

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.