

## COVID-19 SPECIFICATION

Ref	Specification The contractor MUST put in place, the following Measures	Reference:	DEL Covid-19 Directive Section
1	<p>Awareness and training programs on the COVID-19 virus</p> <ul style="list-style-type: none"> <li>Information on the Nature of the COVID-19 virus</li> <li>Symptoms of COVID-19 virus</li> <li>How COVID-19 virus spreads</li> <li>How COVID-19 virus could affect the workplace and relevant policies, such as sick leave and family responsibility leave.</li> <li>Steps all employees/management/employers can take to reduce workers risk of exposure to the COVID-19 virus</li> </ul>	16.9	<p>16.9 It must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms.</p> <p>16.3 It must notify all workers of the contents of this Directive and the manner in which it intends to implement it.</p>
2	<p>COVID-19 Risk Assessments Conducted and Control Measures implementation plan in place. This includes:</p> <p>Engineering Controls</p> <p>Administrative Controls</p> <p>Personal Protective Equipment (PPE)</p>	7 16.1 16.2	<p>16.1 It must undertake a risk assessment to give effect to the minimum measures required by this Directive taking into account the specific circumstances of the workplace.</p> <p>16.2 If the employer employs more than 500 employees, that employer must submit a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of OHSA to- <b>16.2.1</b> Its health and safety committee established in terms of section 19 of OHSA; and <b>16.2.2 The Department of Employment and Labour.</b></p>
3	<p>The project safe work method statements (SWMS) include COVID-19 Virus Risk Controls. This Must take into account all activities, including:</p> <p>Construction activities and work equipment used (within the construction site and remote work)</p> <p>Office work (Within the construction site camp and remotely)</p> <p>Meetings / Events</p> <p>Engagement with other businesses and stakeholders. e.g Suppliers, Subcontractors and Specialists.</p> <p>Where workers must be accommodated closer to site; Provide a Worker Accommodation risk assessment, policy and procedures</p>	16.1	
4	<p>Defined Responsibilities for COVID-19 Management, Planning, Preparedness and Budgeting are assigned.</p>	16.5 16.6	<p>16.5 It must appoint a manager to address employee or workplace representative concerns and to keep them informed and, in any workplace in which an health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;</p>

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			16.6 It must ensure that the measures required by this Directive and its risk assessment plan are strictly complied with through monitoring and supervision.
5	Plan for Provision of all required equipment, material, PPE, engineering controls, administrative controls, training and possible screening.		
6	Put in place process for reviewing and, if necessary, updating the plan to ensure it remains up to date <b>and in line with the latest National recommendations/requirements.</b> Establish triggers and procedures for implementing parts of the plan. Clearly indicate measures currently in implementation.		
7	Include policies on Foreign and local travel. Put in place travel declaration procedures for all travel, including personal travel.		
8	Include policies on respiratory etiquette, hygienic behavior (social distancing) for employees, subcontractors, suppliers and visitors as guided by the national department of health recommendations.		
9	Sick leave policies flexible and consistent with the latest national public health guidance. Policies to include allowance for workers with ill family members and other family responsibility matters experienced due to COVID 19 outbreak and control measures imposed by the governmental.	16.4	16.4 It must notify its employees that if they are sick or have symptoms associated with the COVID-19 that they must not come to work and to take paid sick leave in terms of section 22 of the BCEA;
10	Social Distancing as per work activities. Allow a minimum space of 1,5m between workers and MORE as per activity based risk assessments.	17 18 19	<p>17. Every employer must arrange the workplace to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half metres between workers while they are working, for example, at their workstations. Depending on the circumstances of the workplace or the nature of the sector, the minimum distance may need to be longer. Reducing the number of workers present in the workplace at any time in terms of clause 16.5 may assist in achieving the required social distancing.</p> <p>18. If it is not practicable to arrange work stations to be spaced at least one and a half metres apart, the employer must- <b>18.1</b> arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between workers while they are working; or <b>18.2</b> if necessary, supply the employee free of charge with appropriate PPE based on a risk assessment of the working place.</p> <p>19. Every employer must ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the</p>

