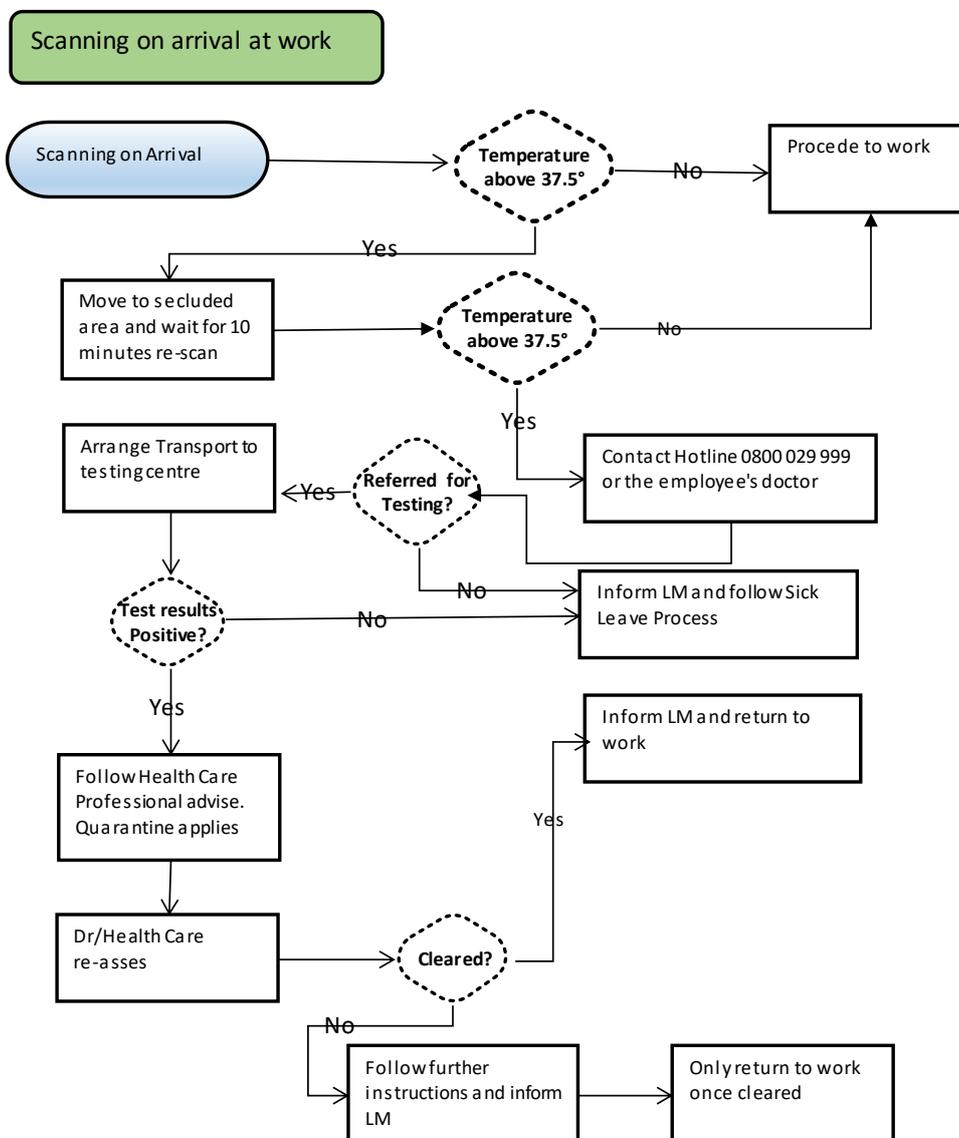
- Shortness of Breath or difficulty breathing
- Body Aches
- Diarrhoea
- Fever
- Redness of eyes

