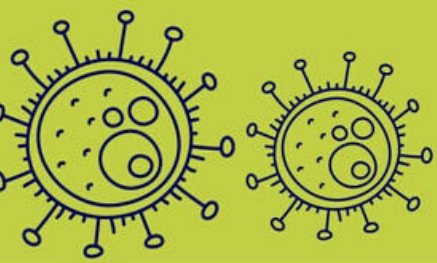


COVID -19 Awareness _____

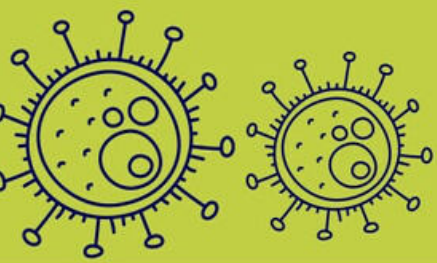
COVID-19 BOOKLET



COVID -19 Awareness

CONTENTS

- What is COVID-19?
- Symptoms
- Transmissions
- Preventative Measures
 - Hygiene
 - Social Distancing
 - Travel Social Distancing
 - Personal Protective Equipment
 - Wearing A Mask
 - Removing A Mask
- What to do when back at work
- If you get sick at home
- If you get sick at work
- Psycho-social support



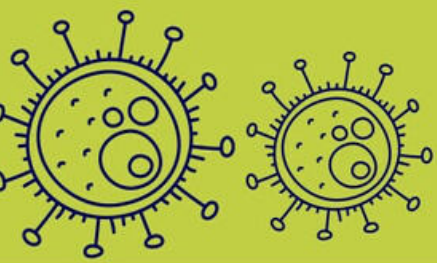
COVID -19 Awareness

WHAT IS COVID-19 ?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

TIP!

Check www.sacoronavirus.co.za for corona related information.



COVID -19 Awareness

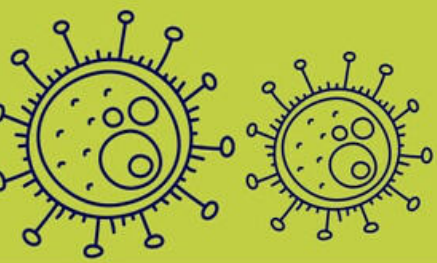
TRANSMISSION



The COVID-19 virus is transmitted from person to person through respiratory droplets of infected persons. These droplets can be transmitted through a cough or sneeze and can be passed on when in close contact or touching surfaces that contain these infected droplets.

TIP!

Make sure you are conscious of your surroundings



COVID -19 Awareness

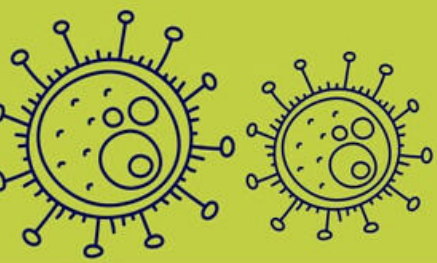


SYMPTOMS

Individuals display mild to no symptoms but can experience mild respiratory illnesses (flu-like symptoms) that are not limited to coughing, sneezing, fever or a sore throat. Other symptoms may be severe such as difficulty breathing, severe coughing, sore chest, fatigue and severe respiratory failure.

TIP!

If you have flu-like symptoms; Call the clinic



COVID -19 Awareness

HAND HYGIENE

Handwashing & Santising still remain our best defence against COVID-19. Ensure to keep your hands clean to avoid infection.

Use alcohol based sanitiser if not water and soap.



WATER AND SOAP



PALM TO PALM



BETWEEN THE FINGERS



FOCUS ON THUMBS



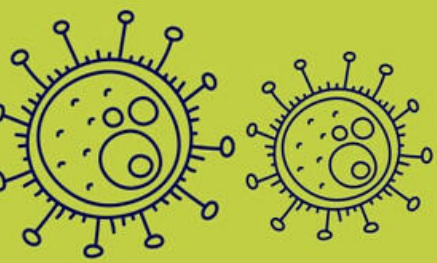
BACK OF HANDS



FOCUS ON WRISTS

TIP!

