

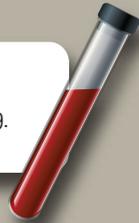
# GUIDELINES WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19



**Note:** Any employee that takes the step to test because of the clinical presentation of having symptoms(cough, fever, ) should immediately self-quarantine.

1

Employee tests positive for COVID-19.



2

Employee self-quarantines and does not present to work, but advises line-manager immediately upon getting test results.



3

Line-manager advises OD GM: HR and CE.



4

OD GM: HR with the Wellness manager or OH Doctor immediately invokes the process of contacting the Department of Health. Simultaneously, the CE reports the positive case to the GCE.



5

Department of Health Invokes a process of tracking and tracing close contacts of the employee.



6

Transnet OD reps ensure the team/site, dependant on who the employee has had contact with is shut down immediately.



7

The Department of Health will advise on testing close contacts and close contacts should immediately self-quarantine.



8

Transnet ensures site/office is decontaminated.



9

The OD also offers support to the employee who tested positive through the EAP service provider.



10

The Department of Health takes over once the employee has tested positive and Transnet will be advised accordingly.



11

The Communication on all positive cases will be managed centrally.

