



DRAKENSTEIN

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Paarl | Wellington | Gouda | Saron | Simondium

COVID-19 Policy

Date of Approval/Review by Council

29 July 2020

Implementation Date

29 July 2020

Signed by the City Manager

Signature Date

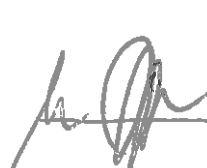
29 July 2020

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1. INTRODUCTION

The workplace and personal workplace behaviours need to be adjusted to accommodate processes and procedures that were introduced by the South African government as result of the global pandemic (COVID-19), until such time the pandemic is considered under control and manageable. This policy will remain in place and will be amended from time to time as directives from the Department of Health and/or Department of Labour directs otherwise.

All the prevention and protection measures listed in this policy are subject to the successful procurement of the respective items. It is noted that the worldwide limit of PPE stock is impacting on the national provision of PPE items.

It is also noted that National Treasury have centralised the procurement of PPE in order to ensure that critical PPE stock reach Very-High risk and High-risk frontline healthcare workers in geographic areas where the pandemic requires urgent intervention.

Should any PPE item listed in this policy not be available to a staff member, the COVID-19 Workplace Champion will do an assessment in conjunction with the Workplace Health and Safety Representative and make a recommendation to the Executive Director of the affected Department.

There are known key recommendations and protocols outlined in this policy, such as social distancing, handwashing hygiene, wearing masks, additional protective equipment and clothing and sanitising protocols which must be adhered to.

2. PURPOSE

To comply with regulation 20.2 of the Consolidated COVID-19 Direction on Occupational Health and Safety Measures in Workplaces as promulgated in GG no 43400 of 4 June 2020. The policy provides guidelines for the employer's management of the workplace in the COVID-19 period until an approved vaccine or treatment is available to all members of the public and employees of the Municipality as directed by the Minister of Health or other Governmental directive.

3. LEGAL FRAMEWORK

- 3.1 The Occupational Health and Safety Act, Act 85 of 1993, as amended, (OHSA), read with its regulations and incorporated standards requires the employer to provide and

maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.

- 3.2 Section 8(2)(b) of OHSA requires employers to implement measures such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of COVID-19, a combination of controls according to the hierarchy of controls is required.
- 3.3 Before the implementation of control measures, current risk assessments need to be reviewed and updated, taking into account the new hazards posed by exposure to COVID-19 in the workplace.
- 3.4 The OHSA further requires employers, to ensure, as far as is reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to hazards to their health or safety. This obligation also applies to self-employed persons (for example, plumbers or electricians) whose working activities bring them into contact with members of the public.
- 3.5 The Minister of Employment and Labour has issued as regulation 639 a Consolidated COVID-19 Direction on Occupational Health and Safety Measures in Workplaces promulgated in GG no 43400 of 4 June 2020.

4. RESPONSIBILITY AND AUTHORITY

- 4.1 The City Manager has in terms of Section 16(2) of the OHSA assigned the responsibility for health and safety matters of departments to the Executive Director of the department. The management of COVID-19 related health and safety matters form part of this responsibility of every Executive Director and they remain ultimately responsible to the City Manager.
- 4.2 The City Manager has also appointed a workplace COVID-19 Compliance Officer. The role of compliance officer is set out in clause 5 here below.
- 4.3 COVID-19 Workplace Champions, being designated managers in the various departments and divisions of the Municipality, have been appointed for the different functional areas of the Municipality. They will in conjunction with line managers and supervisors as well as workplace health and safety representatives monitor compliance for their functional areas and ensure that there is compliance with promulgated COVID-19 Occupational Health and Safety regulations, this policy as well

as any rules, standards or measures implemented by the employer to protect employees, visitors and members of the public.

5. ROLE OF THE COVID-19 COMPLIANCE OFFICER

- 5.1 Oversee the implementation of the plan developed outlining the protective measures in place for the phased return of its employees.
- 5.2 Oversee the adherence to the health and safety measures established in the workplace to give effect to requirements of this Direction including appointing employees to perform this function if the employer has more than one workplace.
- 5.3 Address employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken.
- 5.4 To report on all COVID-19 related health and safety matters to the Executive Director of the department concerned as well as to the Executive Director Corporate Services for reporting to the City Manager on a weekly basis.

