



VKLM COVID MANAGEMENT PLAN 2021/22

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TABLE OF CONTENTS

1	DEFINITIONS.....	1
2	INTRODUCTION.....	3
3	LEGISLATIVE FRAMEWORK MANDATE	3
4	HOW A COVID-19 OUTBREAK HAS AFFECTED VKLM.....	4
5	COVID 19 PREVENTATIVE PROTOCOLS	5
6	COVID 19 CONTROL MEASURES	11
7	PROCEDURE ON SICK LEAVE	16
8	VACCINATION.....	18
9	CONFIDENTIALITY	20
10	BREACH OF THE REGULATIONS.....	20
11	MONITORING IMPLEMENTATION OF THE PLAN.....	20

1 DEFINITIONS

“COVID-19” means 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

“Act” means the Disaster Management Act, 2003 (Act No. 56 of 2003);

“COLD” means the Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993)

“Regulations” means the corona virus Regulations issued in terms of the Disaster Management Act;

“Municipality” means the Victor Khanye Local Municipality;

“Council” means the Municipal Council of the Victor Khanye Local Municipality.

“Municipal Manager” means the Municipal Manager of the Victor Khanye Local Municipality.

“Disinfectant” means a product labelled as household disinfectant, and containing alcohol (=70%), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.

“Disinfecting” means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs.

“Cleaning” means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

“Vulnerable Employee” means any employee, with known or disclosed health condition or comorbidities or any other condition that may place the employee at a higher risk of complications or death than other employees if infected with COVID 19; or above the age of 60 years who is at a higher risk of complications or death if infected.

“Comorbidities” A comorbidity means one or more illness or disease diagnosed in one person at the same time. Comorbidity is, associated with adverse health outcomes, which may place diagnosed employees at a higher risk of experiencing complications if they are infected with COVID -19.

“Compliance Officer” means an individual who ensures that the municipality complies with its COVID policy and plan as well as the national COVID restrictions/regulations.

“TERS” means Temporary Employee Relief Scheme.

“NICD” means National Institute for Communicable Diseases.

“COIDA” means Compensation for Occupational Injuries and Diseases Act.

2 INTRODUCTION

To reduce the impact of COVID-19 outbreak on businesses, workers, customers, and the public. This plan seeks to minimise panic and stigma associated with Covid 19 but create awareness among employees and the community on how to prevent and manage Covid 19. The plan will further outline and guide the best approach in managing Covid 19 within Victor Khanye Local Municipality.

2.1 This plan aims to achieve the following objectives.

- 2.1.1 To protect the institutions and its staff from effects of Covid 19.
- 2.1.2 To provide accurate, reliable and timeous information and communication regarding Covid 19.
- 2.1.3 To create proper systems, processes and procedures for successful management of Covid 19.
- 2.1.4 To provide guidance and support to stakeholders, institutions and the public at large.

3 LEGISLATIVE FRAMEWORK MANDATE

This plan is provided and guided by the following legislative prescripts.

3.1 Occupational Health and Safety

The Occupational Health and safety Act 85 of 1993 places an express obligation on the VKLM to maintain a working environment that is safe and healthy. On the issue of a healthy working environment, VKLM must ensure that the workplace is free from any risk to the health of its employees as far as it is reasonably practicable. Within the context of COVID-19, there is a clear obligation on VKLM to manage the risk of contamination in the workplace.

Practically, VKLM can ensure a healthy working environment by certifying that the workplace is clean and hygienic, promoting social distancing amongst employees, promoting good respiratory hygiene by employees and keeping employees informed on developments related to COVID-19.

3.2 The Regulations

The Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002 (Regulations) and the COVID-19 Direction on Health and Safety in the Workplace issued by the Department of Employment and Labour (Directive) set out specific measures that municipalities are required to take to protect their employees in the workplace from COVID-19.

3.3 Guidelines

Covid 19 guidelines developed by line sector departments such as SALGA were considered during development of this plan.