Sing 'Happy Birthday' for 20 Seconds whilst washing your hands



COVID -19 Awareness

SOCIAL DISTANCING



Eating Area - Eat at your desk to avoid crowds. Maintain social distancing if you have to use shared eating area.

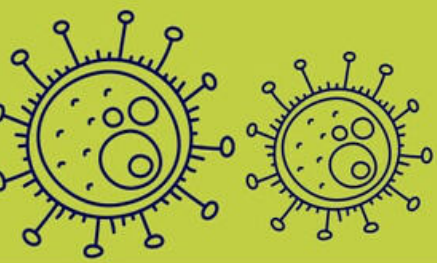
Clinic - Call the clinic to notify them when you need to be seen as the clinic will only allow 1 person at a time.

Smoke Pens - Only 2 people allowed at smoke pens at a time.

Working Areas - Workers must maintain distance during all tasks both in process & non process areas. Distance must be considered in all work method statements TRA & LMRA.

TIP!

**Social distancing & physical contact must be minimised.
Maintain a 2 Metre distance at all times**



COVID -19 Awareness

TRAVEL SOCIAL DISTANCE

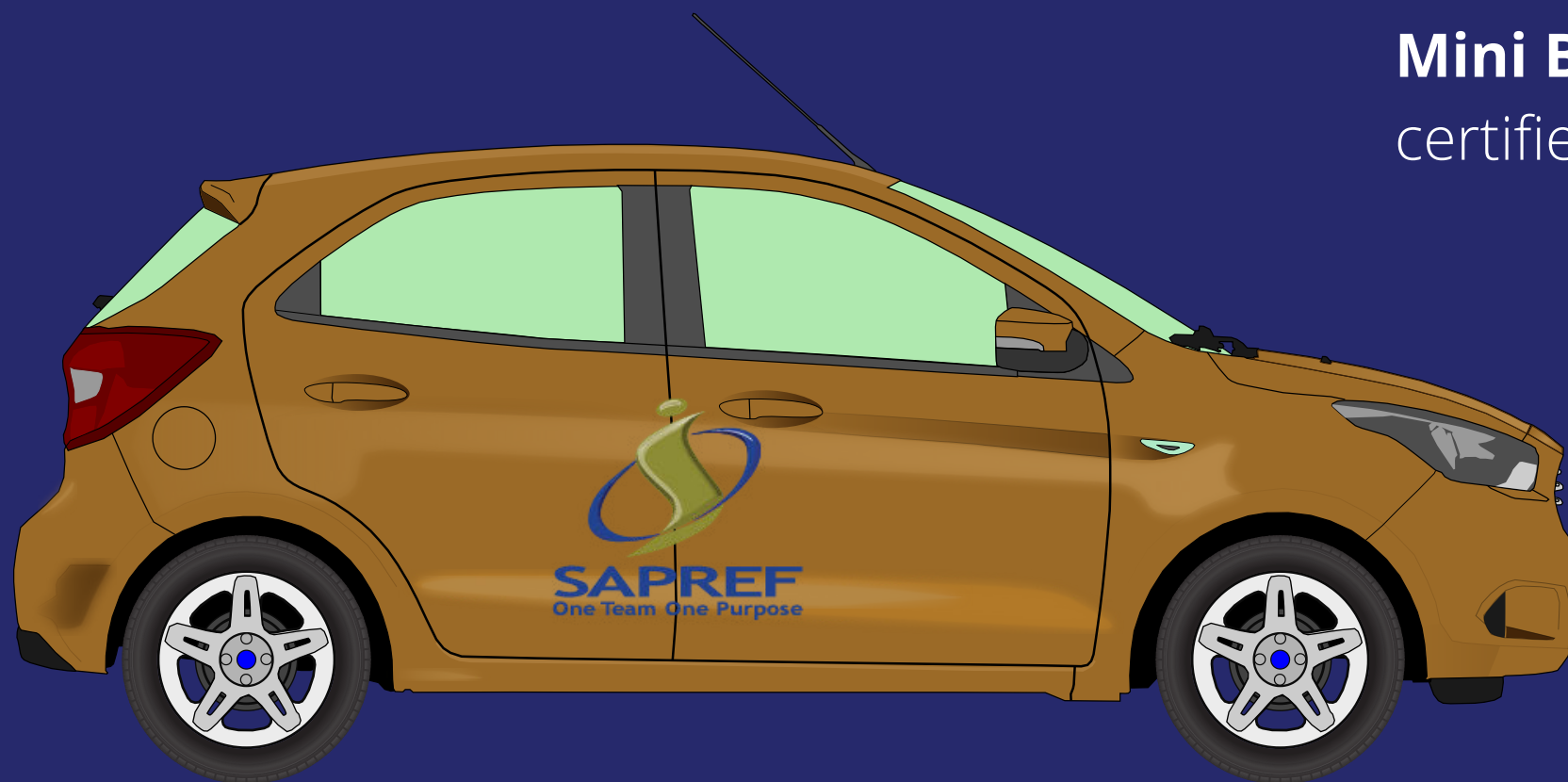
Bakkies - Driver only.