6. ROLE OF THE COVID-19 WORKPLACE CHAMPIONS AND DEPARTMENTS

- 6.1 To implement and monitor adherence to the provisions of this policy and to ensure compliance with all applicable COVID-19 Occupational health and safety regulations;
- 6.2 To ensure that for every functional area a COVID-19 Risk assessment is developed and consulted with the relevant department's Health and Safety Committee, and that the content of the risk assessment and the control measures implemented in terms of the risk assessment be communicated with the staff;
- 6.3 To ensure that for every functional area, a COVID-19 Workplace Plan is developed, outlining the protective measures in place for the phased return of employees to the workplace;
- 6.4 To ensure compliance with the Workplace Plans of their functional areas, including measures for the controlled gradual return of employees to the workplace, management control measures implemented to prevent and/or mitigate exposure of staff to COVID-19 related hazards and risks as identified through their COVID-19 workplace risk assessments, any measures identified in terms of the individual risk assessment process, to render reasonable protection to staff in the age category 60

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and over, and any reasonable measures identified to protect staff who has serious underlying medical conditions;

- 6.5 To actively lead and play the role of change agents in the transition to a COVID-19 adjusted workplace to motivate staff to adjust to the new working environment and due compliance to the protocols outlined in this policy, such as social distancing, handwashing hygiene, wearing masks and additional protective equipment and clothing as well as sanitising protocol;
- 6.6 To ensure that adequate funds are available and that any remedial action is taken timeously;
- 6.7 To manage and report compliance and to provide active advice to senior leadership of improved work methods to facilitate new workplace requirements;
- 6.8 Ensure that employees are provided with all the necessary personal protective equipment and clothing (PPE);
- 6.9 Ensure that visitors and employees are screened and sanitized before entering municipal buildings/offices;
- 6.10 Ensure that employees are not discriminated against for testing positive;
- 6.11 Ensure that employees are screened and that their temperature is checked every morning and that the results are documented on the screening checklist as in 9.2 and sent to the HR: Health and Safety unit; and
- 6.12 To report all COVID-19 positive cases to the COVID-19 compliance officer.

7. RESPONSIBILITY OF EMPLOYEES

Adherence to all general safety protocol at the workplace and at home, is key to limit the spreading of the COVID-19 virus. It is required of staff to comply with all safety protocol set out in this policy by wearing a facial mask in the workplace as provided for in par. 7.3, maintain social distancing, not coming within 1.5 metres of a person without a mask and to regularly wash hands with soap and water.

It is important that all persons should generally be treated as someone who may have the virus since this will assist in complying with the safety protocol and avoid close contact situations. Staff is also required to comply with the relevant regulations and

ministerial directions after hours by not visiting family and friends or partake in any other activity prohibited by the regulations and directions at any given time.

Close contact is defined as a breach of the safety protocol as contained in this policy. Such breach occurs when a staff member has been within 1,5 meter or has been in a closed space with another person/s without wearing a mask. Breach of the safety protocol may be subject to disciplinary action.

It is required of staff:

- 7.1 To only stay at home at home in accordance with the Standard Operating Procedure (ANNEXURE A);
- 7.2 To participate in the employer's screening process every morning and to declare if he/she is experiencing any of the symptoms mentioned in 7.1 above;
- 7.3 To wear a mask at all times when in the presence of staff or the public, leaving your office, going to the bathroom, walking in the building and when someone enters a private office. In meetings the wearing of masks is encouraged, but is optional for practical reasons, provided social distancing is strictly adhered to. Fresh air flow in meeting rooms is encouraged where possible;
- 7.4 To take responsibility for the general neatness and cleanliness of their own work areas and to sanitise their own work surfaces regularly throughout the day;
- 7.5 To ensure that they wear all prescribed PPE and protective gear at all times when performing their duties;
- 7.6 To report any need for PPE to their line managers;
- 7.7 To adhere to all workplace rules, procedures and measures implemented to ensure the safety of employees and visitors;
- 7.8 To report to their line managers immediately should they or any employee or other person develop or exhibit flu like symptoms during the course of the day so that it may be investigated;
- 7.9 To not spread or be the cause of spread of any false reports or statements related to COVID-19 positive cases, including naming of staff members on social media or messages;

- 7.10 To immediately inform their line manager and COVID-19 workplace champions should the staff member or any other employee in their work place receive a positive test result after having been tested for COVID-19;
- 7.11 To also adhere to the above workplace safety requirements during building evacuations, and
- 7.12 To take note that when in isolation, the employee is only allowed to stay at home or visit a medical facility or doctor.

8 COVID-19 JOC COMMITTEE

The Municipality will establish a COVID-19 JOC committee comprising all Executive Directors (or nominee), the employer's appointed COVID-19 Compliance Officer, 2 representatives each from SAMWU and IMATU. The Committee will be chaired by the ED: Corporate Services or his nominee. The format and frequency of meetings will be determined by the chairperson.

9 PREVENTATIVE MEASURES

9.1 Temperature checks

Temperature checking is a requirement for being allowed entry onto the Municipality's premises. Before the start of a workday/shift all staff must be checked for high temperature by using a non-contact laser type thermometer. Abnormal high body temperature is a sign of possible infection therefore the temperature checking is done to ascertain whether staff is within the normal body temperature range before assuming duty. Any employee having a temperature of at or above 38 degrees Celsius should be refused entry and be informed to go home and seek medical advice.