Additional symptoms as per the OHS Directive

- Loss of smell
- Nausea
- Vomiting
- Fatigue
- Weakness or tiredness
- Employees who state that they had (in the past 24 hours) a fever or who demonstrate having any of the symptoms indicated above must be sent to a secluded area away from others and HR/COVID-19 Manager will be called to further probe on the symptoms. The employee will be able to contact their doctor or the National Hotline – 0800 029 999 to ascertain whether they need to present themselves for COVID-19 testing.
- HR/Line Manager will determine close contact with an infected person
- Only employees with an elevated temperature (above 37.5°) will be recorded on the screening list along with any symptoms which may be present.
- The screening check list/Questionnaire will be filed accordingly and kept for auditing purposes.
- Human Resources/Line Manager will complete the Covid-19 questionnaire with the employee to determine the exact symptoms experienced as well as determining possible close contact with an infected person.
- Should an employee think that they have contracted the virus through contact they can call their medical practitioner or the NICD hotline on 0800-029-999 who will advise the need for testing and possible testing facilities.
- Should the employee be informed that there is no need for Covid-19 testing, depending on their initial diagnosis, they may go home and seek medical care.
- This should be deemed sick leave should the employee be able to present the necessary medical certificate. Should Sick Leave be exhausted it will be unpaid leave and the employee may claim UIF Illness benefits.

- The Covid-19 symptoms will be displayed at the entrance as a quick guide for all employees as well as “scanners”.
- The employee’s Line Manager must stay in touch with the employee that was sent home during the screening process to understand the status of the employee’s illness and to communicate such to Human Resources regularly during absence.
- Employees must provide the necessary medical certificate if tested positive for Covid-19 or booked off for any other illness and must follow instructions of his/her medical practitioner.

Table 1 – Scanning on arrival:



8.2 Employees deemed High Risk for COVID-19 (Vulnerable Employees)

Adults of any age with certain underlying medical conditions are at increased risk for severe illness from the virus that causes COVID-19. Severe illness from COVID-19 is defined as hospitalization, admission to the ICU, intubation or mechanical ventilation, or death.

Adults of any age with the following conditions are at increased risk of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Down Syndrome
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- Severe Obesity (BMI ≥ 40 kg/m²)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there are limited data and information about the impact of many underlying medical conditions on the risk for severe illness from COVID-19. Based on what we know at this time, adults of any age with the following conditions might be at an increased risk for severe illness from the virus that causes COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure

- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Source: Centre for Disease Control and Prevention – 29 Dec 2020

<https://www.cdc.gov/coronavirus/2019-ncov/>

In compliance with Alert Level 3 Regulations employers must make special arrangements for employees who are deemed high risk, therefore the following is applicable to all employees who have been diagnosed with any of the above-mentioned conditions or who are 60 or older. Proof of diagnosis and risk of Covid-19 exposure from a medical professional needs to be supplied to the Company.

- Should it be practical for an employee and should they be able to successfully work from home that should be recommended. The Company is not
- Should an employee not be able to work from home the following will apply:
 - Each High Risk Employee will have to sign an indemnity form indicating that they are aware of the risks associated and that they choose out of their own will to come to work.
 - Each high risk employee will receive a visor in addition to the mask and other relevant PPE distributed.
 - Each High Risk Employee will be able to make use of the bathrooms allocated for people with disabilities in order to ensure that high risk exposure areas are limited.
- Where the Employee prefers to stay at home but is not able to produce any work/responsibilities successfully remotely the below will apply:
 - The employee may take Annual leave
 - Should the Employee have exhausted their Annual Leave, unpaid leave will apply.

- Employees with High Risk conditions (comorbidities) or above age of 60 must supply proof of diagnosis and risk of Covid-19 exposure from a Medical Professional who may motivate “temporary incapacity” for the period of the COVID-19 pandemic. In which case the employees may use the Sick Leave followed by Unpaid where Sick Leave is exhausted. Where a medical professional motivates absence, the employee may claim UIF illness benefits.

