



COVID-19 POLICY



INSCAPE

STANDARD OPERATING PROCEDURES: PREPAREDNESS FOR, DETECTION OF, RESPONSE AND CONTINUITY REGARDING THE CORONAVIRUS (COVID-19) OUTBREAK IN SOUTH AFRICA

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PURPOSE OF THE DOCUMENT

This document outlines the standard operating procedures for the detection of and response to suspected case/s of COVID-19 in South Africa. The content of this document informs procedures to be implemented at INSCAPE.

REFERENCES AND LINKS

Guidelines and Policies

The South African Government has released case definitions and precautionary measures for COVID- 19 which can be found at: <https://www.nicd.ac.za>.

Information as released by the World Health Organisation (WHO) is available at:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

BACKGROUND

On 31 December 2019, the WHO's China Country Office was informed of cases of pneumonia with an unknown cause detected in Wuhan City in the Hubei Province in China. On 7 January 2020, the causative pathogen was identified as a novel coronavirus (COVID-19). The majority of these cases were linked to a seafood, poultry, and live wildlife market in Wuhan City, suggesting that the novel coronavirus had a possible animal origin.

For the latest update, refer to: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.

The incubation period for the disease is currently estimated to be up to 14 days:

<https://www.cdc.gov/globalhealth/countries/southafrica/default.htm>

PUBLIC SECTOR CONTACT DETAILS – NICD and some useful hotline numbers

Call Centres and Hotlines	Number
National Institute for Communicable Diseases (NICD)	0800 029 999
Gender-Based Violence Command Centre	0800 428 428 or 20*7867#(free for mobile devices)
Support to SMME's in distress	0860 663 7867
South African Police Service	08600 10111
National Crisis Line	0861 322 322

INSCAPE COVID-19 RESPONSE TASK TEAM

Chief Executive Officer:	Helen Buhrs (Chair)
Covid 19 IEG Compliance Officer:	Nigel Smith, Inscape Group OHS Manager
Covid 19 Reporting:	Rosemary de Sousa, Inscape HR
Head Office Response Team:	Kevin Cromhout; Nigel Smith
Pretoria Campus Compliance Officer:	Renee Koelewyn
Midrand Campus Compliance Officer:	Maurice Van Der Merwe
Durban Campus Compliance Officer:	Raymond Taylor
Cape Town Campus Compliance Officer:	Miguel De Figueiredo
Stellenbosch Campus Compliance Officer:	Miguel De Figueiredo
Student Affairs / Registrar:	Liezl Thompson
Chief Academic Officer:	Dr Sue Giloi

CONTACT CAMPUS LEARNING SITES

- Pretoria, Midrand, Durban, Cape Town, Stellenbosch

STANDARD OPERATING PROCEDURES: RETURN TO CAMPUSES AFTER LOCKDOWN

South Africa has been in lockdown since 26 March 2020. Since this time INSCAPE has put the necessary measures in place to ensure the safety of its students, staff and visitors as stipulated by the various Government Alert Level Lockdowns. In this regard the institution will always ensure that the necessary health and safety protocols as outlined below are in place.

RISK ASSESSMENT

A risk assessment was conducted by Inscape to give effect to the measures required to minimise the risk of Covid 19 in the office and on campuses.

The risk assessment together with this and related Covid 19 procedures were submitted to the Department of Employment and Labour.

A copy of the risk assessment and procedures are available with each site's Health and Safety Committee.

All employees have been notified of the precautionary Covid 19 measures and relevant procedures and requirements.

The cause of any positive case in the workplace must be investigated and the risk assessment reviewed to identify the control failure and ensure that the necessary controls and PPE requirements are in place.

INSCAPE must apply the SOPs in the institutions' specific context.

1. PREPARATION OF FACILITIES

- A Covid-ready Workplace Plan has been developed and is in place, as per requirements of any enterprise employing persons or serving the public.
- Inscape keeps a copy of their plan for inspection and has designated Covid-19 compliance officers under the general regulations.
- Prior to the return of students to campuses when directed by the Department of Higher Education and Training, all campus buildings will be deep-cleaned and disinfected, including studios and especially water and sanitation facilities; particularly surfaces that are touched by many people (railings, door and window handles, specialised equipment, etc.).
- The campuses have ensured that their water, sanitation, and waste management facilities are all functioning efficiently.
- Campuses have put specific, detailed plans in place to ensure that daily cleaning routines are maintained after students leave the campus. Cleaning and disinfecting the campus buildings, studios and especially water and sanitation facilities

is continuous, particularly surfaces that are touched by many people (railings, door and window handles, specialised equipment, etc.).