Temperature checks are also a requirement for all members of the public visiting municipal buildings or depots, irrespective of whether they are clients, customers or contractors.

9.2 Symptom screening

Symptom screening is a requirement for being allowed to commence working. At the start of the workday/shift all staff has to be screened for symptoms of possible COVID-19 infection by completion of the Municipality's screening question checklist. Should an employee answer "yes" to any of the screening questions, the

employee should not be allowed to continue working and be informed to go home and seek medical advice.

9.3 Social distancing

Social distancing protocols are the most effective deterrent to combat the spread of the virus.

9.3.1 Proximity to others

- (a) Measures are put in place to ensure that employees, councillors and members of the public are at least within a distance of 1.5 metres from each other in offices, in queues and in meetings. Virtual meetings are encouraged.
- (b) When approaching an employee in that employee's workspace, the person entering the workspace must remain at least 1.5 metres from the employee.
- (c) Markers that indicate the distance between people in the workplace have been put in place and are clearly indicated.

9.3.2 Meeting rooms

~~All boardrooms must have paper towels and at least one sanitiser dispenser.~~
Meeting rooms must be cleaned before and after use. An indication of the maximum number of persons per meeting room must be indicated at the entrance to the room.

9.3.3 Operational Working Teams

When employees gather for work in the mornings and afternoons, they must maintain the 1.5 metres distance from each other. When the work-teams split up into their respective work-teams they may not be able to maintain the required 1.5 metre distancing as they perform functions that are by its nature not individual but require teamwork, however employees must at all times wear protective gear.

9.3.4 Handshaking

Handshaking in the traditional way is for the immediate future not permitted at the workplace. The elbow technique is also not encouraged as it violates the 1.5 metres distancing requirement. An ordinary verbal acknowledgement is encouraged.

9.3.5 Hugging

Hugging others, like handshaking is a natural and very instinctive human instinct but due to the pandemic it is not allowed at the workplace for the immediate period. Employees are not to hug other employees or members of the public at the workplace.

9.3.6 Seating arrangements

All seating arrangements for meetings must comply with the 1.5 metres distancing requirement. This applies to halls, meetings, training settings, etc.

10 PROTECTIVE CLOTHING AND EQUIPMENT

The workplace COVID-19 risk assessment will be indicative of the protective clothing and equipment required for the specific type of work performed. In this regard it is acknowledged that masks, gloves and sanitisers are the minimum requirement for frontline employees performing essential services. Where the need for additional or specialised PPE is indicated by the workplace risk assessment, such additional PPE items will be provided by the Municipality and staff will have to wear said PPE at all times whilst performing their duties.

11. SANITISING PROTOCOLS

11.1 Handwashing

Regular handwashing with soap and water or using a hand sanitiser is encouraged amongst members of staff. To this end the Municipality will see thereto that employees have access to soap and water and/or hand sanitisers. Only paper towelling should be used to dry hands as the use of cloth towels is not advised.

11.2 Working with tools and equipment

Employees working with tools that are shared must ensure that they regularly wash their hands with soap and water. Tools and equipment used and shared must be washed and wiped clean with a disinfectant cloth after every workday.

11.3 Handling of documents

Employees handling high volumes of documents must be encouraged and given the opportunity to regularly wash their hands with water and soap. Recycling of envelopes and folders must be stopped until advised otherwise. Envelopes and folders must be disposed after single use. Employees must use hand sanitiser regularly.

11.4 Vehicles

11.4.1 All municipal vehicles or each driver must be issued with a sanitiser dispenser and a disinfectant cloth.

11.4.2 Prior to handing the vehicle over to another user, the current user must wipe the steering wheel and other areas with the disinfectant cloth.

11.4.3 Prior to the new user driving the vehicle she/he must apply sanitiser to her/his hands and wipe the steering wheel and gear-lever, etc. with the disinfectant cloth.

11.5 Office equipment

11.5.1 Photo-copy machines

All office equipment must be wiped clean with a disinfectant cloth regularly, preferably before and after each use by the person last using it. A disinfectant wipe/cloth must be made available at each office machine such as photo-copying machines.

11.5.2 Biometric Attendance Scanners

No use of biometric scanners for this period.

11.5.3 Computers

Where computers are shared a disinfectant wipe must be available for the user to wipe the keyboard and mouse prior to use and again after use. Employees are encouraged not to share their computers with others and always keep their keyboards clean.

11.5.4 Telephones

Employees are responsible for the regular cleaning and disinfecting of their office telephones.

