



COVID-19 POLICY

PURPOSE:

The purpose of this policy is to ensure a safe working and learning environment at Thandeka Vocational Education Trust (Pty) Ltd (TVET SA) for all employees, learners, suppliers and service providers and to stop/reduce the spread of COVID-19. Section 8 of the Occupational Health and Safety Act (OHSA), 1993 requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees and learners. Similarly, the OHSA also imposes a duty on employees and learners to take reasonable care for their own health and safety and that of their fellow employees and learners.

SCOPE:

At this stage, the COVID-19 Pandemic is ever-changing, and more information is being provided by authorities regularly. This policy applies to all TVET SA employees, learners, suppliers, service providers, etc. (hereafter referred to as "All Parties") unless otherwise specified in writing.

1. How does COVID-19 spread?

COVID-19 primarily spreads between people through close contact and via aerosols and respiratory droplets that are exhaled when talking, breathing, or otherwise exhaling, as well as those produced from coughs or sneezes

2. Most common symptoms of COVID-19 (may vary from person to person)

- Fever
- Cough
- Loss of taste or smell
- Fatigue
- Sore throat
- Diarrhoea
- Headaches
- Flu-like symptoms

3. What to do if you develop symptoms

People who contract COVID-19 may take up to 14 days to show symptoms.

Employees and learners who have symptoms of acute respiratory illness should be tested and seek medical treatment and diagnosis as soon as possible.

Employees and learners with acute respiratory illness symptoms should stay at home until they are cleared for work by a registered medical practitioner or receive a negative COVID test. It is important to note for an employee to qualify for sick leave, a valid medical certificate booking them off is required.

Employees and learners should notify their manager and stay home if they are sick and have been booked off. All employees and learners should follow TVET SA's sick leave policy in such situations.

4. Process if a person shows symptoms while at TVET SA

- Move the employee or learner to an isolated area.
- A designated staff member will discuss the process for testing as stipulated by the National Department of Health and the employee or learner will be required to leave the premises and seek medical treatment and or testing immediately. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees and learners at risk.

5. Self-isolation

If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform Management and will be required to self-isolate. TVET SA will apply the following policies:

- If you can work from home during this period and it is possible in your position, then there is no requirement to submit a leave request. You are, however, required to report daily to your line manager.
- Should you become sick during this period, the normal sick leave policy will apply.
- If you are self-isolating, not sick, but unable to work from home, you will be required to take annual leave. Where no annual is available, unpaid leave will be taken.

6. Hygiene in the workplace

- All visitors and employees and learners entering TVET SA's offices must sanitize their hands on entering the premises.
- Cover your cough or sneeze with a tissue, dispose of the tissue in the relevant waste bin.
- Clean and disinfect frequently touched objects and surfaces, including workstations, using specified disinfectants or wipe as supplied.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.
- Where soap and water are not readily available, regularly use an alcohol-based hand sanitizer with at least a 70% alcohol content.
- AVOID handshakes.
- Avoid touching your mask and your face.

7. Wearing face masks

All Parties must wear a face mask that covers both their mouth and their nose while on the College premises.

8. Seminars and Conferences

No employee may attend external seminars, or conferences unless approved by the Managing Director.

9. COVID-19 Vaccinations

The benefits of vaccination against COVID-19 have been scientifically proven – people who are vaccinated are three times less likely to infect others, are exponentially less likely to become

extremely ill themselves, and reduce the likelihood of the development of further strains and variants of the virus.

TVET employees are in direct contact with the public and are therefore at high risk of contracting and/or transmitting COVID-19. Due to the risk element, TVET believes being fully vaccinated has become an inherent requirement of the job.

As such, for the health and safety of All Parties on TVET premises, TVET has decided to mandate vaccinations for everyone who requires access to the College premises.

From 1 January 2022, any person on the College premises (attending classes, working, making deliveries or participating in any activity requiring them to enter the building) must be fully vaccinated and must provide TVET with proof of vaccination, such as a vaccination certificate.

This mandatory vaccination policy has become necessary for the operational requirements of the College and All Parties are expected to comply.

Any students not vaccinated will be required to participate via Microsoft Teams and will not be permitted to take part in in-person learning.

10. Consequence of breach

If any applicable person breaches this policy, the necessary disciplinary action will be taken. It is important to note that TVET SA's sick leave policy will not be adjusted or become flexible during the outbreak of COVID-19. The normal sick leave policy in line with the BCEA [No. 75 of 1997] will still apply.

TVET SA will continue to monitor the situation in South Africa and this policy may be updated according to the ongoing spread of the virus.

It is the employee's and learner's responsibility to contact management should he/she have any queries.