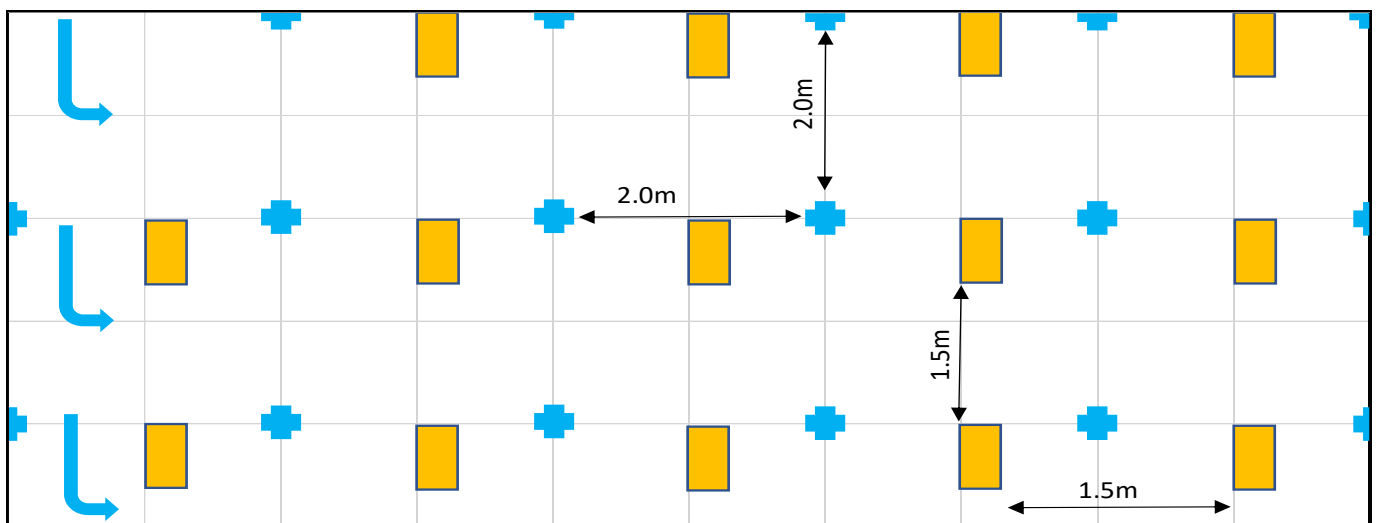
- To ensure compliance with these procedures, a duty checklist is in place and the Campus Director will assume full responsibility for the process to ensure it is completed effectively and timeously.
- All campuses have placed the required alcohol-based hand sanitisers / disinfectant sprays in:
 - Every studio
 - At entrances and exits
 - In staffrooms, offices and toilets

Access Points:

- Only those exits / entrances where a person can be stationed to monitor the temperature of people accessing the site can be kept open during Levels 4, 3 and 2.
- All additional entrance points must be closed.
- Anyone doing the scanning and screening must be adequately trained in use, and cleaning of such equipment prior to using it.

2. GENERAL INFECTION CONTROL

- Stringent social distancing measures will be implemented at campuses during lectures and at any time in between lectures, including during breaks.
- All allocated teaching venues will be divided into 4 square metre spaces, demarcated with floor tape by placing a + at each corner of the demarcated space. Directional arrows indicate flow of entry and exit into the space.



- All students' seating in all studios or teaching venues will be spaced at least 1,5 metres apart. In cases in which the size of the studio does not physically allow this, larger venues will be utilised or the students in the class will be divided into smaller groups.

- A 4 square metre space for the lecturer must be maintained.
- Floor maps have been created, indicating:
 - the demarcation for each teaching venue,
 - the traffic flow to limit unnecessary contact between individuals and
 - a seating map (dedicate a desk to a specific student per time of use).
- Posters at all campuses promote and demonstrate regular hand-washing and positive hygiene behaviour and these practices will be explained and monitored by employees and lecturers:
 - Wet hands with clean, running water.
 - Apply enough soap to cover wet hands.
 - Scrub all surfaces of the hands – including backs of hands, between fingers and under nails for at least 20 seconds.
 - Rinse thoroughly with running water.
 - Dry hands with a clean, dry cloth, a single-use towel or a hand dryer as available.
- Inscape will ensure that adequate soap supplies (preferably from dispensers) and safe water are available in toilets and bathrooms. Sanitiser should be used only at specified stations.
- Students and staff must sanitise their hands routinely as follows:
 - Upon entering the campuses at designated temperature-screening station.
 - At the commencement of the day in the first venue.
 - After breaks before entering the teaching venue.
 - Upon exiting the teaching venue to go home.
- Inscape will clean and disinfect campuses buildings, studios, toilets and communal areas every afternoon in preparation for the next day's activities.
- Water and sanitation facilities will be cleaned and disinfected regularly, particularly surfaces that are touched by many people (railings, door and window handles, specialised equipment, etc.).
- A sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a solution of 70% ethyl alcohol for disinfecting small items and appropriate equipment will be used by all cleaning staff.
- Air flow and ventilation where the climate allows (open windows, use air conditioning if available) will be increased, whilst avoiding heaters, closed windows, overdressing, etc.
- Posters and signs have been provided for all utilised venues encouraging good hand and respiratory hygiene practices.
- All biometric identification readers have been temporarily disabled.
- All refuse is removed regularly from the campuses and disposed of safely. Refuse from studios and all teaching venues used on campus will be removed from these areas on a daily basis.
- Tissues will be disposed of in separate bins; in plastic bags which will be disposed of.
- All campuses have sufficient supplies of sanitisers and cleaning materials with the correct alcohol levels (above 70%) available. Stock levels will be maintained monthly.

3. EMPLOYEE OBLIGATIONS

In addition to the obligations of employees under the OHSA, every employee is obliged to comply with measures introduced by their employer as required by this directive.

- It is the responsibility of each individual employee to adhere to the guidelines and procedures as laid out in this document to ensure their own safety and that of other staff members and the public.
- It is mandatory that all employees make themselves familiar with how COVID-19 is spread in the workplace.
- When someone who has COVID-19 coughs or exhales, they release droplets of infected fluid.
- Most of these droplets fall on nearby surfaces and objects - such as desks, tables, or telephones.
- People are infected with COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.
- If people are standing within one meter of a person who is infected with COVID-19, they can contract the virus by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to the flu.
- Most persons infected with COVID-19 experience mild symptoms and some are asymptomatic, displaying no symptoms at all.
- Some experience severe illness and may require hospitalisation.

4. TEMPERATURE SCREENING

- On arrival at the campuses, all staff and students are required to scan the QR code provided and to fill in the online screening questionnaire for symptoms of COVID-19. Each person is also required to take their own temperature and to fill in the temperature reading on the same form, and then to submit the form before entering the premises. Social distancing should be adhered to whilst queuing for this process.
- If a student or staff member has an elevated temperature of higher than 38 °C they will not be permitted access to campus property. Students or staff members will be requested to seek medical attention and to complete a detailed questionnaire, by means of a Google form which they will receive via email from the campus.
- On entering the campuses students will report to their designated area and maintain social distancing.
- Hand sanitizers will be available at entrances.
- Students and staff registering an elevated temperature of higher than 38 °C must not be permitted access to campuses property and must move to an isolation area pending immediate return to a self-isolating facility away from the campus site.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.1 Face Masks

- All students and staff must wear 3-layered face masks if they wish to enter the campus premises.
- Every employer must require any other worker to wear masks in the workplace.
- Face masks are to be washed by staff and students in hot water and disinfectant after each day used. It is preferential to iron your mask.
- Face visors will be made available at campuses where we have hard of hearing staff and students.