11.5.5 Door handles, light switches and floors

Where possible and where there is no security or confidentiality risks, doors should remain open. The cleaning staff will increase their efforts to regularly disinfect door handles, light switches and floors. Staff with offices must also take responsibility for disinfecting their door handles and light switches and other surfaces that may be contaminated.

11.5.6 Personal Workspace

Each employee is responsible for keeping her/his own workspace clean, disinfected and tidy. Each employee is also the master of her/his own workspace and can determine what protective measures other employees must adhere to prior to entering her/his workspace - within reason.

11.5.7 Cleaning protocol after report of positive COVID-19 incident

- (a) Once a positive COVID-19 case has been confirmed, the affected areas and vehicles must be deep cleaned and sanitised by either a recognised service provider or the in-house sanitisation team situated in the Department of Community Services. The cleaning/sanitisation may comprise generally accepted cleaning methods (70% alcohol based sanitiser and/or a diluted bleach solution) or specialised cleaning methods such as fogging or other similar method performed by an authorised and registered person/organisation. In case of the latter, a certificate of compliance must be issued.
- (b) If the sanitising in terms of 11.5.7(a) above is completed by the in-house sanitisation team, the method of cleaning, products used and date and time of the cleaning operation must be recorded and conveyed to the COVID-19 Compliance Officer.

- (c) When the COVID-19 positive person or close contact has been absent from any municipal facility or vehicle for more than 7 days, no deep cleaning is required in terms of 11.5.7(a).

12. STEPS TO BE TAKEN ONCE A COVID-19 CASE HAS BEEN CONFIRMED

The detailed steps to be followed once a COVID-19 case has been confirmed, are set out in the attached Standard Operating Procedure (SOP), see Annexure 1.

13. STEPS TO BE IMPLEMENTED WHEN EMPLOYEES DEVELOP COVID-19 SYMPTOMS

The detailed steps to be followed when employees develop COVID-19 symptoms, are set out in the attached Standard Operating Procedure (SOP), see Annexure 1.

14. ROLE OF EXECUTIVE DIRECTORS

It is the responsibility of Executive Directors to ensure that their managers are familiar with the content of the policy in order to ensure that it is consistently applied.

15. LEAVE ARRANGEMENTS

The leave arrangements as set out below will apply. For the purposes of sick leave it is confirmed that staff members are not required to submit a sick note for a period of up to two days. For a period of three and more days, a sick note by a medical doctor is required.

- 15.1** When an employee has flu-like symptoms and therefore does not report for duty, employees must go to the doctor to obtain a sick note should they be required by the doctor to stay at home for more than two days - **Leave to be taken: sick leave with a valid sick note.**
- 15.2** When an employee is working on a rotation basis but is required to report for duty due to operational reasons during the week that he/she is working from home, and the employee is unable to report for duty as he/she has taken ill - **Leave to be taken: sick leave and sick note depending on time period.** Sick leave has to be applied for the duration of the sick note regardless of whether the employee was due to report for duty or not, e.g. if your sick note is for five days but you are only required to come to office for a day, then you have to apply for the whole sick period that is indicated on your sick note. Any other reason for not being able to report for duty other than being sick, employees need to apply for annual leave in good time.

- 15.3 When an employee tests positive for COVID-19 - Leave to be taken: special leave with proof of positive test.
- 15.4 When an employee in a section tests positive and therefore the line manager requests those who were identified as close contacts to stay home and self-isolate – special leave (employer sent you home)

16. ABBREVIATIONS

- 16.1 PPE – Personal Protective Equipment;
- 16.2 OHASA – Occupational Health and Safety Act;
- 16.3 GG – Government Gazette; and
- 16.4 JOC – Joint Operations Committee.

17. ANNEXURES

- 17.1 Annexure A – SOP COVID-19 cases; and
- 17.2 Annexure B – Close Contact Screening Sheet
- 17.3 Annexure C - COVID-19 Workplace Champions
- 17.4 Annexure D - Plan for preparation and Cleaning of Buildings

18. APPLICATION

This policy applies to all staff members and Councillors of Drakenstein Municipality.

