



Dear Colleagues

It has been two weeks since we provided a statistical update of the SARS-COV-2 pandemic statistics at the CDC, and this correspondence is therefore meant to provide a statistical update-to-date.

It is important to highlight at the outset that the CDC's response to each confirmed corona virus case is consistent with the approved CDC's COVID -19 Protocol available on the CDC Website-COVID-19 Portal (<http://www.coega.com/DocumentList.aspx?cmd=browse&objID=80&catID=2065>). The Protocol clearly articulates that deep cleaning and disinfection of the premises will be done including all areas where the employee's movement has been traced. Furthermore, a list of contacts of the affected individuals are traced and referred accordingly to the CDC Wellness Centre for consultation and further referral as advised by the CDC's Occupational Medicine Practitioner (OMP), Dr MT Jarana. If referred for testing by Dr MT Jarana or a private Physician, staff are urged to work from home pending the test results and only return to work if they have tested negative and/or after they have completed the quarantine or isolation period, and have been cleared by the CDC OMP as being fit for duty.

Below is a depiction of the current number of COVID-19 cases at the CDC (As at 25 June 2020):

No. of COVID-19 cases – 25/06

Office Location	No. of Confirmed Cases	Recoveries	No. of Close Contacts	No. in Quarantine	No in Isolation	No. of Deaths
Mthatha	2	2	7	0	0	0
HCS	4	1	24	2	0	1
CT	1	1	1	0	0	0
Head Office	5	1	6	1	4	0

In order to curb the spread of an infection at the workplace, you are reminded of the following safety rules:

- 1) When responding to the screening questionnaire, to please do so honestly;
- 2) Not to visit each other's offices and share spaces unnecessarily including when having lunch;
- 3) All meetings to be conducted virtually, and when essential to have face to face engagements, the number of people be limited to a maximum of 10 people in an enclosed space;
- 4) To maintain a physical distance of 1,5 to 2m when interacting;
- 5) To always wear your face mask when moving around the office and communicating with others to curb the spread of respiratory droplets;
- 6) To ensure frequent sanitisation of hands after touching objects including paper that has been passed on to you by someone else;
- 7) To avoid the use of lifts as it will be difficult to conduct close contact tracing should there be a confirmed case within the building;
- 8) When using the stairs, do not touch the rails so as to avoid contamination with the virus should you touch your face afterwards;
- 9) Remember to utilise your full PPE at all times as required by your function so as to lessen the risk of infection to yourself and others that you may come into contact with;
- 10) Ensure frequent washing of hands as much as possible when without a sanitiser;
- 11) To consult your doctor and **Not come** to the office when feeling unwell to avoid spreading your symptoms to others;
- 12) Sanitise or Wipe your laptop and all other working devices with a damp cloth frequently;
- 13) Read the visible signage that is placed on the foyer of each floor to remind yourself of the do's and don'ts' s for your continued health and safety; and
- 14) To tag for access when moving between the various floors for traceability in the eventuality of case tracking;

In the interest of employee health and safety, and sustainable operational continuity, the above measures are vital to ensure that the organisation effectively manages the risk of a hotspot emerging in the organisation. Furthermore, the efficacy of the operational plan is a shared responsibility among all of us, and we therefore appeal to you to adhere to the above discipline by ensuring that your behaviour and actions are not putting others at risk.

Let us continue to keep safe, and courageous with the full belief that we have the power and resolve to defeat the sting of this virus.

For more information on CDC's Protocols on COVID-19, please visit COVID-19 Online Portal: <http://www.coega.co.za/DocumentList.aspx?cmd=browse&objID=80&catID=2065>. We welcome your suggestion on the CDC's anonymous online suggestion box: <http://intranet/Electronicsuggestionbox.asp>.

Kind regards,

COVID-19 Task team