3.4 VKLM Policy and Procedure on COVID-19

The policy provides standard operating procedures for managing the coronavirus disease (COVID-19) in terms of prevention, detection and management of cases, continuous monitoring and maintenance of high hygiene levels within the premises of the Victor Khanye Local Municipality.

4 HOW A COVID-19 OUTBREAK HAS AFFECTED VKLM

Similar to influenza viruses, SARS-CoV-2 and other variants, that causes COVID-19, have a very high morbidity rate and can negatively affect municipal operations in following ways:

4.1 Local Economic Meltdown

The municipality has encountered a decline in revenue collection because of disruptions or collapse of businesses and rising unemployment (due to retrenchments).

4.2 Service Delivery Interruptions

Strain on infrastructure due to homebound residents and increasing illegal connections to electricity networks but also pre-existing challenges such as failing aged infrastructure that has not been maintained.

4.3 Absenteeism

Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centres are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure to the virus.

4.4 Loss of life/Death

The workers in the municipality are working under difficult conditions and employees with comorbidities such as hypertension and diabetes are the most vulnerable group to succumb to this virus. Hence the important thing is to make sure there is no worker who may be lost to this disease.

5 COVID 19 PREVENTATIVE PROTOCOLS

The approach is to prevent and protect municipal employees, municipal customers and the public from infected by Covid 19 virus. The following are intended to be preventative measures:

- a) Access control
- b) Minimising human contact
- c) Health exposed workers
- d) Chemical disinfection and hygiene
- e) Communication

5.1 Access control to the workplace

Covid 19 virus is mainly spread by human movement. Controlled human movement prevents and minimises the spread of Covid 19 virus. It is therefore necessary for the Municipality to control movement of people in all its premises. The municipality will implement the following but not limited measures to control human movement in its premises:

- a) Guided by national COVID 19 restrictions, VKLM may limit public access to offices, or restrict entry to certain workplace areas.
- b) The public will at all times be allowed access to municipal premises subject to them complying with the Covid-19 Regulations on social distancing and hygiene protocols contained in this plan.
- c) No member of the public may be allowed access to a municipal building, without a face-mask and subject himself or herself to the stipulated compliance requirements, including screening, compulsory temperature tests and hand-sanitation.
- d) Covid officers will guide visitors on how to observe social distancing (1.2m).
- e) Every visitor that enters the VKLM premises is required to wear their own mask (cover nose and mouth) at all times. Failure, which they may be refused entry and removed from the premises.

- f) Any person showing Flu/Covid symptoms **MUST** indicate such when completing the register.
- g) During the screening process, a member of the public with an elevated temperature shall not be allowed into the municipal building and may be advised to seek medical attention.

5.2 Minimising Human Contact

COVID-19 spreads mainly among people who are in close contact (within about 1.2m) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs.

Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Therefore; human contact can be minimised by observing the following measures: *Social Distancing, Work/Shift rotations, Procurement of Personal Protective Equipment (PPEs) and Awareness on Meetings and Gatherings.*

5.2.1 Social Distancing

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 1 metre away (about 1 arm lengths) from other people who are not from your household in both indoor and outdoor spaces. Consider the following tips for practicing social distancing when you decide to go out:

- ❖ **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities.
- ❖ **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, wheelchair rolling, or using private or public transport.
- ❖ **Limit Contact When Running Errands:** Only leave your house/home when it is absolutely necessary, and stay at least 1,2m away from others who are not from your household while in queues.

- ❖ ***Stay Distanced While Being Active:*** The municipality should encourage employees to work from home and provide necessary tools of trade in that regard. It is also possible to stay socially connected with friends, colleagues and family who don't live in your home by calling, using video chat, or staying connected through social media.