DRAKENSTEIN MUNICIPALITY
STANDARD OPERATING PROCEDURE: COVID - 19 CASES

Scenario 1: Employee is already a confirmed positive case		
Step	Action	Responsible Person
1.1	When confirmation of a positive case is received from the Department of Health (DOH) or from a private health care provider or from the affected employee, the employee must be told to remain at home in self-isolation for 10 days in accordance with the DOH guidelines.	Supervisor/ Line manager
1.2	If the employee is at work, he/she must be isolated from other staff immediately and be ordered to self-isolate at home for 10 days in accordance with the DOH guidelines.	Supervisor/ Line manager
1.3	Proceed to step 3 below (standard steps to be followed in all confirmed positive cases).	Supervisor/ Line manager
Scenario 2: Employee experience symptoms		
Step	Action	Responsible Person
2.1	If the employee experience symptoms, go/stay home. He/she must immediately inform the supervisor/line manager.	Employee
2.2	Get tested within 1 (one) day after being so advised by a doctor at a private facility if employee have a medical aid, or public facility if not on medical aid. If test is negative and no other medical certificate is issued, return to work.	Employee
2.3	Isolate until test outcome is known. The outcome of the test must be furnished to the line manager or supervisor immediately after receipt.	Employee
2.4	If outcome of test is positive, employee must be required to self-isolate for 10 calendar days in accordance with the DOH guidelines.	Employee
2.5	If the outcome of the test is negative, return to work immediately.	Employee
2.6	Proceed to step 3 below if there is a confirmed positive case.	Supervisor/ Line manager
3: Standard steps to be followed in all confirmed positive cases		
Step	Action	Responsible Person
3.1	Line Manager to immediately inform the relevant ED, COVID-19 champion and COVID-19 Compliance Officer and Chief Risk Officer of a confirmed positive case	Supervisor/ Line manager
3.2	Inform the City Manager (CM) daily regarding the positive COVID-19 cases.	ED: Corporate Services
3.3	Line manager in collaboration with the COVID-19 workplace champion must perform a close contact assessment and apply the criteria set out in Annexure B.	Supervisor/ Line manager

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Step	Action	Responsible Person
3.4	An employee assessed as being in close contact in the workplace as per the set criteria, <u>and such close contact have been approved by the relevant ED</u> , must self-isolate.	Supervisor/ Line manager
3.5	If no symptoms develop after 5 (five) days from the date of the confirmed close contact, return to work and apply all safety protocols.	Employee
3.6	One day after showing symptoms, and subject to medical advice, the close contact employee must take a test at a private facility if employee have a medical aid, or public facility if not on medical aid. If test is negative employee must immediately provide the test result to line manager and return to work. If the test is positive, self-isolate for 10 calendar days in accordance with DOH guidelines. The outcome of the test must immediately be made available to the line manager	Employee
3.7	Identify area/s likely contaminated (room; lifts; staircases; ablution block; vehicle, etc), if any. See Step 4.	Line manager and COVID-19 Champion
3.8	If a positive test was received from private health care provider the COVID-19 Compliance Officer must immediately inform the DOH – Dr R Gafoor and the Department of Labour.	Compliance Officer
3.9	Draft short statement for closure and opening details if the work area closure will affect the public.	Relevant ED
3.10	The worker diagnosed with COVID-19 who was duly isolated may return to work and must also wear a medical mask for up to 21 days after becoming positive. Medical masks are available from the office of the COVID-19 Compliance Officer for this purpose.	Supervisor/ Line manager
3.11	The COVID -19 Champion and the relevant line manager must investigate whether any prescribed safety control measures/protocol were breached, identify lapses in current workplace control measures such as disinfection, personal protective equipment (PPE), social distancing, education/training, staff symptom screening / testing / monitoring) and take steps to address gaps and to avoid a repeat.	COVID-19 Champion and the relevant line manager
4. Cleaning protocol		
4.1 Any work area likely contaminated <u>as approved by the relevant ED</u> (room; lifts; staircases; ablution block; vehicle) must be closed and be cleaned in accordance with the cleaning protocol. If necessary, area must be cordoned off whilst disinfection team is working;		
4.2 Cleaning must be done the same day or at least the next day, where after the work area must re-open and all employees who were not identified as close contacts, must resume work;		
4.3 Arrangements for cleaning is the responsibility of the workplace champion who must ensure that this action is performed and completed. To start the process the workplace champion must contact the Covid-19 Compliance Officer who will liaise with the ED Community Services to instruct the Reactionary Disinfection Team (RDT) to clean, sanitise and disinfect the employee's workplace /work area affected; and		
4.4 When the COVID-19 positive person has been absent for more than 7 days from any municipal facility or vehicle, then no deep cleaning is required.		
NOTE: Staff who failed to adhere to the prescribed safety requirements at work or in private may be subject to disciplinary steps.		

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**DRAKENSTEIN MUNICIPALITY
CLOSE CONTACT SCREENING SHEET – COVID-19 positive employee**

Name of employee who tested positive			
Surname			
Personnel number			
Department			
Division/Section			
Home Address			
Cell phone number			
Date of Birth			
Last day at work			
Date of test			
Date employer informed of test result			
<p>NB. When the COVID-19 positive employee is consulted regarding the identification of close contacts, the employee must be reminded that staff are required to wear masks at all times (except if alone in an office), maintain social distancing of at least 1,5m, not be in a closed space with another employee without a mask and to wash hands regularly. If these requirements, also required in terms of law, had been complied with, no close contact occur.</p> <p>Staff members who fail to comply with these requirements may be subject to disciplinary action.</p>			
List of possible close contacts (Contravention of safety protocol)			
Name & Surname	Date of close contact	Personnel number	Cell phone number
1.			
2.			
3.			
4.			
5.			
6.			