- The campuses will keep a contingency supply of disposable masks on hand to issue to those staff or students who may have forgotten to bring face masks or if face masks are damaged or lost during the day.
- Replacement cloth masks and allocated disposable masks will be charged for.

5.2 Hand Sanitiser

- It is highly recommended that students should carry their own small bottle of hand sanitiser.
- Adequate supplies of sanitation products and PPE equipment will be available at campuses.
- At the start of the day sanitising will take place on entry to the campus.

6. HUMAN RESOURCE MANAGEMENT

- All staff who return to the office and students who return to campus must sign a disclaimer in which they express their choice and intention to do so.
- Inscape staff will be required to return to campuses/offices as determined by the Institution and in compliance with the Alert Level lockdown requirements established by the South African Government.
- Inscape is cognisant of the vulnerability of workers above the age of 60, as well as workers with comorbidities identified by the Department of Health. Staff who fall into one or more of the categories will be accommodated accordingly and the institution will engage with individuals on a case-to-case basis in order to determine whether they are able to work-from-home.
- Inscape will adopt a work-from-home strategy, if possible. This implies that a strictly controlled agreement must be reached when such a staff member will perform their duties remotely.
- If an employee cannot complete their KPI's from home and cannot come to work due to illness they will need to take sick leave. If their sick leave is exhausted, they will need to take annual leave. When all leave due is exhausted staff may be placed on unpaid leave and the campuses will attempt to claim UIF from the TERS relief fund.
- The Campus Director must implement suitable contingency plans to ensure that staff working remotely have the means to operate efficiently and are included in all operational considerations.
- Workplace protocols should be in place to include disease surveillance and prevention of the spread of infection.
- All staff will be screened on a daily basis for symptoms of COVID-19, including a symptom check and a temperature assessment.
- All staff must use a 3 layered cloth mask at all times as stipulated by the regulations.
- All staff must comply with the sanitising or hand-washing policies and procedures determined by the Institution.
- Stringent social distancing measures should be implemented in the workplace.
- Campus Directors should identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- All staff are expected to work with the Institution to identify and support students and staff who exhibit signs of distress.
- All staff are expected to consider the specific needs of staff and students with disabilities, and how marginalised populations may be more acutely affected by the illness or its secondary effects.

- If a staff member feels unwell, they should remain at home, and not come to the office. They must self-isolate and seek the necessary medical attention, and / or Covid 19 test if they suspect they have contracted the Covid 19 virus.
- Staff must remain at their workstation while they perform their normal work duties and will only be permitted to leave for essential movement to the printer, bathroom, kitchen, and for essential in-house meetings where safety protocol is practised.
- No informal meetings or corridor chats will be permitted.

7. CURRICULUM DELIVERY

All students will be communicated with as to the curriculum delivery rollout plan for 2021.

Campuses are allowed to accommodate up to 33% of the student population during alert level 3 and up to 66% of the student population during alert level 2.

Below are the relevant email addresses per campus.

CAMPUS	CAMPUS DIRECTOR	EMAIL ADDRESS
Cape Town	Miguel De Figueiredo	miguel.defigueiredo@inscape.co.za
Durban	Raymond Taylor	raymond.taylor@inscape.co.za
Midrand	Maurice Van Der Merwe	maurice.vandermerwe@inscape.co.za
Pretoria	Renee Koelewyn	renee.koelewyn@inscape.co.za
Stellenbosch	Miguel de Figueiredo	miguel.defigueiredo@inscape.co.za

8. CANTEENS

- Canteens and refreshment stations will be opened under the Government Alert Levels, as prescribed.

9. VISITORS

- No unscheduled Visitors will be allowed on any of the campuses or at head office until further notice. Visitation is strictly by appointment booking only.

10. PAUSE AREAS, BREAKS AND AFTER-HOURS USE OF CAMPUS

- Staggered break times will be implemented between sessions.
- Pause areas will be open for use as per the required safety protocols and social distancing.

- Foosball machines, table tennis tables etc. will not be accessible for use.
- Social distancing will apply at all times.
- No sharing of equipment will be allowed.
- Smoking will be permitted at designated smoking areas only, whilst maintaining social distancing.

11. COMPANY VEHICLES

- Prior to the re-opening of the campuses, all campus vehicles must be deep cleaned and disinfected, particularly surfaces that are touched by many people (seats, door and window handles, etc.).
- A plan is in place to ensure that daily routines regarding vehicles are maintained once campuses resume. After passengers leave the campuses vehicles, they must be cleaned and disinfected, particularly surfaces that are touched by many people (seats, door and window handles, etc.).

12. RESPONSE TO IDENTIFIED SYMPTOMS

- Should a student or staff member present symptoms, they must immediately be moved into the rooms specifically prepared as isolation centres. This process must be handled sensitively.
- Should a student or staff member present with COVID-19 symptoms, the individual will be advised to seek medical advice.
- If circumstances make it impossible for the student or staff member to seek medical attention, the individual will be taken to the nearest treatment centre with the consent of the individual.
- If a diagnosis of COVID-19 is confirmed after testing, the student or staff member must self- quarantine at home for a minimum period of 10 days.
- The campuses will make the necessary arrangements with the student regarding the manner in which campus work, including formal and informal assessment, will be handled during the period of self-isolation.