5.2.2 Observe Restrictions for Meetings & gatherings

Meetings and gatherings are one of the main Covid 19 virus spreaders. The municipality discourage any form of physical contact meetings, however if physical contacts meetings are held the following conditions apply:

- a) Stakeholders may be allowed to utilize meeting facilities such as Council Chamber, Community Halls, and Braamfischer Hall, Boardrooms and/or offices. However, this will be under strict observation of Covid restrictions.
- b) Procedures of holding meetings:
 - i. The municipality encourages virtual meetings;
 - ii. Physical meetings should be the last resort and may not be attended by more than 25 people;
 - iii. The organiser of contact physical meeting must take appropriate measures to set up the meeting venue to achieve the desired level of social distancing;
 - iv. If for any reason a meeting relates to a critical function, but requires attendance by more than 25 people but less than 50, then permission must be sought from the Municipal Manager.
 - v. The request to hold a meeting of more than 25 people must be made at least 72 hours before the meeting date, and must include written reasons why the meeting is regarded as absolutely necessary.
 - vi. The Municipal Manager in consultation with the Covid Committee, will consider the request, and record in writing why the meeting is agreed to or not. If granted, the number of attendees may under no circumstances exceed 50 attendees.
 - vii. The following meetings are exempted from the provision of a maximum of 25 people attending a meeting:

- *Any meeting that directly responds to the coronavirus pandemic, such as Joints Operations Committee (JOC) meetings, including but not limited to, staff awareness, training, simulations, disaster planning and emergency meetings.*
- *However, organisers of this category of meetings still have to make every effort to ensure social distancing in the meetings. Even under this category, the number of attendees may under no circumstances exceed 50 attendees.*

5.2.3 Work/Shift Rotations

As the municipality has the staff complement of 498 permanent employees with minimal office space and work stations. It is advisable to consider the rotation plan, in which groups of employees take turns inhabiting the physical space. The basic ideas behind rotation are simple: (i) bringing fewer people together allows for easier social distancing, (ii) while staggering schedules can help minimize transmission of COVID-19.

Some municipal employees are sharing offices, transported in large numbers in closed bakkies or their work nature requires them to be in close contact with colleagues or customers resulting in them being exposed to Covid 19 infections. The municipality will implement the following measures to protect such workers:

- (a) Supervisors/Managers in collaboration with the Compliance Officer should conduct a risk assessment and develop a rotation plan accordingly. The plan will then be submitted to the Executive Director for approval and sent to the Office of the Municipal Manager for notification.
- (b) When a group of employees is scheduled to come back to work, a list will be sent to the OHS officer atleast 2 days before they are back and they will be screened by the Compliance Officers on the day of arrival.
- (c) Those with COVID symptoms will be reported to the supervisor/manager and to the OHS officer. The OHS officer in consultation with the Chairperson of the Covid Compliance Committee will arrange that the employee is sent for testing.
- (d) Upon receiving the results, if they are negative, the employee will resume work immediately, but if they are positive (the results should be sent to Chairperson of the COVID Compliance Committee and OHS officer) the employee must undergo a mandatory quarantine for atleast 10 (but not more than 15) consecutive days.

(e) When they come back the same process as mentioned here above (b – d) will be applicable.

5.3 Health exposed workers

Section 5 of the Regulations issued in terms of section 27(2) of the Disaster Management Act, 2002, specifically requires the municipality to adopt “special measures for employees with known or disclosed health issues or comorbidities, with any condition which or may place such employees at a higher risk of complications or death if they are infected with COVID -19; and “special measures for employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.”

5.3.1 Identifying vulnerable employees

Based on information and clinical expertise available, older adults and people of any age who have impaired function of certain organs (heart, lung, kidneys) or depressed immune system are at higher risk for serious complications and severe illness from COVID-19.

Please note: This is an interim guide that may be updated as the outbreak in South Africa intensifies, to guide additional workforce preserving strategies.

The major categories include:

- a) 60 years and older
- b) One or more of the underlying commonly encountered chronic medical conditions (of any age) particularly if not well controlled:
 - Chronic Lung Disease: moderate to severe asthma, chronic obstructive pulmonary disease (COPD), bronchiectasis, idiopathic pulmonary fibrosis, active TB and post-tuberculous lung disease (PTLD);
 - Diabetes (poorly controlled) or with late complications;
 - Moderate/severe hypertension (poorly controlled) or with target organ damage;
 - Serious heart conditions: heart failure, coronary artery disease, cardiomyopathies, pulmonary hypertension; congenital heart disease;
 - Chronic kidney disease being treated with dialysis;
 - Chronic liver disease including cirrhosis.

