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|  | Approved By:<br>B. Varcoe | Quality & Food Safety<br>Management System Manual | Review Date:<br>July 2020 | <b>BFS-OHS-POL-C19</b><br>Document Ref: |
|  | Author:<br>J. Russill     | COVID-19 POLICY<br>Revision No: 2.0               | Issue Date:<br>May 2020   | Page - 1 - of 5                         |

**OBJECTIVE & SCOPE:**

Food distribution staff are essential in keeping South African food supply chains operational. Due to the nature of the work, many workers cannot work from home and must continue to interact with their colleagues, suppliers, and customers.

Employee’s and other persons near to one another increases the risk of exposure to COVID-19. Famous Fresh must do everything reasonably practicable to practice social distancing and keep these employees at a physical distance of at least 1.5 metres apart.

The **Branch General Manager** is required to implement control measures to minimise the spread of COVID-19 and ensure that all other measures to address work health and safety risks continue to be implemented. This is the case even if implementing control measures result in delays or disruption to the work. The policy below outlines the COVID-19 requirements and necessary controls as stipulated by the Department of Labour – Occupational Health & Safety Measures in Workplaces (C19 OHS) 2020.

**Definitions:**

- **“COVID-19”** means Coronavirus Disease 2019
- **“employee”** means any person who works in an employer’s workplace including an employee or the employer or contractor, a self-employed person or volunteer.
- **“workplace”** means any premises or place where a person performs work
- **“virus”** means SARS-CoV-2 / COVID 19 virus
- **“Quarantine”** Quarantine is for people or groups who do not have symptoms but were exposed to the sickness. A quarantine keeps them away from others, so they do not unknowingly infect anyone.
- **“Isolation”** isolation serves the same purpose as quarantine, it is reserved for those who are already sick. It keeps infected people away from healthy people to prevent the sickness from spreading.
- **“Visitor”** means any person other than the employee or the employer


**COVID-19 REQUIREMENTS:**

**1. ADMINISTRATIVE MEASURES:**

A detailed COVID-19 Risk Assessment has been completed together with input from the Health & Safety Committee representatives in each Famous Fresh operation nationally. A detailed COVID-19 Response Plan has been developed to ensure that all risk controls are addressed and correctly implemented in the Famous Fresh operations.

The **Branch General Manager** has been appointed as the COVID-19 Manager for the site that they are assigned responsibility.

The **Branch General Manager** will assign an employee as a COVID-19 Compliance Officer to ensure that all requirements of the policy and response plan and all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.

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## 2. SOCIAL DISTANCING MEASURES

In terms of the Occupational Health & Safety Act, Famous Fresh is required to arrange the workplace to ensure minimal contact between employees as far a practical.

All employees must keep a **minimum distance of one and a half (1 ½) meters** between each other while working. This distance must be kept in all areas of the business – in the warehouse while receiving, packing, picking, and loading stock. In the office areas where people who cannot work from home are required to report for duty.

As a result of this requirement the **Branch General Manager** will reduce the number of employees present in the workplace at any time to assist in achieving these social distancing requirements. Your line manager will advise you of any amendments to your working hours and shift duties.

- It will be necessary to separate employees into 2 or 3 teams to minimise concentration of employees in the workplace at any one time.
- Office employee's namely tellesellers, administration staff in both office and warehouse facilities must be physically separated to allow the minimum social distancing between the workstations. E.g. If there is a cluster of 4 desks only 2 employees positioned diagonally opposite or alongside each other may be allowed at any time.
- In the Famous Fresh retail outlet facilities all cashier points will have a Perspex screen installed to separate the employee from members of the public.
- Social distancing floor demarcation will be done at the entrance to our properties, entrance to our warehouses, entrance to our retail shops, in checkout aisles to ensure that our employees and members of the public maintain the required physical distance between one another


Particular attention must be paid to keeping this distance between all employees when entering the premises, warehouse facility, in the staff canteen, the warm-up room and in the staff changeroom.

## 3. COVID-19 SYMPTOM SCREENING

All employees will be required to have their temperature monitored daily on arrival at their place of work.

It is required that a Famous Fresh employee is relocated to the entrance of the facility where they will be responsible for monitoring all employees and visitors entering the premises as follows:

- All persons entering the Famous Fresh premises will be required to wear a mask on entry (either cloth reusable or disposable surgical mask)
- No persons will be allowed access to the premises without a mask.
- The employee's and visitor's temperature will be monitored using a non-contact infra-red thermometer.
- All temperature readings will be recorded by the responsible employee on the Worktrainer COVID-19 Daily Health Checker
- Employees will also undergo a health questionnaire which will include the following questions:
  - Do you have any body aches?
  - Do you have any Fever / Chills?
  - Do you have a Sore throat?
  - Are you battling with Shortness of breath?
  - Do you have a Cough?
  - Do you have Red Eyes?

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- Any employee or visitor who has a temperature reading of >37.5 degrees Celsius will not be allowed to enter the facility.
- Should an employee or visitor report any of the abovementioned symptoms they will immediately be provided with a surgical mask and referred to the designated staff at the workplace so that arrangements can be made for COVID-19 testing at the closest testing centre.
- All employee's and visitors tested will receive a date stamped, adhesive "Health Screened" sticker, that they are required to wear on their outer clothing for the duration of their shift and time spent at the Famous Fresh facility. This sticker will clearly indicate that the employee/ visitor has successfully been assessed on entry to the facility and has undergone the required health screening.
- Appropriate signage will be installed at the entrance of all facilities advising employees and visitors of the required entry procedures to be followed.

#### 4. EMPLOYEE DIAGNOSED WITH COVID-19:

If an employee has been diagnosed with COVID-19, **Branch General Manager** to advise Jane Russill and Brent Varcoe immediately. Jane Russill will on behalf of the branch inform the Department of Health and the Department of Employment and Labour.

