

COVID-19 Workplace Compliance Plan

On return to/ commencement of work (all staff)	All staff to be briefed on the Compliance Plan, given a copy, and sign (in log book) that they accept it.
Entrance procedure (SMG staff, and SMG and owners' contractors, daily)	All temperatures to be checked and logged on entry by senior security officer. People with irregular readings to be isolated, and the matter reported to the Compliance Officer immediately. Security officer to check that staff member has PPE (face mask) on entry, and emphasise social distance while working.
Residents and visitors	Residents and their visitors/ employees may elect to have their temperature taken and logged (max. once per day).
Maintenance staff	Perform maintenance and repairs around the building (with distancing). Staggered lunch breaks in respective workshops or in the garden.
Essential Cleaning staff	Phumla – entrances, "hot spots", staff kitchen, mess rooms and toilets Asanda – A Block Quincy – B Block Abongile – parking garages Wee – landings
Garden staff	Perform duties in garden, maintaining distance.
Security Staff	1 @ A block entrance 1 @ B block entrance 1 patrolling and relieving Only security officers to log visitors and open the gate for them, and to sanitise equipment whenever handed over.
Lunch Time Schedule	Max. 2 persons in kitchen and 2 persons in a mess room at any one time. 12H00 - 1 x Cleaner / 1 x Security Officer / Gardener. 13H00 - 4 x Cleaners (2 in the ladies and 2 in gents mess rooms); Maintenance Workers 1&2 (in respective workshops) 14H00 - 1x Security Officer; Maintenance Worker 3 (in workshop) 15H00 - 1x Security Officer Staff may eat in the garden, while maintaining social distancing.
Residents' deliveries	To be collected by residents at building entrance (unless they are unable to do so).

Ashley Morkel
COVID-19 Compliance Officer

1 June 2020