Close contact is defined as a breach of the safety protocol as contained in the COVID-19 Policy. Such breach occurs when a staff member has been in close contact within 1,5 meter and longer than 15 minutes or having been in a closed space without wearing a mask, with a person who tested positive for COVID-19. This contact happened while the person with COVID-19 was "infectious" as determined by the Department of Health from time to time. Each incident must be investigated on its own merits. Breach of the safety protocol may be subject to disciplinary action.

If no symptoms develop after 5 (five) days from the date of the confirmed close contact, you are required to return to work and apply all safety protocols.

Completed by:..... (Name of Workplace Champion)

Date:.....

h *[Signature]* A-18

FUNCTIONS				
Department	Division	Name	Telephone #	Cellphone #
Financial Services	All	Nthabiseng Keketsi		
	SCM/Stores	Heinrich Vergotini		
	Mbekweni/ Paarl East	Herman Bantam		
Engineering Services	Streets	Carel Lotz		
	Solid Waste	Thys Serfontein		
	Electricity	Charles Geldenhuys		
	Workshop	Phillip Pansegrouw		
Community Services	Traffic	Jacobus Cornelissen (Japie)		
	Law Enforcement	Saul Jacobs		
	Library	Lorentia Thomas		
	Parks, Sports and Cemeteries	Ernest Saayman		
	Rental Stock and Support Services	Jonathan Marthinus		
	Housing	Cupido Jacobs		
	Thusong	James Rhoda		
Fire Services	Derrick Damons			
Planning & Development	Planning	David Delaney		
	Environmental Management	Cindy Winter		
	Economic Growth and Tourism	Cheryl Philips		
	Rural Development	Timmy Cloete		
Corporate Services	IT	Francols Theron (Frans)		
	Admin	Andre Marals		
	Human Resources	Nokuzuka Matolengwe		
	Wellington Customer Care Centre	Whitney Prins		
Internal Audit		Rozan Jaftha		
Risk Management		Gerrit Dippenaar		
Office of the City Manager		Melany Brown		

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ANNEXURE D

PLAN FOR PREPARATION AND CLEANING OF DRAKENSTEIN MUNICIPALITY'S BUILDINGS**1. RESPONSIBILITY**

It will be the responsibility of every building champion as indicated in Annexure C to arrange for the thorough and systematic cleaning of the building he/she is responsible for, and to arrange for supervision and inspection of the work so as to ensure that a satisfactory standard is achieved.

2. METHODOLOGY

- Every building champion must instruct a sufficient team of cleaning staff who is usually responsible for the cleaning of building to report for duty as indicated by the building champion and that this exercise will be regarded as an essential cleaning and sanitizing activity.
- All cleaning staff instructed to report for duty must be provided with an essential service letter to enable them to travel to work.
- Every building manager must ensure that he/she obtain and has sufficient stock of cleaning materials and equipment ready for the cleaning team to use when they report for duty.
- Every building champion must implement measures to effectively monitor and control the issuing and use of cleaning materials.
- Every building champion must ensure that cleaning teams are wearing the appropriate PPE as indicated in this document.

3. PPE TO BE WORN BY CLEANING TEAMS/ STAFF

- Face Mask
- Latex type gloves
- Apron where available
- For any aerosol generating procedures staff should wear a face shield or eye protection

Wear gloves, disposable apron, eye and respiratory protection when cleaning and disinfecting (this will act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not). Disposable gloves should be discarded after each cleaning activity. If it is necessary to use reusable gloves, gloves should only be used for COVID- 19 related cleaning and disinfection activities and should not be used for other purposes. Wash reusable gloves with soap and water before disinfecting and then allow to dry.

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4. CLEANING AND SANITISING REGIME FOR OFFICE BUILDINGS

ITEMS TO BE SANITISED	RESPONSIBLE PERSON	FREQUENCY
1. bathrooms - toilets & seats, basins, taps, mirrors, floors, urinals, soap dispensers, hand towel dispensers, door handles	Cleaning team	Daily
2. Door handles	Cleaning team	Daily
3. elevator buttons	Cleaning team	Daily
4. Floors – stairs, landings, foyers, passages, offices	Cleaning team	Daily
5. handrails	Cleaning team	Daily
6. kitchen areas & work surfaces	Cleaning team	Daily
7. light switches	Cleaning team	Daily
8. turn styles	Cleaning team	Daily
9. work desktops	Cleaning team	Daily
10. office machines & equipment	Cleaning team	Daily
11. telephones	staff member	Daily
12. cellular phones	staff member	Daily
13. computer keyboards & mice	staff member	Daily
14. Any other frequently touched surface as may be needed	depending on surface	Daily

