**Summary of Covid-19 Occupational Health & Safety Measures in the Workplace – Less than 10 Employees**

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All workplaces (excluding medical and health services) operating under level 4 and providing essential goods and services need to comply with the new COVID-19 OHS Directive.

**OHS COMPLIANCE**

* Undertake a risk assessment that takes into account the workplace’s specific circumstances
* Notify all staff about the COVID-19 OHS Directive
* Ensure that there is strict compliance with the COVID-19 OHS Directive and risk assessment plan through monitoring and supervision
* Take any other measures required by the employer’s risk assessment

**WORKPLACE READINESS**

* The workplace must be arranged so that staff are at least 1,5m apart, or physical barriers should be placed between them
* The employer must ensure that social distancing measures are implemented through supervision in the workplace and common areas inside and outside the immediate workplace through queue control (e.g. canteens and lavatories). These measures may include dividing the workforce into groups or staggering break-times to avoid concentration of staff in common areas.
* Take measures to minimise contact between staff as well as between staff and members of the public

**EMPLOYEE WELLNESS**

* Staff presenting with any observable COVID-19 symptoms are not allowed to work
* Observable symptoms include:
	+ Fever (>38°C)
	+ Cough
	+ Sore throat
	+ Redness of eyes
	+ Shortness of breath (or difficulty in breathing)
* Employer is to immediately contact the Corona Hotline on 0800 029 999 for instructions for the employee to follow

**EMPLOYEE PERSONAL PROTECTION PRECAUTIONS**

* Provide cloth masks or require staff to wear cloth masks covering their mouth and nose
* Provide each employee with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their work areas
* Ensure that each employee washes their hands with soap and sanitizes their hands
* Ensure that work areas are disinfected regularly

**MONITORING & ENFORCEMENT OF DIRECTIVE**

The Department of Labour’s inspectors will enforce the Directive. Contraventions of the Directive may lead to fines of R50 000 or to imprisonment for not more than a year, or both.

***Resources:***

[*http://www.labour.gov.za/department-of-employment-and-labour-unveil-guidelines-to-deal-with-covid-19-at-workplaces*](http://www.labour.gov.za/department-of-employment-and-labour-unveil-guidelines-to-deal-with-covid-19-at-workplaces)

[*http://www.gpwonline.co.za/Gazettes/Gazettes/43257\_29-04\_Labour.pdf*](http://www.gpwonline.co.za/Gazettes/Gazettes/43257_29-04_Labour.pdf)