



Dear Colleagues

It is the organisations' resolve to communicate and update staff on the measures being effected by the CDC in relation to COVID-19 and related matters. This correspondence flows from the mobile communication (SMS) sent to Head Office staff yesterday, 07th June, regarding a confirmed COVID-19 case at the Coega Business Centre (CDC Head Office). This not being the first confirmed case at the CDC, it is therefore deemed essential to update all staff on the COVID19 statistics in the organisation to date.

In the correspondence we had indicated that we will inform staff on the process to be followed in response to confirmed CDC COVID-19 cases in accordance with the approved protocols, and consistent to what has been done with previously confirmed cases. In line with the approved protocols, the CDC has undertaken deep cleaning and disinfection of the premises from today till 9 June 2020. Furthermore, a list of contacts of the affected individuals were 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. Consequently, staff have been urged to work from home and only return to work on 10 June 2020.

Furthermore, in accordance with the core CDC values of transparency and integrity, it was felt important to share with staff the statistics of confirmed COVID19 cases to date across the organisation, recoveries and progress realised in response to all the cases. Outlined below is a snapshot of the number of COVID-19 cases at the CDC:

No. of COVID-19 cases

Office Location	No. of Confirmed Cases	Recoveries	No. of Close Contacts	No. in Quarantine	No in Isolation
Mthatha	2	1	7	1	0
HCS	2	0	24	14	8
CT	1	0	1	1	1
Head Office	1	0	14	8	5

We would further like to bring to the attention of CDC employees, the protocols that have been agreed upon and communicated previously. Furthermore, the attached document contains the applicable Protocols to be followed when visiting the Clinic for any form of Consultation required. The objective of the Protocol is to minimise the occupational spread of COVID19 at the CDC and the Wellness Centre to ensure sustainable business continuity. Please, adhere to the Protocol when visiting the Wellness Centre as you will not be serviced efficiently if you are non-adherent.

The CDC through the COVID-19 Task Team provided operational guidance to the organisation and continues to do so during the various lockdown Alert Levels. The following are some of the protocols and measures which have been put in place through the task team:

- Extend the CDC's Health and Safety Wellness Clinic services to include the testing for the pandemic by qualified Physicians;
- Compulsory screening at all entry points using hand-held devices and measuring temperature using non-touch forehead temperature Thermometer scanner;
- Stringent security measures at access points in the SEZ, which include checking driver and vehicle license verifications, required permits as per the published regulations, and screening process;
- Signage and information material for COVID-19 posted in the CDC foyers, on all floors and entrances, all boardrooms, and posted on dedicated COVID-19 online portal to create awareness: <http://www.coega.co.za/DocumentList.aspx?cmd=browse&objID=80&catID=2065>
- Confirmation of Safety Health Environment (SHE) representatives throughout the organization to monitor the implementation of COVID-19 protocols and ensure compliance with the published regulations;
- Frequent cleaning of common areas (lifts, door handles, lavatories, and other facilities);
- Sanitizers are made available at all CDC's entry points, boardrooms, ablution facilities, reception areas, etc.); and
- Amongst other mechanisms of ensuring a safe working environment is the use of PPE. The CDC has provided PPEs to staff and is complying with keeping physical distancing from each other when at the office, which includes non-sharing of work-spaces, amongst others.

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