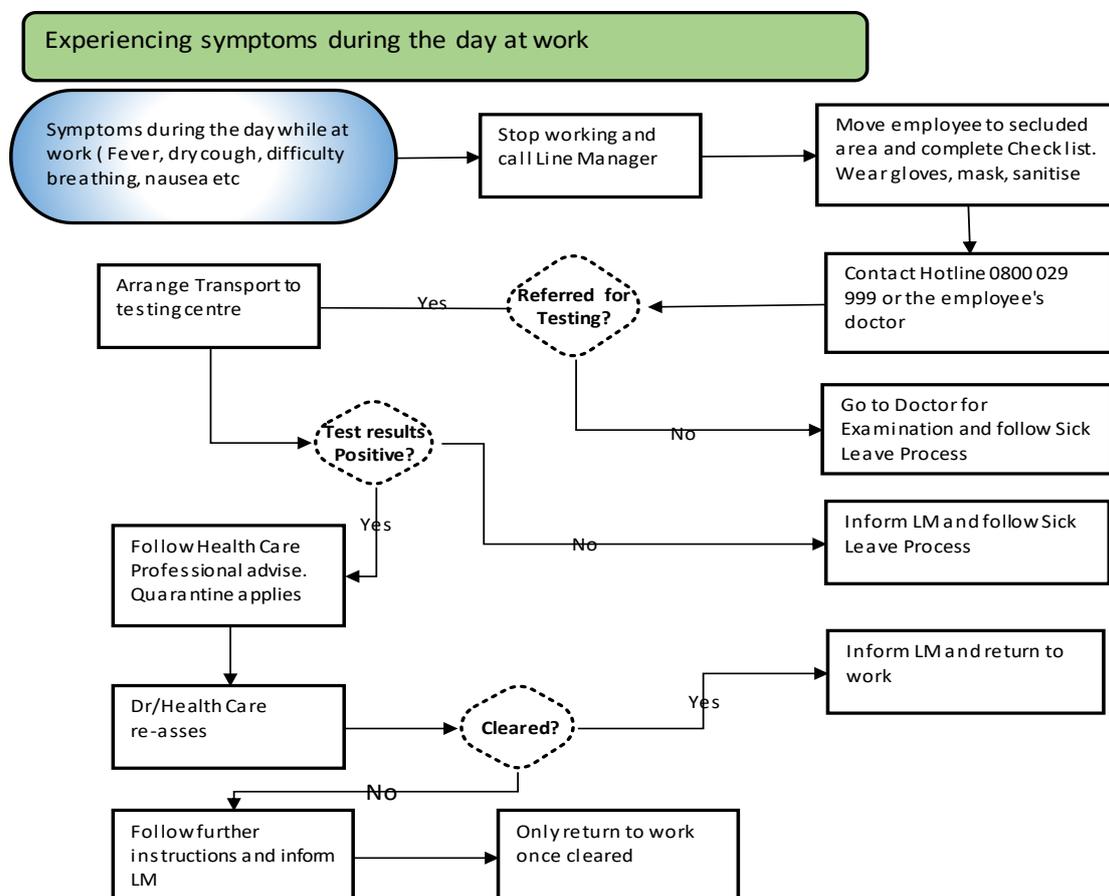
8.3 Employees experiencing Covid-19 symptoms while at work

Should an employee experience symptoms (Fever, dry cough, shortness of breath) while at work and did not present an elevated fever when scanned upon entering the building, the following process must be followed in the prevention of and possible spread of the Covid-19 virus.

- The Employee must inform their Line Manager immediately.
- Line Manager must ensure that the employee collect their belongings and move to a secluded area within the building away from other employees.
- HR/Line Manager will conduct the check list/Questionnaire with the employee in a secluded area while ensuring the maintenance of social distance and wearing of necessary PPE at all times.
- The Employee must be allowed to contact their doctor or the Covid-19 hotline on 0800 029 999.
- If the doctor or the hotline confirms that no testing is required, the employee needs to go for examination to the doctor and follow sick leave process.
- If the doctor or the hotline confirms symptoms to be valid and recommends testing, the employee is to leave immediately and go for testing.
- The employee is to go home immediately after testing, isolate and wait for the test results (24 to 48 hours). The employee must keep their Line Manager updated along the process.
- If the Test results are **Negative** (No COVID-19 detected) – return to work and present test results.
- If the test results are positive, the employee must follow the health care professional's advice – Quarantine will apply.