13. STIGMATISATION

In alignment with the institution Code of Conduct, every effort will be made that the campuses community is educated in order to avoid any stigmatization attached to the COVID-19 disease.

14. LINES OF REPORTING

14.1 In case of illness

- Ahead of time - Informative communication from the campuses to ensure that staff, parents and students know what to do/will happen if they or the students get sick at campuses.
- Ensure that all contact details for next of kin are up to date.
- Every Campus Director must have a list of nearby emergency rooms/hospitals/doctors.

- Designated staff will separate students and staff from those who are well, with sensitivity. The student or staff member can wait in the separate isolation room at the campuses until such time as they are fetched or leave the campus.
- Should a positive case of COVID-19 be identified on campus / head office, the venue/office/phase/group will be closed immediately and deep cleaned and decontaminated before anyone is permitted re-entry. Any persons may only re-enter the venue/space in question after 24 hours. In keeping with patient/medical confidentiality ethics, the identity of the person who has tested positive for COVID-19 may not be revealed to the general community without that person's express written consent.
 - These measures extend to the family or other persons in that residence.
 - The campus will make the necessary arrangements with the student as to the way campus work will be dealt with during this time, including formal and informal assessment.
- A staff member who shows symptoms of the disease or who has come into contact with someone who tested positive:
 - Any staff member presenting with COVID-19 symptoms must be advised to seek immediate medical advice telephonically and then proceed to the medical centre to which their general practitioner directs them.
 - If the staff member is confirmed to be ill with COVID-19, they are then advised to self- quarantine at home for a minimum period of 10 days.
 - In keeping with patient/medical confidentiality ethics, the identity of a staff member who has tested positive for COVID-19 may not be revealed to the general community without that person's express **written** consent.
 - The staff member must inform their line manager of their status.
 - The staff member must advise all first contacts who they have had contact with.
 - A form will be issued to the student/staff member to write down the details of as many people as they can with whom they recently came into close and regular contact with at the campus/office. Line managers will distribute these forms internally.
 - If the staff member tests positive, the people with whom contact has been identified will be informed immediately.

15. COMMUNICATION PROTOCOLS

- Prevent stigma relating to COVID-19 by using facts and reminding students and staff to be considerate of one another. Encourage adherence to healthy practices from the national health and education authorities.
- Campuses must provide regular and relevant information and material to address students' questions and concerns about the disease appropriately.
- Information pertaining to all students, staff and their direct family members who are suspected of having or have confirmed, after testing, the coronavirus, must be reported to INSCAPE. Once test results have been received the following information should be included:
 - Name of student/staff member/parent or guardian.
 - Unconfirmed or confirmed diagnosis.

- When quarantine started.
- We will alert local health authorities about large increases in student and staff absenteeism due to respiratory illnesses.
- Students and staff are expected to report to Inscape if someone in their home has been diagnosed with COVID- 19 and stay at home.
- Students and staff should also stay at home if they are experiencing any Covid and / or flu like symptoms.
- Students and staff should also stay at home and quarantine if they have come into close contact with a person who has a positive Covid diagnoses.
- Staff are to conduct regular information briefings tailored to the campus community which always includes the 'KEEP' prevention mantra:
 - Keep – yourself at home if you are sick.
 - Keep – washing your hands for 20 seconds.
 - Keep – your physical distance from others.
 - Keep – away if you cough or sneeze and cough and sneeze into your elbow.
 - Keep – your mask on at all times, covering both your nose and mouth.

ANNEXURES AND SUPPORTING DOCUMENTATION

PHASED RETURN OF EMPLOYEES

- 1.1 A phased approach is adopted and continually updated as to when employees are allowed to return to work during the various Alert Level restrictions. This approach is adopted in order to ensure that our statutory endeavours in securing a safe and healthy working environment are achieved.
- 1.2 Employees are allowed in the workplace in the following four Inscape phases:
 - 1.2.1 In 'Phase 1' 33% of employees shall return to the workplace.
 - 1.2.2 In 'Phase 2' 66% of employees shall return to the workplace.
 - 1.2.3 In 'Phase 3' 100% of employees shall return to the workplace.
 - 1.2.4 In 'Phase 4' employees with underlying medical conditions shall return to the workplace.
- 1.3 Employees who are allowed back into the workplace in the various Phases will abide by all instructions and recommendations as provided in the Inscape Education Group Covid-19 Return to Work Policy, as well as those set out in this document.
- 1.4 Employees who disclosed any underlying medical condition in the submission of their Health Disclosure, shall return to work in 'Phase 4'. These employees shall in the interim period, make all necessary attempts to conduct their work from home at the highest standards as required by Inscape Education Group.

STEPS TAKEN TO ENSURE A COVID-19 READY WORKPLACE

- 1.1 As provided for in the Inscape Education Group Return to Work Policy, Inscape Education Group will take all reasonable steps to ensure compliance with its statutory health and safety obligations.
- 1.2 Patrol of students/staff and identification of potentials risks and hazards is everyone's responsibility, every day.
- 1.3 The employee/agent shall provide a copy of all documented information every week to the HR Manager for Covid Reporting at the Inscape Education Group before close of business on a Friday.
- 1.4 Appropriate risk analysis will be done at the office before any work is resumed and includes:
 - 1.4.1 All Inscape Education Group employees will, before commencing work after the lockdown has been lifted, complete a(n) Employee / Visitor Travel History and Health Disclosure document and such documents shall be kept on file.
 - 1.4.2 Employees must ensure that all equipment, stationery, and tools are thoroughly cleaned after use.
 - 1.4.3 Inscape Education Group will as far as practicable, minimize the number of workers on at the workplace at any given time through the rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve effective social distancing.
 - 1.4.4 All work surfaces and equipment will be disinfected before work begins.
 - 1.4.5 The Compliance Officer or duly appointed representative of the premises shall appoint an employee who will be responsible for:
 - 1.4.5.1 Ensuring adequate hygienic products such as soap and hand sanitizer in the Inscape Education Group office.