Private Vehicles - Only the driver in front with two passengers in the rear of the vehicle one in the far left and the other in the far right.

Mini Buses - Driver only and no passengers seated in front with 50% of the certified seated capacity.

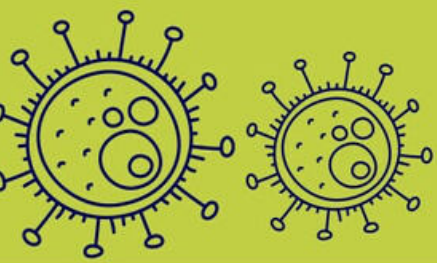
Golf Carts - Two seaters: Driver only.

- Four Seaters: Driver and a passenger in the rear.



TIP!

Know the travel regulations of the car you are using

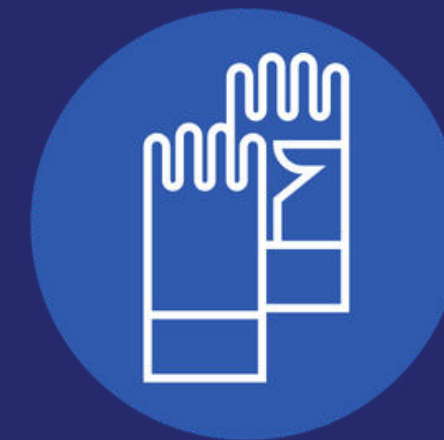


COVID -19 Awareness

PERSONAL PROTECTIVE EQUIPMENT

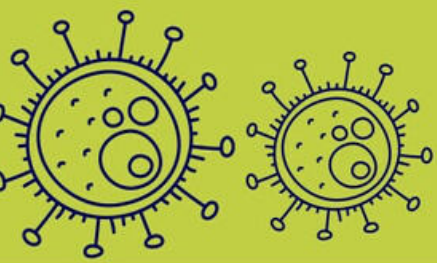
Due to COVID-19 being a national threat, sharing of the following items is prohibited in order to reduce the risk of spreading the virus:

- PPE (i.e. Safety glasses, gloves, helmets)
- H2S monitor's -Altair 2XP (the unit with flow test feature)
- Respirator's (please ensure these are disinfected before use)
- Radios
- Chemical suits



TIP!

