



WORKPLACE PLAN: ARABELLA COUNTRY ESTATE HOA (26 May 2020)
Approved by the Covid Core Group on behalf of the Board on 26 May 2020

Background

Regulation Gazette No. 10177 REPUBLIC OF SOUTH AFRICA Vol. 658 29 April 2020 No. 43258
REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, 2002 and
Government notices DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION NO. R. 535 14 MAY 2020
R. 535 Disaster Management Act (57/2002): Directions Regarding e-Commerce Sales during Alert Level 4 of the
COVID-19 National State of Disaster 433213, and COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN
WORKPLACES COVID-19 (C19 OHS) 2020, have reference.

Directions in respect of hygienic workplace conditions

For the purposes of OHS in the workplaces to which this applies, the identifiable hazard relating to COVID-19, is that workers face is the transmission by an infected person to workers in the workplace. In workplaces to which the public has access, the hazard includes transmission of the virus by members of the public. Each situation requires special measures to be implemented by employers.

ARABELLA HOA PLAN

1. The Estate never closed completely as the Maintenance and Security Service providers' staff kept on working. Security mans the Estate 24 hours a day whilst Maintenance and Landscaping plus a cleaner mainly operate between 07:00 and 16:00. Three Office staff members work from 08:00 to 16:30. We will fully open on the first day of Level 3. Hotel and Golf club/STM staff could also join in level 3 or later, but does not fall under the HOA's jurisdiction.

2. Two thirds of HOA and Service Provider staff are on site. The remaining 15 will all start on Day 1 of Level 3. They are:

- Estate manager and P/A
- Cleaner(STM)
- 12 x Landscaping staff(STM)

3. The steps taken to get the workplace COVID -19 ready:

- Initial Risk determined on 24 March 2020 and included in the Estate Risk Register (Annexure A1).
- Distributed "Specialised health risk assessment for workplaces to assess the potential risk of exposure to SARS-CoV-2 virus and control measures at all workplaces." to all Service Providers for own compliance as well as Hotel/Golf and STM for information(Annexure A2).
- Risk Assessment done based on "Specialised health risk assessment for workplaces" (Annexure A3). Please note that due to the Lockdown, a competent person in terms of the relevant SAQA Unit Standards 244287 and 120330, may be commissioned to do this later.
- Riaan de Lange has been designated the COVID-19 compliance officer who will oversee the implementation of the plan and adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace. He will address employee or workplace representative concerns and to keep them informed and, in any workplace in which an 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.
- Workshop area has been deep cleaned already.
- Additional face masks bought and available at Control room for re-selling.
- On 27 May 2020, the workplace would have been properly sanitised by an expert company and a certificate issued. Areas covered:
 - Main gate 2.5 x 5.5
 - Turnstiles 4.5 x 5.5
 - Control room 4.7 x 5.5
 - HOA office + toilets 7.5 x 22.5

- HOD offices 4.7 x 22.2
- William/Henk's office 3 x 6
- Henk's workshop 3.5 x 6
- Chemical store 4.7 x 6
- Hazard store 6 x 6
- HOA open area under roof 8 x 6
- HOD open area under roof 4.7 x 12
- Waterworks 6 x 12

4. Only our Accountant will be required to work from home in Level 3, based on her age and medical condition.

5. Arrangements for HOA staff and Service Providers in the establishment:

(a) Sanitary and social distancing measures and facilities at the entrance and exit to the Workplace are as follows:

- Regular cleaning of Biometric readers with alcohol sanitisers and swabs plus sanitizer dispenser available at turnstyle. Hand sanitizer will be one that has at least 70% alcohol content.
- Washbasin with water, soap dispenser and paper towels available at the turnstyle.
- Keep minimum 1,5m from any other person. Marked spacing on paving at entrance and exit as well as at control room has been applied.
- All persons to wear a cloth face mask. Employers are responsible to supply every employee with at least two cloth face masks and ensure they understand how to use it effectively.
- Initial Covid 19 "Toolbox Talks" will be required on arrival.

(b) Screening facilities and systems;

- The HOA have acquired mobile temperature scanners for use at the turnstyle.
- Every Employer (Service Provider and Contractor) are to ensure that their Employees are screened and not allow any person with symptoms onto the Estate. They must keep a register of their screening records and submit this to the HOA weekly.
- Every domestic/gardener entering at the turnstyle, will be screened by the HOA on behalf of our home owners (Employers). HOA will notify Employers if there are any concerns regarding the measured temperature. They will have to deal with their Employees accordingly and in line with Covid prescriptions.
- No screening will be performed at the boom entrance.

(c) Attendance -record system and infrastructure:

- All HOA staff, Service Providers and contractors are registered on our Biometric system, tracking time in/out.
- All HOA staff will complete a COVID-19 Self-Declaration for entry into the workplace daily (Annexure B).
- It is advised that all Service Providers and contractors complete Annexure B for their employees and keep on record.

(d) Work -areas:

- Transport. The published regulations to be followed. No other staff except iMvula staff allowed in their designated taxi's. Cleared and implemented with taxi operators. Maximum of 2 persons allowed in Driver's seat area. All to wear masks.
- Main gate, control room and turnstile. Service Provider staff to wear masks and gloves. Keep min 1.5m from another person. Regular cleaning/sanitizing
- Kitchen area. STM staff member to wear mask and gloves. Only one person at a time allowed in. Regular cleaning/sanitizing
- Refuse area, Sewerage works, Water works. Service Provider staff to wear masks and gloves. Keep min 1.5m from another person. Regular cleaning/sanitizing. Out of bounds for all other personnel.
- Offices. HOA Staff member wears a cloth face mask. Maximum two persons at a time allowed in. Regular cleaning/sanitizing.

(e) Designated area where the public including home owners are served.

- At the booms. Service Provider staff wears face masks and gloves. Regular cleaning of Biometric readers with alcohol sanitisers and swabs available. No touch system implemented via cell phone App. Regular cleaning/sanitizing of gate house and systems. Keep min 1,5m from another person.
- Control room. Service Provider staff wears face masks and gloves. Service via a hatch. Keep min 1,5m from another person. Regular cleaning/sanitizing.
- Office. HOA Staff wear face masks. Sanitizer dispenser available. Keep min 1,5m from another person. Regular cleaning/sanitizing(sanitize their hands between each interaction with public).

(f) Canteen and bathroom facilities;

- Standard hygiene practices in bathrooms/canteens including regular cleaning/sanitizing.
- Additional sanitizer dispensers installed.
- Social distancing measures in canteen. Less chairs and managers to supervise. Chair positions marked.
- Social distancing measures in bathrooms. Security to control access per numbers allowed.

6. Arrangements for customers or members of the public

All persons to wear a face mask. Sanitation and social distancing measures as per par.5 b and e. Marked spacing on paving at control room.