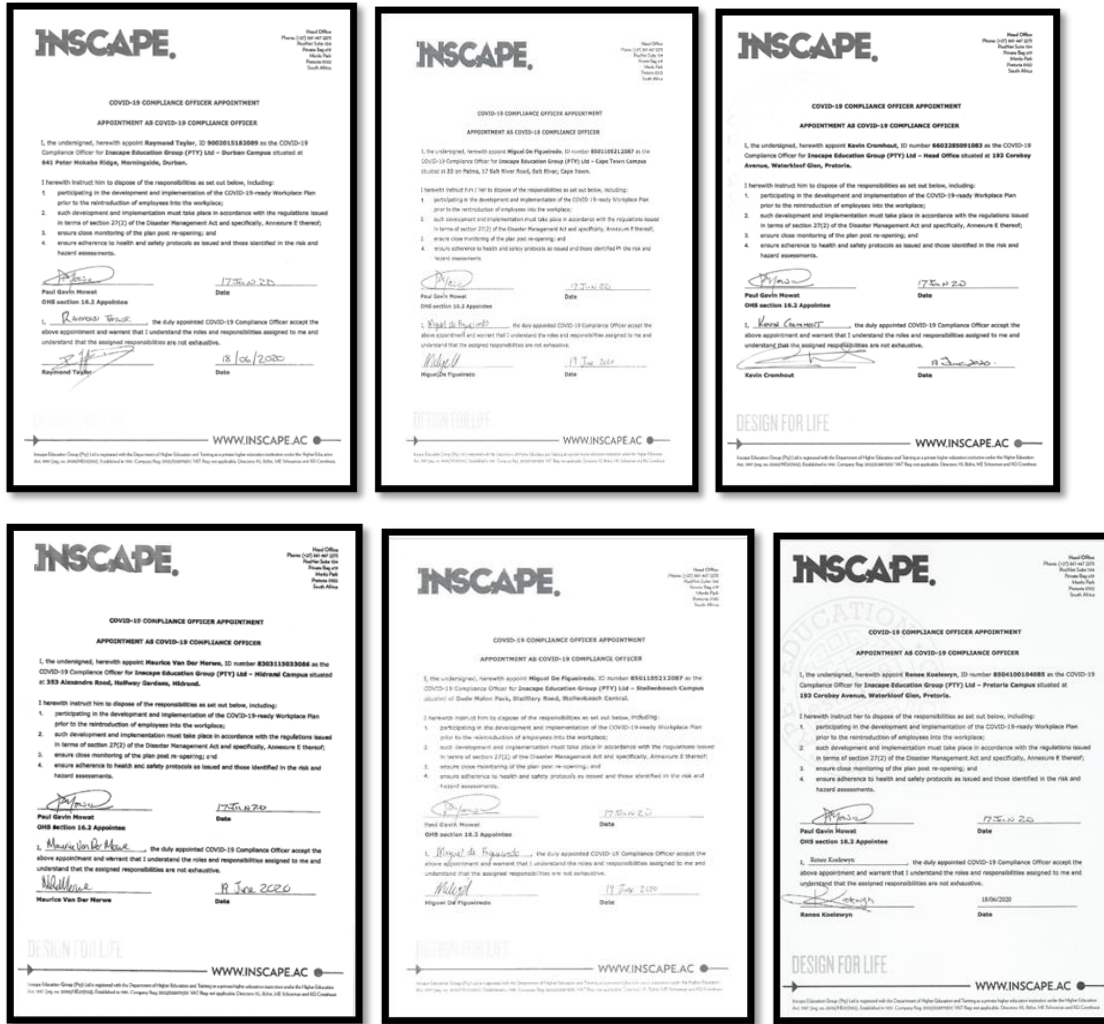
1.4.5.2 Ensuring that all door handles are sanitized regularly and before and after classes.

LIST OF EMPLOYEES

3.1 According to the Regulations issued in terms of Section 27(2) of the Disaster Management Act, a list of employees has been compiled to include employees:

- 1.1.1 Who can work from home
- 1.1.2 Who are over the age of 60
- 1.1.3 Who have comorbidities.

IEG COVID 19 Compliance Officer Letters



ANNEXURE B – IEG COVID 19 ROUTINE SCREENING, TESTING AND ISOLATION

	ROUTINE SCREENING, TESTING & ISOLATION	Yes	No	N/A
1.	Each student and staff member going to campus / office must ensure that they complete the Inscope Health status self-monitoring screening questionnaire, via the supplied QR code, before entering their premises.			
2.	All persons entering a campus must wear a government regulated 3-layer cloth mask and must have completed the QR code sign in, before entering the campus premises.			
3.	Every employer must – a) provide each of its employees, free of charge, with a minimum of one cloth mask, for the employee to wear while at work and while commuting to and from work; and require any other employee to wear masks in the workplace.			
4.	Students and staff must wash their masks in hot water and disinfectant after each day used. It is preferential to iron your mask as well after drying.			
5.	When arriving on campus everyone must queue along the demarcated lines on the ground at the main entrance, spaced 1.5 metres apart, until they reach the screening table at the entrance (only one entrance and exit point must be used).			
6.	At the entrance, every person must scan their temperature, using the handheld temperature scanner, and complete the QR screening questionnaire and register; and then sanitise. I. anyone with a temperature reading of >38°C and / or II. answers to experiencing the following symptoms: cough, sore throat, redness of eyes, shortness of breath or difficulty breathing, body aches, loss of smell, loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness, or tiredness – will not be permitted to enter the campus building.			
7.	Anyone not permitted to enter the campus building must be escorted away to a safe zone in the parking area, away from other people in the queue, where plans must be made for them to return home to self-isolate or go straight to a medical facility. Those that cannot self-isolate, will be linked to the Department of Health quarantine sites/isolation centres.			
8.	After being screened at the entrance, everyone who receives the all clear must sanitize the temperature scanner, and their hands prior to entering the campus building.			
9.	All screening records will be captured in real time and the Inscope HR Manager will monitor the forms weekly.			
10.	Students arriving during Phase 1, to make use of specialised machinery or equipment, will go through the screening process and then wait in the campus reception area for an FTL to			