Make sure your PPE is dis-infected after every use

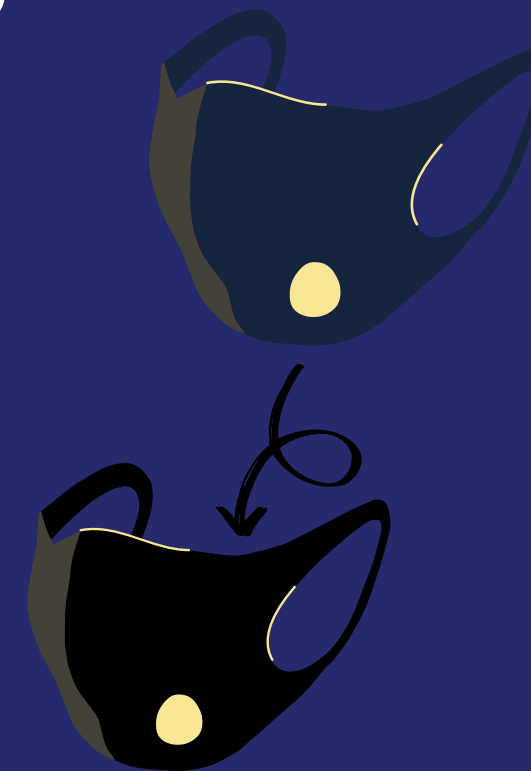


COVID -19 Awareness

WEARING OF MASKS



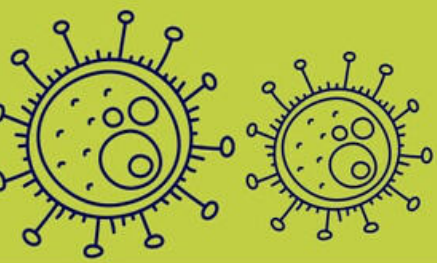
- Hands should be washed before and after wearing or removing a mask.
- The masks should cover the nose and mouth completely.
- Masks should not be lowered when speaking, coughing or sneezing.



- Masks should be changed when wet or visibly soiled.
- Cloth masks should be washed with warm soapy water and ironed when dry. Ironing assists with decontamination.

TIP!

Wearing of masks in public is now mandatory



COVID -19 Awareness

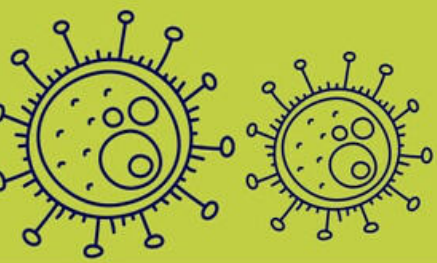
REMOVING OF MASKS

- **Face Mask with Ear loops:** Hold both of the ear loops and gently lift and remove the mask.
- **Face Mask with Ties:** Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
- **Face Mask with Bands:** Lift the bottom strap over your head first then pull the top strap over your head.
- When taking off the mask, avoid touching the outside of the mask as this part may be covered with germs. Ensure that the inside of the mask does not become contaminated by contact with surfaces etc.



TIP!

Wash, dry & iron your cloth mask daily



COVID -19 Awareness

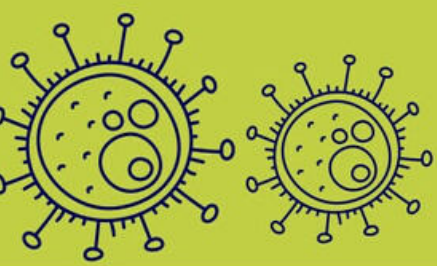
PREPARING TO COME BACK TO WORK



- **Health Declaration Form** - All SAPREF staff & Service Providers are to complete a Health Declaration 24 Hrs before entering the site. The form needs to be sent to the SAPREF Clinic which will determine whether employees are fit to return to work. Forms can be found on under the SAPREF website & the SAPREF connect page.
- **Symptoms** - If you have COVID-19 related symptoms do not come to work. Contact your line manager and the SAPREF clinic who will provide you with further guidance.
- **Symptom Screening** - Temperature screenings will be conducted for all who enter site. If temperature is high, you will not be allowed onto site. You will need to inform your line manager and contact a health practitioner immediately.

TIP!

Self Quarantine if you have flu-like symptoms



COVID -19 Awareness

IF YOU GET SICK AT HOME

1

Inform your Line Manager and the SAPREF Clinic.

