**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. |

Signed (CEO) – Date