The report may be made to the COVID-19 Hotline – 0800 02 9999.

The **Branch General Manager** in consultation with Jane Russill must investigate the causes including any control failure and review the COVID-19 Risk Assessment to ensure that the necessary controls and PPE requirements are in place in the workplace.

The **Branch General Manager** in conjunction with Jane Russill must give administrative support to any contact-tracing measures implemented by the Department of health.


All cases must be registered on the COVID-19 Contact Register on Worktrainer, the employee's health status and leave status and all other information must be updated daily by the **Branch General Manager**.

If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, the **Branch General Manager** may allow the employee to return to work on the following conditions:

- The employee has completed the mandatory **10** days of self-isolation;
- The employee has undergone a medical evaluation confirming fitness to work if the employer had moderate or severe illness;
- The **Branch General Manager** ensures that personal hygiene, wearing of masks, social distancing and cough etiquette is strictly adhered to by the employee;
- The **Branch General Manager** ensures that the employee is closely monitored for symptoms on return to work and;
- The employee wears a surgical mask for 21 days from the date of diagnosis.

The employee medical evaluation / certificate of fitness must be sent to Jane Russill, in order that the employee can be authorised to return to work.

If an employee has been in contact in the workplace with another employee who has been diagnosed with COVID-19; the **Branch General Manager** must assess the employee's exposure in accordance with the Department of Health's guidelines to ascertain whether the exposure carries a high or low risk of transmission between the employees.

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If there is low risk of exposure, the Branch General Manager –

- May permit the employee to continue working using a cloth mask, complying with the standard precautions; and
- Must monitor the employee's symptoms for **10** days from the first contact

If there is a high risk of exposure, the Branch General Manager –

- The employee must remain in quarantine for **10** days: and
- The Branch General Manager must place the employee on sick leave in accordance with Section 22 of the basic Condition of Employment.

#### 5. HAND WASHING AND SANITISING:

- The **Branch General Manager** will provide adequate facilities for washing of hands with soap and clean water.
- **Branch General Manager** will supply alcohol based sanitising solutions in the workplace for use between hand washing.
- Only paper towels and hot air dryers will be provided to dry hands after washing.
- All employees are required to regularly wash and sanitise their hands while at work.
- All drivers and van assistants are required to sanitise their hands with alcohol-based sanitiser before delivering stock and after the delivery is completed.


#### 6. WORKPLACE SANITISATION AND HYGIENE:

- All work surfaces and equipment will be disinfected before work begins, regularly during working period and after work ends.
- This will include all handling equipment, pallet jacks, goods trolleys, and vehicle cabs.
- All areas such as toilets, common/pause areas, door handles, shared electronic equipment (computer stations, mouse control, printers) will be regularly cleaned and disinfected.
- All employees will be required to sanitise their hands thoroughly before using the biometric attendance system.
- All employees that are desk based will be provided with liquid alcohol based sanitiser and paper towels to allow employees to sanitise their own workstations, including desks, telephones, computer key boards, desk chair armrests before starting work and at the end of their work day.

#### 7. CLOTH MASKS:

The main benefit of all employees wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with the infection and transmitted to others and surfaces that others may touch. Since some persons with the virus may not have symptoms or may not know that they have it, the Department of health requires that all persons wear a reusable cloth mask when in a public place.

- The **Branch General Manager** will supply all employees, free of charge, with a minimum of two (2) cloth masks, for the employee to wear while at work and while travelling to and from work.
- All employees will be required to wear masks in the workplace.
- The **Branch General Manager** will ensure that all employees are informed, instructed, and trained as to the correct use of the cloth masks.
- All visitors to our site to wear masks or denied entry.

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#### 8. RETAIL SHOPS AND FAMOUS FRESH HOME DELIVERY SERVICES:

The **Branch General Manager** is responsible for protecting employees from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to the virus through interaction with Famous Fresh employees or other persons present in the workplace.

- Social distancing between employees and members of the public to be maintained. A minimum distance of 1.5m to be always maintained between employee and member of public.
- Employees working in the Famous Fresh retail outlets will be supplied with face shields and cloth masks.
- The **Branch General Manager** will install protective Perspex screen shield at all cashier stations to create a physical barrier between the employee and the customer.
- Social distancing floor demarcation will be done in checkout aisles to ensure that members of the public maintain the required physical distance between one another.
- The **Branch General Manager** will display notices advising persons other than employees entering the workplace of the precautions to be observed while in the workplace.
- The **Branch General Manager** will require members of the public, including supplier representative, and customers wear masks when entering the Famous Fresh premises or when engaging with Famous Fresh delivery staff.
- The **Branch General Manager** will provide hand sanitiser for use by the public at the entrance of the retail shop.
- All members of the public will be required to undergo health screening checks and temperature monitoring on entry to the Famous Fresh premises.


#### 9. VENTILATION:

- The **Branch General Manager** will keep the workplace well ventilated by natural and/or mechanical means to reduce the COVID-19 viral load.
- The **Branch General Manager** will contract with suitable service providers to have all air ventilation system filters cleaned and serviced at regular intervals, as advised by the supplier of the equipment.
- As a minimum air ventilation system filters will be cleaned and serviced monthly.

#### REVISION HISTORY:

| Revision Date | Previous Rev. No. | Brief Details of Changes                | Updated Rev. No. |
|---------------|-------------------|---|------------------|
| 9 June 2020   | Rev0.0            | Update in terms of Directive No. R.639  | Rev 1.0          |
| 22 July 2020  | Rev 1.0           | Update in terms of Department of Health | Rev 2.0          |

**CONTROLLED DOCUMENT**

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recommendation for isolation period (17.7.2020)

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