Managers: should check on staff if they do not arrive at work as planned.

Symptoms:
fever, dry cough, short breath, sore throat, headache, fatigue & in some cases diarrhea.

2

The Sister will ask you a few questions and assist you with further advise.

Please also provide names of colleagues with whom you had Close Contact with.

3

You will have to consult your GP and he/she will treat you and advise if a COVID 19 test is required or not.

Please give your GP a verbal consent to discuss your case with the SAPREF Sister and Doctor.

4

Please STAY AT HOME whilst on treatment. SAPREF reserves the right to request that you have a COVID 19 test before you return to work.

If you DO NOT have a COVID 19 test and had symptoms, you must stay at home for 14 days

5

If you are COVID 19 negative and symptom free for 48 hours, then please complete return to work form and email to clinic.

The Clinic will contact you for a telephonic interview. You are not to return to work unless authorized by Clinic

6

If you are COVID 19 positive, then you will have to stay at home for a minimum of 14 days.

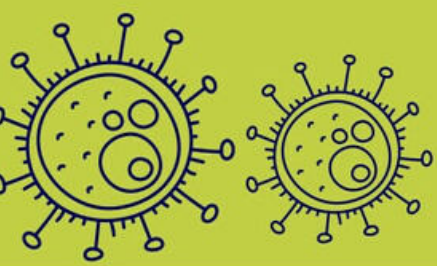
You must also verify names of people who you had close contact with so that they may be advised to quarantine and have tests.

7

Once you have completed your treatment and are symptom free, contact the SAPREF Sister who will assess if you are fit to return to site.

TIP!

Call your doctor's rooms first and inform them of your symptoms before going in person



COVID -19 Awareness

IF YOU GET SICK AT WORK

1

Inform your Line Manager, SAPREF Sister and Shift Manager.

Isolate yourself from others in a designated isolation room.

The isolation rooms identified are: Main Clinic, NCR Emergency pick up point and Island View Clinic.

2

The SAPREF Sister will discuss your symptoms and advise whether you need to leave the site or not.

Before you leave the site, you must inform the Sister of all close contacts and sign a consent form that the Clinic can discuss your health with your healthcare provider

3

The SAPREF Sister will provide guidance and may request you see your own Doctor as soon as possible

4

Your Doctor will advise if you require COVID:19 testing or not and will provide you with medical treatment.

If you have symptoms but NO COVID:19 test was done, then you need to stay home for 14 days.

5

You should stay at home until symptom free taking all the precautions to avoid spreading your condition to your family members.

If necessary SAPREF may request that you have the COVID:19 test at SAPREF cost.

6

If you are COVID:19 negative, then you may return to work 48 hours after being symptom free.

Before you return to work, please complete return to work form and email to clinic.

The Clinic will contact you for a telephonic interview. You are not to return to work unless authorized by

7

If you are COVID:19 positive, then you will have to stay at home for a minimum of 14 days.

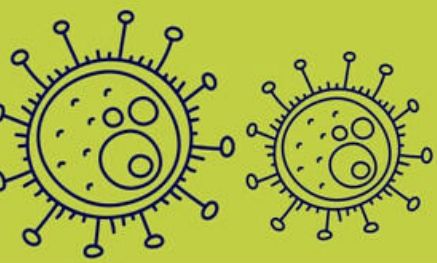
You must also verify names of people who you had close contact with so that they may be advised to quarantine and have tests.

8

Once you have completed your treatment and are symptom free, contact the SAPREF Sister who will assess if you are fit to return to site

TIP!

If you get sick at work, call the clinic



COVID -19 Awareness

PSYCHO-SOCIAL SUPPORT

SAPREF has enlisted the assistance for an employee health & wellness programme. ICAS provides legal, diet and counselling services to all SAPREF employees and their families 24/7.

Toll-Free Number: 0800 611 176

Call Back Request: *134*905#

Speed Dial: 5050



TIP!

Find ways to keep your mental health at it's optimum,
make use of the support above to ensure such.