Covid-19 Instructions for Supervisor

SYMPTOM SCREENING:

- All workers to be screened as they report for work, to check if they have any Covid-19 related symptoms: fever, cough, sore throat, redness of eyes or shortness of breath
- Every worker must report if they suffer from any of the following additional symptoms: body aches, loss of smell or taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness
- Every worker must immediately inform the employer if they experience any of the above symptoms at work

SUSPECTED COVID-19 CASES IN THE WORKPLACE:

If a worker has symptoms, or advises the employer of symptoms, the employer must:

- Not permit the employee to enter the workplace or report for work; or
- If the employee is already at work immediately:
  a. isolate the worker, provide the employee with a FFP1 surgical mask and arrange for the employee to be transported in a manner that does not place anyone else at risk either to be self-isolated or for a medical examination or testing;
  b. assess the risk of transmission, disinfect the employee’s work area, refer those employees who may be at risk for screening and
  c. ensure that the employee is tested or referred to an identified testing site.
- Place the employee on paid sick leave or if the employee’s sick leave entitlement under the section is exhausted, apply for an illness benefit - COVID-19 TERS;
- Ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19.
- If there is evidence that the employee contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the COID Act.

WHERE AN EMPLOYEE HAS BEEN DIAGNOSED WITH COVID-19:

Where an employee has been diagnosed with COVID-19, the employer must:

- Immediately contact the COVID-19 hotline: 0800 02 9999 for instruction and direct the employee to act in accordance with those instructions.
- Inform the Department of Health and the Department of Labour;
- Investigate the cause, including any control failure and review the risk assessment to ensure that the necessary controls and PPE requirements are in place; and
- give a report to any contact-tracing measures implemented by the Dept of Health.

A worker may only return to work on the following conditions:

- After a medical evaluation confirming a negative test result for COVID-19;
- The employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- The employer closely monitors the worker for symptoms on return to work.