- c) Severe obesity (Body Mass Index of 40 or higher);
- d) Immunocompromised as a result of cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications;
- e) >28 weeks pregnant (and especially with any of co-morbidities listed above).
- f) Such workers will be assessed by their doctor or the one recommended by the municipality. The doctor should provide a confidential note which will be submitted to the municipality (HR), indicating the presence of any of the above conditions, without specifying the diagnosis.
- g) Should the employee have a condition not listed above, which in the opinion of the doctor renders this employee vulnerable a motivation would be necessary.
- h) The treating doctor should refrain from commenting on the employee's fitness to work.

5.4 Chemical disinfection and hygiene

Certain chemicals and good hygiene can effectively disable the Covid 19 virus. The following measures shall be implemented to ensure effective disinfection of municipal premises and high those high hygiene standards.

- (a) The Chief Emergency Service shall ensure that a risk assessment is conducted and all premises, tools and vehicles identified for disinfection are disinfected periodically or according to Covid 19 levels or Covid 19 outbreaks.
- (b) A list of all premises requiring disinfection should be submitted to the CCC. The Chief Disaster officer should maintain a record of disinfection.
- (c) The OHS Officer shall ensure that all municipal employees are provided with quality approved mouth masks.
- (d) OHS Officer should be responsible of collecting and distribution of masks from the Chief Disaster officer and a record of such should be maintained.
- (e) Compliance officers should ensure that all workers wear masks at all times, failure by any workers to wear a masks can result in disciplinary action taken against him/her.
- (f) The OHS Officer should ensure that sanitizers are placed at all strategic areas within the premises, and are refilled and are in good working condition.

- (g) The Executive Director: Corporate Services should ensure that all buildings are cleaned regularly, e.g. toilets, public seats, offices etc.

5.5 Communication

- a) The VKLM policy and this plan on Covid-19 will be communicated to employees and explaining a detailed procedure of what is expected of them;
- b) Bulk SMS system will be used for updates to all employees, stakeholders and community members;
- c) Factual information will be updated to prevent anxiety and panic by stakeholders and employees;
- d) Hand and respiratory hygiene poster or visual aids will be put up throughout municipal buildings and at entrance points;
- e) Employee awareness and education will be intensified and on signs and symptoms of COVID-19 put up on notice boards to inform employees of the duty to report their COVID-19 status if and when they were tested;
- f) It is critical and very important for all employees to always have the COVID-19 related emergency numbers readily available.

6 COVID 19 CONTROL MEASURES

Despite preventative measures being in place, Covid 19 virus will find its way into the Municipal premises and some workers will be affected at some point. In the event of a worker or workers, testing positive or workers being exposed to a Covid 19 positive person(s) the following will apply:

- a) Testing and Reporting procedure
- b) Self-Isolation and quarantine
- c) Personal Protective Equipment
- d) Temporary business closure

6.1 Testing and Reporting procedures

It is an important requirement that any employee(s) who test positive report such immediately to avoid further spread and control of spread within the municipal environment. Failure to report Covid 19 is an act of misconduct. The testing and reporting procedure shall be as follows:

6.1.1 When to get a test

As soon as an employee discover that they have COVID-19 symptoms or suspect to have, they must go for testing in the first 8 days of having symptom. The symptoms are:

- a) a high temperature;
- b) a new, continuous cough;
- c) a loss or change to your sense of smell or taste.