5. CLEANING AND SANITISING REGIME FOR COUNCIL VEHICLES

ITEMS THAT HAS TO BE CLEANED	RESPONSIBLE PERSON	FREQUENCY
1. Door handles, steering wheels, gear shift lever/knob, indicator switch	driver of vehicle	daily/before use
2. Seats and benches on vehicles transporting staff	dedicated cleaner	daily

6. IMPORTANCE OF MAINTAINING DAILY CLEANING ROUTINE

It is not sufficient to clean, sanitize and prepare buildings once only in anticipation of non-essential staff returning to work as the strict lockdown regulations of level 5 are gradually relaxed during the different levels of re-opening the economy. It is necessary that building champions develop and maintain a daily cleaning routine to ensure that municipal buildings are as hygienic and safe as they can possibly be for everyday use by staff as well as the public. It may even be necessary to clean and sanitize some frequently touched surfaces more than once per day.

7. GENERAL CLEANING PRINCIPLES

Cleaning - is not the same as disinfection. Cleaning does not kill germs but is highly effective at removing them from a contaminated surface thereby rendering disinfectants more effective. During the cleaning process *household detergents* are mainly used for cleaning porous and non-porous surfaces and these have little to no disinfection properties. However, detergents do remove organic matter which contains micro-organisms thereby reducing environmental contamination (i.e. general household soap products, etc.)

Disinfection - is using chemicals that is effective for killing germs on various surfaces. This process kills the germs that remain on surfaces after the initial cleaning thereby reducing the spreading of infection. Humans must never be sprayed with chemical disinfectants such as chlorine because it is toxic with potential to cause serious harm.

Although disinfection is more effective than general cleaning, disinfection of all surfaces is not necessary on a daily basis. It is advised that surfaces touched frequently by different persons should not only be cleaned but also sanitized at least once per day. Examples of such surfaces would be toilet seats, taps, door handles, elevator buttons, desktops at pay points, etc. Disinfection of all surfaces someone who has tested positive for COVID-19 has come into contact with, becomes compulsory.

Cleaning before disinfection is very important as organic matter can reduce the disinfectants ability to kill microorganisms (germs). Therefore, cleaning does not kill germs but is highly effective at removing them from a contaminated surface thereby rendering the disinfectant more effective.

8. GOOD PRACTISE

- routinely clean frequently touched surfaces and fittings with a detergent solution (as per the manufacturer's instructions).
- clean surfaces as needed when they are visibly soiled and immediately after any spillage.
- Frequently touched surfaces: door handles, handrails, work desktops, kitchen working surfaces, filing cabinet handles, elevator buttons, bathroom door handles, computer keyboards, computer mice, telephones, light switches, etc.
- Should be cleaned regularly and daily.




- Workplaces should promote a good state of tidiness and de-clutter to ensure cleaning can be undertaken most effectively. This includes around workstations so that desks, keyboards, telephones etc. can be cleaned easily. Staff should be encouraged to declutter their workstation at the end of each day.
- Detergent solution (as per manufacturer's instructions) can be used, with the exact choice of detergent determined by the nature of surface and degree of contamination.
- Disinfectant (alcohol based – 70%) wipes can be used (where no manufacturer guidance is available) for cleaning electronic equipment and touch screens or apply sanitizer to a clean paper towel. Use clean wipes/towel for each piece of equipment.
- Clean the interior of vehicles at least daily using products that will not be abrasive (harsh) on the interior cabin material (mild soap and water would be sufficient). Disinfectant wipes should be used on common touch points (steering wheel, gear shift, handbrake, door handles, door buttons, seatbelts, keychain, touch screens) before and after each trip.
- Minimally touched surface: floors, ceilings, walls, blinds.
- Detergent solution (as per manufacturer's instructions) is adequate for cleaning general surfaces.
- Damp mopping is preferable to dry mopping.
- Walls and blinds should be cleaned when visibly dusty or soiled.
- Window curtains should be regularly changed in addition to being cleaned when soiled.
- Sinks and basins should be cleaned on a regular basis.

9. BEST DISINFECTANT PRACTICES

- Thoroughly clean all surfaces using detergent and water.
- Apply disinfectant to surfaces (0.1 or 0.5% hypochlorite solution) using disposable paper towel or a disposable microfiber cloth. If non-disposable cloths are used, ensure they are washed, disinfected and dried before reusing.
- Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for a minimum of 10 minutes.
- Use a "wipe-twice" method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.

