

COVID19 MANAGEMENT POLICY



APPROVED BY:

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MUNICIPAL MANAGER

DATE: 23/06/2021


CLLR JANDA
EXECUTIVE MAYOR

DATE: 23/06/2021

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1. PURPOSE OF POLICY

To implement and manage Covid19 regulations for employees within the Mbhashe Local Municipality.

2. OBJECTIVE OF POLICY

2.1 To provide guiding principles that must be employed at Mbhashe Local Municipality, to ensure a Safe Return To Work (SRTW) following the COVID-19 South African lockdown.

2.2 The guiding principles address means to minimize possible exposure and spreading of the virus on all Mbhashe LM facilities, isolation and quarantine protocols.

2.3 To address other applicable Mbhashe LM processes necessary to minimize business interruption.

2.4 This policy includes measurements to mitigate the spread of corona virus. All employees are requested to follow all the rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that all respond responsibly and transparently to these health precautions.

2.5 Mbhashe LM assures that it will strive to always treat employees' private health and personal data with high confidentiality and sensitivity.

This corona virus (COVID-19) Management policy is susceptible to changes with the introduction of additional governmental guidelines.

3. SCOPE

This policy shall apply to all employees of the Mbhashe Local Municipality.

4. POLICY DEFINITION

"Home working" is about using the employee's home as a base for work instead of the employee coming into a workplace.

"Working at home" is not an employee right or benefit and may be discontinued by the municipality for any business reason, at any time. Employees will be permitted to work at home at the discretion of the municipality.

5. LEGISLATIVE FRAMEWORK

Mbhashe Local Municipality COVID19 MANAGEMENT POLICY

- 5.1 Constitution Act 108 of 1996
- 5.2 Basic Conditions of Employment
- 5.3 Disaster Management Act
- 5.4 Occupational Health and Safety Act

6. POLICY PROCEDURE

6.1 Work-At-Home Criteria

- a) To be eligible to work at home, employees must, among other things: (1) have portable job duties; (2) have a work site and equipment (telephone, Internet, supplies, etc.) suitable for working at home; and (3) be able to work independently and productively.
- b) Some positions, responsibilities and projects are more suitable for working from home than others and may be appropriate to maintain the operations continuity in the event of an emergency, or as part of a flexible work arrangement.
- c) Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement.
- d) Appointing authorities (Head of Departments/Line Managers/Supervisors) must examine the distinct activities, functions and tasks to determine whether a work-at-home arrangement is appropriate.

6.2 Policy elements

Below are the required actions that employees should take to protect themselves and their co-workers from a potential corona virus infection.

Sick leave arrangements:

- a) If an employee has cold symptoms, such as cough/sneezing/fever, or feels weak, request sick leave or work from home.
- b) If an employee has a positive COVID-19 diagnosis, such an employee can return to the office only after fully recovered, with a doctor's note confirming his/her recovery.

Work from home requests/arrangements:

- a) If an employee is feeling ill, but are able to work, he/she can request to work from home.

- b) Older employees and those that present with co-morbidities are expected to submit evidential documentation to the employer.
- c) The decision to allow remote working, must take due consideration of the service delivery needs of the department and organisation.
- d) Employees working from home may from time to time required to attend the workplace, among others, receive instructions, documentation access to office infrastructure and to submit completed tasks.
- e) Work from home strategy is adopted and in line with the Risk Adjusted strategy and Risk Assessment Policy.
- f) If you have recently returned from areas with a high number of COVID-19 cases (based on Centre for Disease Control and Prevention CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic.
- g) You will also be asked not to come into physical contact with any colleagues during this time if you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home.
- h) You will also be asked not to come into physical contact with any colleagues during this time if you're a parent and you have to stay at home with your children, request work from home.
- i) Follow up with your manager or departmental leader to make arrangements and set expectations.
- j) If you need to provide care to a family member infected by COVID-19, request work from home, You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus.
- l) You will also be asked not to come into physical contact with any colleagues during this time.
- m) Phased and staggered approach to be followed as developed by the Departmental Heads must be followed in returning to office for areas they are responsible for.

Considerations for the plans must include:

- a) Working from home of non-core employees and those who can work from home must be extended as far as possible (until Lock Down is completely lifted and even beyond Lock Down).
- b) Returning to office in batches of 1/3
- c) Shift systems (even for office workers)
- d) Reduce the number of days in the office
- e) Employees who are required to be at the workplace must be issued with the requisite permit authorizing travel for work purposes.

- f) Limit the number of employees arriving; leaving or working at the same time, the HOD's must consider amending working times to minimize the risk associated with the simultaneous arrival and departure of employees.
- g) Workers should be encouraged to stay at home when ill or when having to care for children without fear of reprisal.

Travelling/commuting measures:

- a) All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- b) In-person meetings should be done virtually where possible, especially with noncompany parties (e.g. candidate interviews and partners, disciplinary hearings etc.).
- c) If an employee normally commute to the office by public transportation or in a lift club and do not have other alternatives, he/she can request to work from home as a precaution.
- d) If an employee is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, they'll be asked to work from home for 14 calendar days.
- e) Employees will also be asked not to come into physical contact with any colleagues during this time.

7. GENERAL POLICY PROVISIONS

Policy applies to all employees of Mbhashe Local Municipality


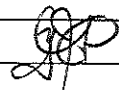

8. PROCEDURES FOR IMPLEMENTING POLICY

The Municipality will monitor employee attendance and apply remedial actions in line with the outlined processes

9. POLICY GOVERNANCE

COVID MANAGEMENT POLICY

Policy Governance

Policy Title	COVID MANAGEMENT POLICY	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	Ms N. Mahlathi - Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N. Hanise	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		