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			immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas.
11	For project activities conducted within existing establishments, The plan includes requirements for: <ul style="list-style-type: none"> <li>consulting with the appropriate person/s from the existing facilities in relation to each facility's preparedness plan</li> <li>the site participants' response to elements covered in the facility's preparedness plan, for example procedures for responding to: <ul style="list-style-type: none"> <li>an exposure/possible exposure</li> <li>Facilities Safe Methods of Works</li> <li>Facilities access control procedures</li> </ul> </li> </ul>		
12	Includes the preparedness plan testing / Drill exercise schedules		

## 2. Consultation, cooperation, and coordination

13	Outlines how the contractor will consult, cooperate and coordinate with other duty holders such as Suppliers, Specialists, Sub-Contractors.		
14	Indicate how consultation will be carried out with workers.		
15	Consultation carried out includes: <ul style="list-style-type: none"> <li>sharing of relevant information</li> <li>reasonable opportunity for workers to share their views and raise issues</li> <li>reasonable opportunity for workers to contribute to the decision-making process</li> <li>a process for taking workers' views into account</li> <li>a process for notifying workers of outcomes.</li> </ul>		
16	Outline when consultative processes will be carried out. Compliance with DEL communication requirements, particularly in the event that an employee is diagnosed with COVID-19.	16.10 16.11	16.10 If a worker has been diagnosed with COVID-19, an employer must- 16.10.1.1 inform the Department of Health and the Department of Employment and Labour; and <b>16.10.2</b> investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and <b>16.11</b> it must give administrative support to any contact-tracing measures implemented by the Department of Health.

## 3. Provision of information, training, and instruction

17	A procedure for ensuring all people at the site are informed and briefed. Including placement of Notices and Leaflets on site and all areas where employees are working.	16.9	16.9 It must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of
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			<p>regularly while at work.</p> <p><b>Where interaction with the public cannot be avoided:</b></p> <p>29.4 the workers interacting with the public are instructed to sanitize their hands between each interaction with public;</p> <p>29.5 surfaces that workers and members of the public come into contact with are routinely cleaned and disinfected.</p>
21	<p>Program of works / workplan takes into account the minimum number of workers required in each site / work area. (Staggered work hours/Rotations / Shifts)</p>	16.7	<p>16.7 It must, as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing, as contemplated in clause 17.</p>
22	<p>Hygiene and Cleaning</p> <ul style="list-style-type: none"> <li>• Training on Regular and effective hand hygiene / Provision of required material</li> <li>• Training on Coughing and sneezing etiquette/ Posters displayed/ Provision of required material</li> <li>• Implementation of Additional workplace cleaning/ Provision of required resources</li> </ul>		
23	<p>Provision of Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>• As detailed by the Task Specific risk assessments/safe work procedures</li> <li>• As detailed by the latest National Requirements</li> </ul>	31 - 35	<p><b>Cloth Masks Requirements:</b></p> <p>31.For the reasons underlying the Department of Health's requirement, every employer must – <b>31.1</b> provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the employee to wear while at work and while commuting to and from work; and <b>31.2</b> require any other worker to wear masks in the workplace.</p> <p>32.The number and replaceability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular, where these may result in the mask becoming wet or soiled.</p> <p>33.Every employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.</p> <p>34.An employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the Guidelines referred in clause</p> <p>35.The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, those categories of workers</p>