6.1.2 Case Reporting

- a) Employees whose test results are positive for COVID-19, are not necessarily very sick and have the capacity to self-isolate may do so at home for 14 (fourteen) consecutive days.
- b) Such employees are advised to report the case through the Compliance Officer to ensure that they are provided with the appropriate support in managing the virus;
- c) The municipality is also obliged to report to both the Joint Operations Committee, Nkangala District and the Department of Labour if an employee is diagnosed with COVID-19.
- d) The case will then be investigated by the Compliance Officer in terms of the cause of the infection, "including any control failure" in the workplace;
- e) Should a number of employees test positive for COVID-19; the Municipal Manager, acting on the advice of the COVID-19 Compliance Committee (CCC) of the municipality, may direct the closure of a part or the entire municipal building.

6.2 Self-isolation and quarantine

Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease. The purpose of self-isolation and quarantine is to confine Covid 19 infected people to one place and avoid the spread of the virus. Workers who have tested positive or workers who have been exposed to a covid 19 person will be required to isolate themselves from the municipal premises for a period of seven days depending on medical advice.

6.2.1 Who should Self-isolate and/or Quarantine

It is when you do not leave your home because you have or might have coronavirus (COVID-19). This helps stop the virus spreading to other people. Self-isolate immediately if:

- a) You have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- b) You've tested positive for COVID-19 –
 - i. this means you have the virus someone you live with has symptoms or tested positive;
 - ii. someone in your care or support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started;
 - iii. someone in your childcare or support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- c) You've been in contact with a colleague or member of the public whom may not be aware they are infested with COVID-19.

6.2.2 How long to self-isolate and/or quarantine

- a) If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test) and the next 10 full days.
- b) Anyone you live with will also need to self-isolate at the same time.
- c) You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.

6.3 Personal Protective Equipment (PPE)

While the correct use of PPE can help prevent some exposure, it should not take the place of other preventative strategies. The risk assessment will determine the type of PPE to be worn and allocated in a specific workplace environment.

6.3.1 Face Masks

- a) All municipal employees will be issued with face-masks upon returning to the workplace. Face masks must be used at all times and should only be considered as a complementary

measure and not a replacement for established preventive practices, such as physical distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching.

b) It is essential that employees use face masks properly so that they are effective and safe. In using face masks, the following should be taken into consideration:

- i. It should fit properly, completely covering the face from the bridge of nose to the chin;
- ii. Clean hands properly before putting on the face mask or taking it off;
- iii. Only touch the cord or elastic at the back of the face mask when removing it, not the front;

c) If the mask is disposable, be sure to do so safely and put it in a proper container.

6.3.2 Sanitizers and/or Soap

a) Sanitizers (which are compliant with the required alcohol content as approved by the Department of Health) will be provided as follows:

- i. At all entry points into the premises;
- ii. At all entrances and lifts;
- iii. Outside each meeting room;
- iv. Within close proximity of each office desk;
- v. In all bathrooms and pause areas.

6.4 Temporary business closure

At some point or another, the municipality may find the need to temporarily shut down the workplace. As it faces a national emergency, like the coronavirus. It is therefore advisable to know your municipal responsibilities during a temporary workplace closure. Below are the coronavirus-related responsibilities, including but not limited to:

6.4.1 When to temporary close

a) It is advisable for the municipality to temporarily close if

- i. Staff capacity has been severely affected through quarantine/isolation such that operations cannot occur;

- ii. Where decontamination of the facility is required (as guided by the disaster management office);
- iii. As determined by an incident-based risk assessment.

6.4.2 Notify employees

- a) First and foremost, communication is of essence, let employees know what's going on and keep them in the loop as much as possible.
- b) The Communications Unit will issue a text, emails, memos and notices as approved by the Municipal Manager.
- c) Communicate the reasons for such temporary closure and provide alternative service points or schedules where the affected services will be rendered/provided from.

6.4.3 Inform customers and vendors

- a) Notify customers and vendor of the temporary closure on municipal website, notice boards, and social media pages.
- b) Contact inventors to let them know why the municipality is temporarily closing and when they can expect the municipality to reopen.
- c) Communicate the reasons for such temporary closure and provide alternative service points or schedules where the affected services will be rendered/provided from.

6.4.4 Keep Records

- a) The municipality must record the temporary closing date, and area/offices which were temporary closed.
- b) The municipality must ensure that the municipal premises undergo routine environmental cleaning/fumigation.

