**COVID-19 POLICY**

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| (COMAPNY) recognises the importance of hygiene and health of its employees and those who may be affected by their consulting services. Considering the COVID-19 2020 pandemic and the guidelines from the South African Government, (COMAPNY) issues the following policy.The purpose of this policy is to ensure that the most up-to-date information about the level of public health risk posed by Covid-19 is available and to inform risk manager and risk assessment team.(COMAPNY) has the obligation to provide a safe work environment and will have to mitigate risks and exposure to possible Covid-19 at the place of work as well as when executing its services. |
| **(COMAPNY) Shall**:* Review, update and implement policies, procedures and emergency plans that address COVID-19.
* Ensure that staff are trained on updated information.
* Reduce the need for face to face meetings and replace with other meeting platforms where possible.
* Have policies to account for unique sick leave such as self-quarantine (14 days), travel, etc.
* Encourage staff to stay at home when sick.
* Identify exposure risks for workers (e.g. frequently touched surfaces, sputum or other bodily fluids on surfaces) and implement appropriate control measures.
* Frequently clean exposure risk surfaces.
* Provide resources for staff e.g. personal protective equipment like reusable/washable face masks, hand sanitizers (stationary & mobile) etc.
* Advise staff before travelling to check the latest update on the destination.

**Employees Shall**:* Take responsible care for the health and safety of themselves and others.
* Avoid touching their face, especially their mouth, nose and eyes.
* Wear their reusable face masks when in close proximity of others during execution of their duties.
* Always apply social distancing practices.
* When out on-site, clean hands regularly with hand sanitizer (70% alcohol based).
* Clean hands regularly, wash with soap and water for about 20 seconds.
* Report any possible exposure to Covid-19 on and off duty.
* Remember to check with your employer for any new information on COVID-19.
* Stay home when feeling sick.
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 Signed (CEO) – Date