	escort their group to the relevant studio to work. After they complete their work, they will then all be escorted off the campus by an FTL – all the while adhering to all the safety regulations.			
11.	<p>Students and staff must sanitise their hands routinely as follows:</p> <ul style="list-style-type: none"> - Upon entering the campuses at designated temperature-screening station. - At the commencement of the day in the first venue. - After breaks before entering the teaching venue. - Upon exiting the teaching venue to go home. 			
12.	Cuts / broken skin must be covered before entering the workplace.			
13.	Every Inscape campus / head office must take measures to require employees to immediately inform the employer if they experience any of the said symptoms while at work.			
14.	<p>Each site must identify at least two staff members who will be responsible for managing staff and student infections. These people will be referred to as Points People.</p> <p>The identity and contact details of the points people must be communicated and publicized on the sites so that everybody is aware of who to contact should a student or staff require isolation. A points person must be in possession of a cellular phone which must be kept on their person whilst on site to ensure that they are easily reachable at any time during work hours.</p> <p>The points people will be responsible for the site isolation room.</p>			
15.	<p>Isolation Rooms</p> <p>All sites need a designated room with a closable door which may serve as an isolation room until a potentially sick person can be removed from the workplace.</p> <p>This room should preferably not be the sick room for ease of sanitising and cleaning (bedding to be washed, more furniture to clean etc).</p> <p>Requirements are:</p> <ol style="list-style-type: none"> 1. The room must be easy to locate and should not accommodate more than two people. 2. As the isolation room must be deeply sanitised after a person has left the room it is advised that furnishings be kept bare and easy to clean. 3. The room must have adequate ventilation, with windows if possible. 4. A supply of N95 medical masks and disposable gloves must be available in the room. 5. The contact details of the points people as well as the national COVID-19 hotline number (0800 029 999) must be clearly visible in the room. 6. Hand sanitiser, tissues and a waste bin with a liner must be provided. 7. Cleaning personnel are to be aware of cleaning protocols for the isolation rooms and this 			

	<p>must include adequate PPE for them.</p> <p>8. Covid-19 Incident Report Form and Close contact Communication Form and a pen to complete forms must be available in the isolation room – see forms at end of this checklist.</p> <p>9. Other people may not enter the room except in an emergency.</p>			
16.	<p>If a student or employee presents with the said symptoms or advises the campus of these symptoms, the campus must –</p> <ul style="list-style-type: none"> i. not permit the student or employee to enter the site; or ii. if the student or employee is already at the campus site immediately- <ul style="list-style-type: none"> a) isolate them in the designated Isolation Room, provide the student or employee with a FFP1 surgical mask and arrange for the employee to be transported in a manner that does not place other students and employees at risk either to be self-isolated or for a medical examination or testing; and b) assess the risk of transmission, disinfect the area and the student or employee's workstation, refer those employees who may be at risk for screening and take any other appropriate measure to prevent possible transmission. iii. ensure that the employee is tested or referred to an identified testing site. iv. place the employee on paid sick leave in terms of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of UIF and related schemes. v. ensure that the employee is not discriminated against. vi. 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 Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993). 			
17.	<p>In addition to the above, the Points Person must immediately do the following</p> <ul style="list-style-type: none"> ✓ Reassure and comfort the individual. ✓ Ensure that there is no stigmatization and that the process ensures little or no emotional trauma. ✓ Provide individual with new medical face mask. ✓ Accompany individual to the adequately lit isolation room and if possible, shut the door if adequate ventilation assured e.g., open window. ✓ Do not allow friends or others to sit with the individual – allow 2 metres between any other people in the vicinity. ✓ Ask individual to avoid touching people, surfaces, and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If no tissues available, they should cough and sneeze into the crook of their 			

	<p>elbow.</p> <p>✓ If they need to go to the bathroom whilst waiting for medical assistance or transfer to their isolation or quarantine venue, they should use a separate bathroom if available.</p> <p>✓ Wash hands well according to handwashing guidelines.</p> <p>Point Person to arrange for isolation room to be cleaned once the student or staff member has been transferred.</p> <p>NICD PUBLIC HOTLINE 080 002 9999</p>			
18.	<p>Each campus and head office must ensure that all students and staff have had a meeting discussion and or relevant training surrounding the necessity for Covid 19 Safety Regulations and Protocols, including guidelines of prevention and detection of the virus – see last form following.</p>			

ANNEXURE C – IEG COVID 19 ROUTINE DAILY CAMPUS CLEANING

	ROUTINE DAILY CAMPUS CLEANING	Yes	No	N/A
1.	Clean and disinfect campus buildings, studios and especially water and sanitation facilities daily and frequently during the day, particularly surfaces that are touched by many people – high risk areas (railings, door and window handles, specialised equipment, etc.).			
2.	To ensure compliance with the above procedures, a duty checklist must be in place and the Campus Director must assume full responsibility for the process to ensure it is completed effectively and timeously – see register examples at the end of this document.			
3.	All campuses must maintain bathrooms with soap and water and place alcohol-based hand rub (hand sanitisers) and enough single use paper towel in: - Staffrooms, kitchens, and toilets.			
4.	All cleaning staff are to wear gloves and a mask when cleaning – enough disposable glove stocks must be provided.			
5.	Discarded gloves and masks must be disposed of in a plastic bag which must then be placed in a second bag before being discarded in the normal manner.			
6.	Cleaning equipment and other PPE materials must be properly cleaned and stored safely for the use the following day.			
7.	Clean and disinfect water and sanitation facilities regularly as per the cleaning roster, particularly surfaces that are touched by many people (railings, door and window handles, specialised equipment, etc.). THE BATHROOM: <ul style="list-style-type: none"> • When going to the bathroom keep your mask on and sanitise your hands prior to reaching the bathroom. • Wash your hands well with soap and water for 20 seconds after using the bathroom facilities and sanitize your hands upon exiting the bathroom when returning to your workspace. • The bathroom will be cleaned and disinfected daily, using deep cleaning chemicals. • Bathroom windows must remain open. • A bathroom cleaning register must be pasted outside the bathrooms indicating adherence and sign off regarding regular cleaning and disinfecting protocols. 			