			<p>must be provided with the accredited PPE in accordance with Department of Health guidelines.</p> <p><b>Other PPE:</b> Every employer must check regularly on the websites of the National Department of Health, National Institute of Communicable Diseases and the National Institute for Occupational Health whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of a worker's duties.</p>
24	Ventilation Requirements	38	<p><b>Ventilation Requirements:</b></p> <p>Every employer must – <b>38.1</b> keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load; <b>38.2</b> where reasonably practicable, have an effective local extraction ventilation system with high-efficiency particulate air HEPA filters, which is regularly cleaned and maintained, and its vents do not feed back in through open windows; <b>38.3</b> ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.</p>
25	<p>COVID 19 Screening / Testing measures</p> <ul style="list-style-type: none"> <li>• In line with the National Department of Health guidelines and Questioner</li> <li>• Put measures in place for where testing is recommended (Arrangements for transport to the nearest testing hospital/station)</li> </ul> <p>Provision of Thermoflash Devices (Temperature readings) As detailed by the latest National Requirements</p>	21	<p>Every employer must take measures to- <b>21.1</b> screen any worker, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing); <b>21.2</b> require every worker to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and <b>21.3</b> require workers to immediately inform the employer if they experience any of the symptoms in sub-clauses 21.1 and 21.2 while at work.</p> <p>Employers must comply with any guidelines issued by the the National Department of Health in consultation with the Department in respect of – <b>22.1</b> symptom screening; and <b>22.2</b> if in addition required to do so, medical surveillance and testing.</p>
26	Arrangement for when a worker is showing symptoms of COVID-19. Arrangements must be in line with the national requirements.	23.1 – 23.5	<p>23.If a worker presents with those symptoms, or advises the employer of these symptoms, the employer must – <b>23.1</b> not permit the worker to enter the workplace or report for work; or <b>23.2</b> if the worker is already at work immediately- <b>23.2.1</b> isolate the worker, provide the worker with a <b>FFP1 surgical mask</b> and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self- isolated or for</p>

			<p>a medical examination or testing; and</p> <p><b>23.2.2</b> assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission; <b>23.3</b> ensure that the worker is tested or referred to an identified testing site; <b>23.4</b> place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act; <b>23.5</b> ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);</p>
27	<p>Arrangement for when a worker is diagnosed with COVID-19. Arrangements must be in line with the national requirements.</p>	23.6 – 24.3	<p>23.6 if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.</p> <p>24. If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:</p> <p><b>24.1</b> The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;</p> <p><b>24.2</b> the employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and <b>24.3</b> the employer closely monitors the worker for symptoms on return to work</p>
28	<p>Vulnerable employees / Workers: These are the employees aged 60 and above, plus employees with underlying chronic medical conditions as detailed by the department of health.</p> <p>Prior to placement of personnel on site, the contractor <b>MUST</b> ensure that <b>all employees, including sub-contractors employees</b> have been cleared to work by an Occupational Medical Practitioner or The worker's treating Doctor.</p> <p>Ensure Compliance with the National Department of Health Guidelines on vulnerable employees. (National Department of Health: Guidance on vulnerable employees and workplace accommodation in relation to COVID-19)</p>		

	<b>Note:</b> Compliance with the Construction Regulations Annexure 3 on pre-placement medical fitness requirements is still required.		
29	<p>Waste Management for COVID-19 Waste: Make provision for the disposal of waste generated due to the Covid-19 preventative measures implemented and ensure waste is managed as Biohazardous waste.</p> <p>Dispose of all used gloves and masks as Biohazardous waste and provide sealable bags and containers for the safe disposal.</p> <p>Provide adequate supplies of paper towels on site. At points where these towels are provided lined waste bins to be placed in order to collect all used towels and then to be disposed of in biohazardous waste.</p> <p>Wastewater at washing points, toilets, and bathrooms to be contained in a drainage system that prevent surface spills.</p> <p>If not possible, ensure wastewater is contained in sealed waste buckets and further safe removal/disposal from site.</p>		
30	<p>Ablution Facilities on Site:</p> <p>Restrict the number of people using toilet facilities at any one time. The permitted ratio is 1:15 for Flush toilets and 1:10 for Portable toilets.</p> <p>Provide Washing facilities (soap and water, paper towel), if not possible provide hand sanitizer.</p> <p>Ensure adequate cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handle.</p> <p>Provide suitable and enough rubbish bins for hand towels with regular removal and disposal be cleaned and emptied more frequently</p>		

### **For More information**

The South African government departments plus the World Health Organisation are the best source of information. Staying informed about the latest developments and recommendations is critical, since specific guidance and regulations may change. Below are several recommended websites to access the most current and up to date information.

#### **COVID-19 Information Resources:**

COVID-19 Information/Updates Resource	Platform
National Department of Health	National Department of Health Website
Corona Virus outbreak 24-Hour Hotline Number	0800 029 999
Corona Virus Messages on Whatsup	Send hi to 060 012 3456
The National Institute for Communicable Diseases (NICD)	NICD Website
Centre for Disease Control and Prevention (CDC)	CDC Website
World Health Organisation (WHO)	WHO Website