6.4.5 Resuming work after a period of closure

- a) Ensure the facilities are decontaminated and there is sufficient PPEs.
- b) Municipality to carry out adaptations to the layout of the workplace that will reduce COVID-19 transmission before resuming work fully and before all workers return to the workplace.

- c) Municipality must inform workers about the changes (if any) and provide them with new procedures and training, if necessary, before they resume work.
- d) Contact the COVID Compliance Committee and OHS officer to discuss the plan to resume work.
- e) Provide workers with information on available sources of support and advice, especially those who may have gone through traumatic events such as the serious illness or death of a relative or friend.

7 PROCEDURE ON SICK LEAVE

7.1 The VKLM leave policy remains applicable to those employees that will be returning to the office as well as those that have obtained management approval to work from home.

7.1.1 Where an employee is at high risk of exposure to COVID-19 at work

- a) When an employee is at a high risk of being exposed to an infected fellow employee, the Directive requires the municipality to place the employee on paid sick leave for a period of 14 days.
- b) The employee may apply for the TERS UIF illness benefit or the UIF illness benefit, as explained above, to preserve sick leave or where the employee's sick leave is exhausted.
- c) The municipality does not have the discretion to allow such an employee to return to work earlier than the expiry of the 14-day period even if, for example, the employee undergoes a COVID-19 test and tests negative.
- d) The NICD website states that false negative results are common during the early stages of infection, and a self-isolation period of 14 days is recommended even if test results are negative.
- e) If an employee tests positive for the virus after being in close contact with an infected fellow employee at work, then the municipality must lodge a claim in terms of the COIDA Notice.

7.1.2 Where an employee is at high risk of exposure to COVID-19 outside of the workplace

- a) The Occupational Health and Safety Act 1993 imposes a general duty on the municipality to take reasonable steps and on employees to take reasonable care, to ensure a healthy and safe working environment.

- b) A person who has come into close contact with an infected individual presents a risk to the health and safety of the workplace. In these circumstances, there is a legislative obligation on the employee to self-isolate and on the municipality not to permit the employee to return to the workplace.
- c) Therefore, if the employee is unable to work from home and their leave options have been exhausted, then the municipality may invoke the 'no-work no-pay' principle (as confirmed in the recent decision of MacSteel Service Centres SA (Pty) Ltd v NUMSA and others).
- d) In this case, an employee is only entitled to paid sick leave if a medical certificate is produced, unless the municipality agrees to grant sick leave or annual leave.
- e) If the employee is placed in self-isolation by agreement with the municipality, then the employee is entitled to TERS UIF illness benefits for a period of up to 14 days in the absence of a medical certificate.

7.1.3 An employee displays COVID-19 related symptoms (without having been tested)

- a) When an employee informs the municipality that he/she is experiencing COVID-19 related symptoms:
 - i. The municipality may not allow the employee to report for work or to enter the workplace and must place the employee on paid sick leave.
 - ii. If the absence endures for longer than two consecutive days, the municipality generally require medical certificates to be produced in order to prevent the abuse of sick leave.
- b) If an employee presents with COVID-19 related symptoms while at the workplace:
 - i. The employee must be isolated immediately and transported to self-isolation, medical examination or testing in a manner that does not present a risk of exposure to other employees and members of the public.

8 VACCINATION

A vaccine is intended to provide immunity against COVID-19. In general, vaccines contain weakened or inactive parts of a particular organism that triggers an immune response within the body. This weakened version will not cause the disease in the person receiving the vaccine, but it will prompt their immune system to respond.

The COVID-19 vaccine presents the body with instructions to build immunity and does not alter human cells. Vaccine have reduced the morbidity and mortality of infectious diseases such as smallpox, poliomyelitis, hepatitis B, measles, tetanus, whooping cough and pneumococcal conjugate across the world.