8.	<p>Cleaning with Bleach</p> <p>As bleach irritates mucous membranes, the skin and the airway, decomposes under heat or light, and reacts readily with other chemicals, caution should be exercised in the use of it. Improper use of bleach may reduce its effectiveness in disinfection and lead to accidents which can be harmful to health. Overuse of bleach or using a bleach solution that is too concentrated results in the production of toxic substances that pollute the environment and disturb the ecological balance.</p> <p>Cleaning tools should be soaked in diluted bleach for 30 minutes and then rinsed thoroughly before reuse. Finally, wash hands with liquid soap, then dry hands with a clean towel or disposable towel.</p> <p>Precautions</p> <p>Avoid using bleach on metals, wool, nylon, silk, dyed fabric, and painted surfaces. Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.</p> <p>Bleach should not be used together or mixed with other household detergents as this reduces its effectiveness in disinfection and causes chemical reactions. For instance, a toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. This could result in accidents and injuries. If necessary, use detergents first and rinse thoroughly with water before using bleach for disinfection. As undiluted bleach liberates a toxic gas when exposed to sunlight, it should be stored in a cool and shaded place out of reach of children. Sodium hypochlorite decomposes with time. To ensure its effectiveness, it is advised to purchase recently produced bleach and avoid over-stocking. For effective disinfection, diluted bleach should be used within 24 hours after preparation as decomposition increases with time if left unused.</p> <p>Tools and Equipment</p> <p>Before cleaning, get all the necessary tools and equipment ready. Cleaning tools, cleansers/disinfectants, measuring tools, and protective gear will be needed.</p> <ul style="list-style-type: none"> • Cleaning tools: Brush, mop, towel, spray can and bucket. • Cleansers/disinfectants: Bleach and water. • Measuring tools: Tablespoon and measuring cup. • Protective gear: Mask, rubber gloves, plastic apron, and goggles (recommended). 			
9.	<p>All students and staff must keep their own work areas hygienic:</p> <ul style="list-style-type: none"> • All staff on entering their office space must take single use paper towel and 			

	<p>clean and wipe down with sanitiser their table, chair, equipment and area before working, and throw the used paper away in the bins provided; and</p> <ul style="list-style-type: none"> • The same must be done on exiting the studio / office / work area. • Keep all work areas and surfaces free of clutter and unnecessary items. 			
10.	All washing up facilities must be inspected regularly to ensure soap, running water and single use paper towel is available for proper hygiene and cleaning.			
11.	Mobile electronic devices must also be cleaned frequently.			
12.	<p>All employees driving company vehicles must ensure that:</p> <ul style="list-style-type: none"> • All interior surface areas of the vehicle are cleaned and sanitised at the commencement of his/her shift and /or before driving the said vehicle. • After driving the vehicle ensure that the steering wheel, indicators, radio controls and interior surface areas of the vehicle are cleaned and sanitised. • Driver must ensure that his / her hands are sanitised in accordance with regulations. <p>When transporting and / or driving with passengers, the driver must ensure that: no more than one passenger is permitted in the vehicle:</p> <ul style="list-style-type: none"> • All persons entering the vehicle have sanitised their hands in accordance with the regulations. • Cloth face masks are worn by all occupants for the duration of the trip. • No passenger will be allowed to enter any vehicle without having been screened for COVID-19 symptoms by the relevant appointed representative. Any passenger displaying COVID-19 symptoms may not be allowed to enter the vehicle, unless precautionary measures have been taken and authorised by the Compliance Officer. 			
13.	<p>All technology equipment should be wiped and cleaned with a solution of 70% alcohol content to preserve the lifespan of the ICT equipment.</p> <p>Administration Offices:</p> <ul style="list-style-type: none"> • All staff are required to wipe down their keyboard, laptop, mouse, and telephone handset and to ensure that all surfaces are wiped down (visibly moist). • All staff need to sanitise their hands after this process. • An IT equipment wipe bucket is to be placed close to copiers/printers so that the keypad can be wiped down before use. 			

14.	<p>Guidelines: Cleaning of Isolation Room</p> <ul style="list-style-type: none"> • Wear gloves and a face mask. • Open outside doors and windows to increase air circulation in the area. • Tie bin liner with any contaminated masks, tissue and gloves and place inside second bin liner. Tie the second bin liner and put one side to take to general waste area. • If possible, wait 24 hours before cleaning/disinfecting. If 24 hours is not feasible, wait a couple of hours before cleaning (for virus to settle on surfaces) • Clean and disinfect all areas - Bleach solution should be used over wide areas, such as floors, desks, chairs, etc. 70% alcohol solutions should be used for smaller areas and items and items that can corrode. i.e., all metals, door handles etc. should be cleaned with an alcohol solution. • Once the area has been appropriately disinfected/sanitised, it can be opened for use. <p>If there is any linen or laundry in the area (e.g., bedding), these should be washed in a heating cycle in the washing machine.</p>			
15.	<p>Cleaning and disinfecting a building or facility if someone is found Positive for COVID-19:</p> <p>It is important to note that the same cleaning solutions are used in this setting for routine cleaning. Cleaning after a confirmed COVID-19 person has been present is a more meticulous version of routine cleaning.</p> <p>Close off areas used by the person who has been found positive for COVID-19.</p> <p>Institutions do not necessarily need to close operations if they can close off affected areas. As we learn to “live with this virus” it is anticipated that only affected components of organisations will close, rather than the entire organisation.</p> <p>Regarding the affected room/building:</p> <ul style="list-style-type: none"> • Open outside doors and windows to increase air circulation in the area. • If possible, wait 24 hours before cleaning/disinfecting. If 24 hours is not feasible, wait if possible. • Clean and disinfect all areas used by the person who has COVID-19, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATMs. Hypochlorite should be the solution that is used over wide areas, such as floors, desks, chairs, steps, etc. 			