10. CHOOSING A DISINFECTANT SOLUTION

The disinfectant used should be one for which the manufacturer claims antiviral activity—meaning it can kill the virus (such as chlorine-based disinfectants, hospital-grade disinfectants, or alcohol solutions with at least 70% alcohol. Note: Insist on the Safety Data Sheet (SDS) and SANS standard test reports on all chemical products used on the premises.

Sodium hypochlorite, commonly known as bleach, is most frequently used as a disinfecting agent. It is a broad-spectrum disinfectant that is effective for the disinfection of viruses, bacteria, fungi, and mycobacterium.



Household bleach, if appropriate for the surface, is an effective disinfectant and comes in a variety of strengths. The concentration of active ingredient can be found on the product label and must be checked before preparing a disinfectant solution.

Tables 1 and 2 here below provides formulae for the mixing of different strength bleach solutions.

11. PREPARING A DISINFECTANT BLEACH SOLUTION

- Gloves should be worn when handling and preparing disinfectant solutions.
- Protective eye wear should be worn in case of splashing.
- Ensure the area where mixing occurs is well ventilated (as bleach solutions emit chlorine).
- Chlorine solutions gradually lose strength so prepare fresh solutions daily.
- Thick bleach should never be used for disinfection purposes (other than in toilet bowl(s) as they contain potentially poisonous additives.
- Check the expiry date of household bleach (on the container) preparations as chlorine content is lost over time rendering its disinfectant capabilities less effective.
- Use plastic containers (with a lid) for mixing and storing bleach solutions as metal containers are corroded rapidly and also affect the bleach.
- Bleach solution should be made up daily (only mix up what is required for the day).
- Do not store bleach products in direct sunlight.
- Different products may contain different concentrations of available chlorine so confirm the percentage of active ingredient (sodium hypochlorite) before mixing the solution.
- Do not mix ammonia based products or any other agents with the bleach solution.
- Label the container adequately i.e. "strong (0.5%) chlorine solution cleaning".
- First add the (clean) water and then the bleach to avoid splashing and potential injury.
- Follow the manufacturer's instructions for appropriate dilution and use. Table 1 and 2 below which provides dilution instructions when using bleach solutions. Note: liquid bleach (i.e. Jik) usually has a 3.5% mass/volume (m/v) active ingredient (sodium Hypochlorite) – recommended solution of 1000-5000 ppm solution (0.1%-0.5%) bleach solution (for non-Health Care Settings) based on - WHO interim guidance 'water, sanitation, hygiene and waste management for the Covid-19 virus – 19 March 2020 and G.Kampf et al "Persistence of coronaviruses on inanimate surfaces and their inactivation with biological agents).

TABLE 1: following table outlines how to prepare a 1 litre 0.5% (5000ppm) bleach solution:

Original strength of bleach (% sodium hypochlorite)	Bleach (millilitre)	Water (millilitre)	Dilution Ratio (parts bleach to water)	Total (millilitre)
1	525	480	1:1	1000
2	262	740	1:3	1000
3.5	150	850	1:6	1000
4	131	870	1:7	1000
5	105	900	1:9	1000

TABLE 2: following table outlines how to prepare a 1 litre 0.1% (1000ppm) bleach solution:


Original strength of bleach (% sodium hypochlorite)	Bleach (millilitre)	Water (millilitre)	Dilution Ratio (parts bleach to water)	Total (millilitre)
1	105	900	1:9	1000
2	52.5	950	1:18	1000
3.5	30	970	1:32	1000
4	26.25	970	1:37	1000
5	21	980	1:47	1000

12. USING THE DISINFECTANT SOLUTION

- A 0.1% (1000ppm) sodium hypochlorite solution can be considered if there is a risk of skin irritation during application or if the stronger solution (0.5%) is inappropriate for the surface to be disinfected (*refer Table 1 and 2 above*).
- Sufficient time is required to kill the virus, i.e., at least 10 minute's contact time will be more than sufficient for the bleach solution ratio's recommended above.
- Use the freshly made disinfectant solution and wipe the area with bleach solution using disposable paper towels or a disposable cloth (do not aerosolize (spray) the solution onto the surface).
- Dispose of gloves and mask in a leak proof plastic bag/container which then needs to be disposed of as biohazardous waste.
- Wash hands well using soap and water and dry with disposable paper or single-use cloth towel.
- If water is unavailable, clean the hands with an alcohol-based hand rub.

Handwritten signatures and initials: a large cursive signature, the letter 'h', and 'A-25'.

- Bleach solution should be used mainly on hard, non-porous surfaces (as it can damage textiles and metals). Check the manufacture guidelines on the cleaning of equipment/surfaces.
- Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants can be laundered, or be cleaned with warm water and a mild detergent to remove any soil or dirt and then steam cleaned. Steam cleaners that release steam under pressure will ensure appropriate disinfection.


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