8.1 Vaccination risk assessment and plan

The municipality must undertake a risk assessment which must take into account the following:

- 8.1.1 The operational requirements of the workplace;
- 8.1.2 Whether the municipality intends to make vaccination mandatory; and
- 8.1.3 If so, identify those employees who must be vaccinated by virtue of the risk of transmission through their work or the risk of severe COVID-19 symptoms including death (due to their age or comorbidities).
- 8.1.4 On the basis of the risk assessments, municipality must develop a plan or amend an existing workplace plan outlining the measures that the municipality intends to implement in respect of vaccinating its employees in accordance with the Directive (the “vaccination plan”).

8.2 The vaccination plan must include:

- 8.2.1 The identified employees;
- 8.2.2 How the employer will comply with its obligations in terms of the Directive; and
- 8.2.3 Subject to any applicable collective agreement, whether the employer intends to make it mandatory for identified employees to be vaccinated as and when vaccines become available for them.

In addition, a mandatory vaccine plan for identified employees should cater for the following:

8.2.4 Notification to identified employees of:

- i. The obligation to be vaccinated as and when a vaccine becomes available;
- ii. Their right to refuse to be vaccinated on constitutional or medical grounds (i.e., bodily integrity, freedom of religion, belief and opinion, and an immediate allergic reaction of any severity to a previous dose or a known (diagnosed) allergy to a component of the COVID-19 vaccine respectively); and
- iii. The opportunity to request a consultation with a health and safety representative, a worker representative or trade union official;

8.3 Administrative support and paid time off for vaccinating

8.3.1 The municipality will give employees administrative assistance in registering on the Electronic Vaccine Data System Registration Portal for COVID-19.

8.3.2 The municipality will also give the employees paid time off to be vaccinated, provided that employees provide proof of the vaccination that has occurred or is to occur during working hours.

8.4 Registration to be vaccinated

8.4.1 What do you need to register?

- a) Access to the internet on any device (cellphone, laptop, tablet, desktop etc.)
- b) Your ID number or Passport (non-RSA), general contact information (your cellphone number will be used as the primary mode of communication).
- c) Information about your employment (primary employer and location of work).
- d) Where relevant, your professional registration details, and medical aid are also requested.
- e) With all information at hand registration should take approximately 2-3 minutes (Three steps)
- f) You can access the user manual on www.gov.za

9 CONFIDENTIALITY

- 9.1** The Employer must, in accordance with the constitutional rights to privacy, the Code of Conduct in the Public Service Regulations, treat at all times any information regarding the medical condition of an employee with the necessary respect and confidentiality.
- 9.2** Such information may therefore not be disclosed to any other person(s) not authorised to receive such information. If an employee discloses such confidential information of one employee to any other unauthorized person, it must be viewed in a serious light and disciplinary steps against the transgressing employee should be taken.

10 BREACH OF THE REGULATIONS

- 10.1** The following actions constitute misconduct and will be dealt with in accordance with the approved Disciplinary Procedure of the Municipality:
- a) Any person who fails to comply with the Policy and Plan on Covid-19 will be guilty of an offence and disciplinary action will be taken against him/her;
 - b) Any employee who intentionally misrepresent that he or she is infected with the virus will be guilty of an offence and disciplinary action will be taken against him/her;
 - c) An employee who intentionally exposes another to COVID-19, may be subjected to a disciplinary action;
 - d) Anyone who publishes a statement through any medium including social media, with the intention to deceive any other person about COVID-19,
 - e) COVID-19 infection status of any person, or any measure taken by government to address COVID-19 commits an offence and shall be liable to disciplinary action;
 - f) Notwithstanding the above, any person who is in breach of government regulations, on the management of COVID-19 is liable for criminal charges.

11 MONITORING IMPLEMENTATION OF THE PLAN

- 11.1** The Municipal Manager through the COVID Compliance Committee will monitor the implementation of this plan and shall from time to time issue directives to improve implementation of this Plan.



COVID-19 Public Hotline
0800 029 999

Official WhatsApp Help Service

Send HI to 0600 123 456 on WhatsApp
or share this link: <https://wa.me/27600123456?text=Hi>

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