	<p>Since 60-70% alcohol solutions are far more expensive, it should be used for other smaller areas and items that corrode. Thus, all metals and electronic goods, keyboards, door handles, laptops, etc. should be cleaned with an alcohol solution.</p> <ul style="list-style-type: none"> • Once the area has been appropriately disinfected, it can be opened for use after 24 hours. • If there is any linen or laundry in the area (e.g., tablecloths), these should be washed in a heating cycle in the washing machine. • Workers without close contact with the person who has COVID-19 can return to work immediately after disinfection. Those who have had exposure – according to the national guideline definition – should be in self-isolation, according to national guidelines. <p>If it is more than seven days since the person who has COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.</p> <p>Continue routine cleaning and disinfection after the special clean, as per this document. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.</p>			
16.	No food or eating utensils or drinks may be shared.			

ANNEXURE E – IEG COVID 19 INCIDENT REPORT

Campus / Head Office		Date & Time of Report	
Location address			
Study year / Module / Groups impacted			
Confirmed positive (zero degree of separation)		Confirmed positive (one degree of separation)	Confirmed positive (two or three degrees of separation from the campus site)
Self-isolation pending testing outcome (zero degree of separation)		Self-isolation pending testing outcome (one degree of separation)	Self-isolation pending testing outcome (two or three degrees of separation)
Self-Isolation but no testing done (zero degree of separation)		Self-Isolation but no testing done (one degree of separation)	Self-Isolation but no testing done (two or three degrees of separation)
Other (please specify)			
Please outline the situation as you understand it:			
Person involved:			
Name		Role / position	
Employee or fixed term		Student	Other
Confirm the following please			
	Yes / No / uncertain		Yes / No / uncertain
Has the positive status of the person concerned been confirmed?		Is the person displaying symptoms?	
Have the contacts of the		Do we have a list of the	

person been listed by the person with NICD or other authority			contacts that are pertinent to us?	
Is the person in hospital?			If yes to the above, have we notified the contacts yet?	
Is the person self-isolating?			Has the person contacted the contacts themselves?	
Is this a suspected local transmission or an import and in both cases does the person have an idea how they contracted the virus? (Trying to determine if the person has any idea how they contracted the virus to assess if the transmission could be related to one of our campuses)				
When last was the person on campus?				
Who did they have contact with on campus?				
What was the nature of the contact?				
Which rooms or facilities did the person most recently use?				
When did they first experience symptoms or decide to self-isolate?				
When did the person start to self-isolate?				
What day did they test?				
When is the test result expected?				
If this person is well, do they have what is needed to work from home?				
If the person / staff member is not on site what sort of leave has been approved?				
Sick leave	Work from home	Paid annual leave	Family responsibility leave	Other – please specify
IMMEDIATE ACTIONS – what has been done?				
RECOMMENDED ACTIONS				
Costs involved to date such as for cleaning:				
Item			Estimated cost	
Incident Reporter			Signature / Date	
Campus Director / HO Manager			Signature / Date	
Covid 19 Incident Team			Signature / Date	
Group OHS Officer			Signature / Date	

ANNEXURE F – IEG COVID 19 INCIDENT LOG

Ref No	Date of Incident	Name & Symptoms
1/2021		
2/2021		
3/2021		
4/2021		
5/2021		
6/2021		
7/2021		
8/2021		
9/2021		
10/2021		
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12/2021		
13/2021		
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31/2021		
32/2021		
33/2021		
34/2021		

PROTECT YOURSELF AND OTHERS
FROM COVID-19

CLEAN & DISINFECT ICT EQUIPMENT

COVID-19 CAN BE LEFT ON OBJECTS AND SURFACES.
To reduce contamination and the risk of spread in offices, computer and media centres or libraries:

- 1** Clean all ICT equipment before each use.

- 2** Use 70% alcohol ICT equipment wipes from buckets at the entrance to the venue.

- 3** Throw used wipes into the bins provided.

- 4** Sanitise your hands after you've thrown away your used wipe.


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PROTECT YOURSELF AND OTHERS
FROM COVID-19

CLEAN & DISINFECT ICT EQUIPMENT

COVID-19 can be left on objects and surfaces. To reduce contamination and the risk of spread, all ICT equipment should be cleaned before each use with approved, 'safe to use' 70% alcohol ICT equipment wipes.



PROCESS:

Any frequently touched surfaces, including laptops, keyboards, computer mice, handsets and surfaces, need to be cleaned with approved wipes (provided in bucket in each area) before each use. Surfaces must be wiped down until they are 'visibly moist'.

ADMINISTRATION AREAS

- An IT equipment wipe bucket will be placed at the entrance to each Administration Area.
- Each time you enter the office, you are required to wipe down your own ICT equipment (laptop/ keyboard/ mouse/ handset/ desk surface).
- Dispose of used wipes in the bins provided.
- Sanitise your hands after you've thrown away your used wipe.
- Please remember to wipe down the copier each time you use it.

WORK AREAS/LIBRARIES

- An IT equipment wipe bucket will be placed on a desk at the entrance to each Computer/ Media centre or Library.
- Students must wipe down the workstation that they'll be using (and the surrounding worktop) before they start working.
- Used wipes need to be thrown into the bins provided.
- Students need to sanitise their hands after they've thrown away used wipes.

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