



Dear Colleagues

Several concerns have been raised regarding the apparent disregard and neglect of infection and prevention control measures in the workplace. This has been witnessed from some staff members who are not adhering to the applicable protocols notwithstanding that they have been appropriately and transparently communicated to all in the organisation. This email is therefore meant to remind all of us of the following rules when at the office:

- 1) Not to visit each other's offices and share spaces unnecessarily and when having lunch;
- 2) 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;
- 3) To maintain a physical distance of 1,5 to 2m when interacting;
- 4) To always wear your face mask when moving around the office and communicating with others to curb the spread of respiratory droplets;
- 5) To ensure frequent sanitisation of hands after touching objects including paper that has been passed on to you by someone else;
- 6) 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;
- 7) When using the stairs, do not touch the rails so as to avoid contamination with the virus should you touch your face afterwards;
- 8) 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;
- 9) Ensure frequent washing of hands as much as possible when without a sanitiser;
- 10) To consult your doctor and **Not come** to the office when feeling unwell to avoid spreading your symptoms to others;
- 11) When responding to the screening questionnaire, to please do so honestly;
- 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't's for your continued health and safety;
- 14) To tag for access when moving between the various floors for traceability in the eventuality of case tracking; and
- 15) **Remember to laugh a lot, it is good for your mental health, alleviation of anxiety and stress management.**

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 actions and behaviour are not putting others at risk.

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