



chartered accountants  
& business advisers

## COVID-19 Policy

COVPOL01-00-04/20

Approved by:

Date: 28 April 2020

### 1. Purpose

The purpose of this policy is to demonstrate that **PKF** values and cares for its employees and takes the risks associated with COVID-19 seriously within the organization. To prevent the spread of respiratory infections including COVID-19.

### 2. Scope

This policy is applicable to all employees of **PKF**. To promote and enhance, proactive measures against the transmission of COVID-19. To ensure a safe working environment for all employees and to stop the spread of COVID-19 virus. Section 8 of the Occupational Health and Safety Act, 1993 "OHSA" requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees. Similarly, Section 9(1) of the Occupational Health and Safety Act states that "*every employer is required to conduct its undertaking in such a manner as to ensure, as far as reasonably practicable, that persons other than those in its employment who may be directly affected by the activities are not exposed to hazards to their health and safety*". The Coronavirus has now become such a hazard.

### 3. Confidentiality

3.1. Confidentiality is an important for the successful administration of any initiative. Nothing related to the results will be revealed or discussed with anyone else. All communication between an employee and the SHEQ Manager or responsible Department Head is privileged and will be protected.

3.2. The employee's confidential information may only be divulged with the employee's consent and the information so supplied will be treated with sensitivity.

### 4. Roles and Responsibilities

#### 4.1. Top Management and Department Heads

4.1.1. are responsible for the effective implementation of this policy and will provide a safe environment and support to all employees

4.1.2. should always be alert and observe the appearance/ symptoms of their employees to identify persons who may be at infected, support them without inviting stigmas and discrimination in the workplace.

#### 4.2. The Department Heads will:

4.2.1. manage COVID-19 risks within the workplace.

4.2.2. provide all employees with the necessary information with regards to preventing the spread of the virus.

4.2.3. screening of all employees and visitors.

4.2.4. retain visitor information i.e. names, mobile number, email and address.

- 4.2.4. identify & protect track of all employees who may be at risk.
- 4.2.5. ensure that all managers are provided with adequate information on identification and handling of employees requiring assistance
- 4.2.6. ensure the safe keeping of confidential records in respect of interviews and referrals.

The Department Heads will deal with all issues with full confidentiality and in line with legislative.

### **4.3. Employee responsibilities**

- 4.3.1. Employees are responsible for their personal wellness and hygiene.
- 4.3.2. Make use of all the supplied sanitizer, soaps, tissues and disposal bins as provided.
- 4.3.3. Ensure that the correct PPE is worn and maintained correctly.
- 4.3.4. Employees must adhere to policies and procedures related to the virus.
- 4.3.5. Attend awareness programs and training sessions.
- 4.3.6. To recognise when they need assistance and to seek appropriate help, be it within or outside of the organisation.
- 4.3.7. Employees with acute respiratory illness symptoms are advised to stay home until they are cleared for work by a registered medical practitioner. A valid medical certificate must be submitted in order for the employee to be entitled to sick leave as per the company's leave policy.

To qualify for Special Leave for COVID-19 related treatment, the employee must contact the Department of Health Hotline on **0800 029 999** and follow the specific instructions given by the authorities.

### **5. Engineering Controls**

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying solely on Staff behaviour and can be the most cost-effective solution to implement.

Engineering controls for COVID-19 may include:

- 5.1 Increasing ventilation rates in the work environment.
- 5.2 Installing physical barriers such as face shields or screens.

### **6. Administrative Controls**

Administrative controls require action by the employee and employer.

Administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

- 6.1 Encouraging sick Staff to stay at home.
- 6.2 Minimizing contact among Staff, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, etc.
- 6.3 Minimizing the number of Staff on site at any given time e.g. rotation or shift work and ensure that social distancing requirements are adhered to within and on the premises of PKF.

General density of interaction (inside and outside workspace) to be maintained:

**High Risk** - < 2m<sup>2</sup> per person; **Medium Risk** - 2-6m<sup>2</sup> per person; **Low Risk** - >6m<sup>2</sup> per person

6.4 Splitting of tea and lunch breaks into smaller groups (1/3 of the capacity of canteens)

6.5 Discontinuing nonessential local and international travel.

6.6 Providing Staff with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).

6.7 Training Staff who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all Staff.

## **7. Safe Work Practices**

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

7.1 Providing resources and a work environment that promotes personal hygiene, for example: no-touch refuse bins, hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable towels for Staff to clean their hands and their work surfaces.

7.2 Requiring regular hand washing or using of alcohol-based hand rubs.

7.3 Staff should always wash hands when they are visibly soiled and after removing any PPE.

7.4 Display hand washing signs in restrooms/ change rooms.

7.5 Frequent disinfection of workstations, door handles, all communal surfaces i.e. telephones, desks, kitchen/ eating areas, portable electrical equipment and tools. Cleaning must be conducted before each shift.

7.6 Disposable towels for Staff to clean their hands and their work surfaces.

7.7 The entrances will be cleaned regular, and every employee will be handed hand sanitizer as they enter the building.

7.8 The employer will also take every Staff temperature before they enter the premises. If anyone shows signs of a temperature above 37.3° Celcius, they will be asked to return home. The testing will be conducted using an infrared thermometer or other suitable similar device that will allow for accurate readings without touching the skin.

7.9 No-touch refuse bins for the disposal of tissues and disposable hand towels.

## **8. Personal Protective Equipment (PPE)**

While engineering and administrative controls are considered more effective in minimizing exposure to COVID -19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE includes - gloves, face shields, face masks, and respiratory protection, when appropriate. Updated risk assessments for Staff, and information on PPE effectiveness in preventing the spread of COVID-19. Employers are obligated to provide their Staff with PPE needed to keep them safe while performing their duties.



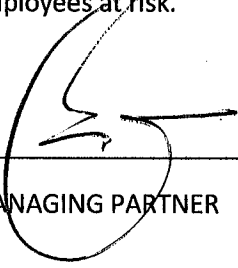
All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted (e.g., respirators, shields or face masks).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of yourself, others or the environment.

**9. Disciplinary**

Failure to comply with these guidelines will result in disciplinary procedures such as verbal and written warnings, through to dismissal.

If the company has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work during the day, the employer will request the employee to leave the workplace and seek medical treatment and or testing immediately. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees at risk.



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MANAGING PARTNER

28 April 2020

DATE