- If the test results are positive, sick leave will apply where available, thereafter unpaid leave. The employee may claim Illness benefit from UIF.
- After the required quarantine period (10 days):
 - In mild case of infection (not requiring hospitalisation for Covid-19) from the onset of symptoms; or
 - in moderate to severe cases of infection (requiring oxygen or hospitalisation), from the date of achieving clinical stability or earlier if the worker has undergone a medical evaluation confirming fitness for work.
- If not cleared to come to work, the Employee must follow further instructions from the Health Care Professional and inform their Line Manager.
- If the Health Care Professional cleared the employee for work, the Employee must contact their Line Manager and return to work with the clearance certificate.

Table 2.00 – Symptoms during the day:



8.4 Close Contact Investigation

Where an Employee was at work while experiencing the symptoms close high risk and low risk exposure exposure/contact with other employees must be established by completing the **Close Contact Investigation** Form

- a. High Risk exposure will be close (within 1 meter) contact with the Covid-19 confirmed case for more than 15 minutes without Personal Protective Equipment.
 - ❖ Employee must contact the Covid-19 Hotline on 0800 0029 999 or their Medical Practitioner to establish the need for Testing and follow instruction by the Hotline consultant or their Medical Practitioner.
- b. Low Risk exposure will be in the same indoor environment as a person with a Covid-19 confirmed case for a prolonged period of time but not meeting the conditions in a. above.
 - ❖ The employee may continue working but subject to self-monitoring and symptom checking in accordance with the guidelines.
- HR/Line Manager Must do an assessment on Staff who came in close contact with the employee to determine level of exposure as indicated in a and b above. [Close Contact Investigation]

8.5 Hygiene Factors

The Company will;

- As far as reasonably possible provide Hand Sanitizers (installed) with an alcohol content of at least 70%.
- Ensure the provision of hand soap in all bathrooms at all times.
- Ensure the provision of masks.
- Ensure all work surfaces and equipment are disinfected before work begins
- Ensure that all high touch areas (door handles, kitchen surfaces) are disinfected every 4 hours.
- Paper towels are provided in kitchen areas and that the use of fabric towelling by staff is eliminated.
- Ensure the necessary contact tracing is done to determine who should be referred for testing.

- Ensure that the full business premises will undergo an anti-bacterial deep cleaning process periodically and after a confirmed positive case at work to ensure clearances of all viruses.
- Ensure that, should an employee display a fever while at the office, that the employee's workstation and the adjacent workstations are sanitised and cleaned accordingly.
- Ensure that, should an employee be tested positive for COVID-19, an anti-bacterial deep clean of the office building will be arranged and will not allow any employee onto the premises until the Company is satisfied that all cleaning and safety precautions have been followed and implemented.
- Undertake symptom screening measures on visitors other than employees entering the premises.
- Display notices advising visitors and employees of the precautions they should observe while on the premises.
- Assign an employee as a Compliance officer to ensure these measures are complied with and limitation of exposure to persons with Covi-19 are adhered to.

8.6 Employee Training and Meetings

- All non-essential Training will, as far as reasonably possible be postponed and the use of online Training tools/portals will be introduced as far as possible.
- All essential training (new-intake etc.) will continue with the implementation social distancing and in-so doing limiting the number of delegates in training.
- As far as reasonably possible all meeting and interviews with external parties will be conducted electronically via Zoom, Skype, WhatsApp video calling etc.

8.7 Personal and Company Deliveries

- All personal package deliveries must be collected outside in the parking area

- All company deliveries must be collected at the door and courier/delivery personnel should be met at the door outside.
- Staff that receive packages/deliveries must sanitise their hands before and after taking receipt of the parcels/deliveries.

8.8 Non-Adherence to this Policy and Procedure

Employees not adhering to the above policy, procedure and instructions in terms of social distancing, wearing of masks and hygiene protocols will be disciplined according to the following guidelines:

Type of Charges	Description	Verbal Warning	Written Warning	Final Written Warning	Dismissal
Failure to adhere to COVID-19 Health and Safety Government Regulations as set out in this Policy	Failure to adhere to Covid-19 health and safety protocols as per Government regulations and as laid out in this Policy.		x	x	x

8.9 Related Forms, Documents and Legislation

- Form – Close Contact Investigation
- Form – Screening Form
- Guidelines – Daily Cleaning Guidelines for the Cleaner
- Legislation - Consolidated Disaster Management Act_ Direction by the Minister of Employment and Labour in terms of Regulation 20 Oct 2020