<table>
<thead>
<tr>
<th>Integrated management Systems</th>
<th>Doc Ref</th>
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<tbody>
<tr>
<td>COVID 19 HEALTH AND SAFETY PLAN</td>
<td>S.H. E.Q</td>
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<td>SHEQ/COVID/PLAN</td>
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<td>Rev No:</td>
<td>01</td>
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<td>Date:</td>
<td>20/07/2020</td>
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<td>Signed:</td>
<td>Jimmy</td>
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Approved By: Group CEO : M Mnyani

**COVID 19 WORKPLACE HEALTH AND SAFETY PLAN**
CONTENTS TO BE COVERED

1. Introduction & Purpose
2. Corona Virus 2019 – COVID 19
3. How the virus spreads
4. Signs & Symptoms
5. Precautionary measures to prevent the spread of COVID-19
6. Safety Control Measures to be Implemented
   6.1 How to wear a face mask
   6.2 Risk Assessment
   6.3 Visitors and Contractors
7. Safe work practices to prevent transmission of the virus
8. Continuous Monitoring
9. Conclusion
1. Introduction & Purpose

As the country is current phasing the Coronavirus (commonly known as COVID-19) outbreak, Khato Civils/South Zambezi in solidarity found it critical to contribute to the initiative of fighting the spread of Covid-19 in the workplace which threatens to human life and health of many.

Purpose

The document intends to consolidate education, awareness and practical guidance to manage Business Continuity during the COVID 19 pandemic outbreak.

It addresses risks employees are exposed to and strategies in place to minimise and prevent the spread of the virus.

2. Coronavirus 2019 (COVID 19)

- Corona viruses are a large family of viruses which may cause respiratory infections ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome) and MERS (Middle East Respiratory Syndrome). The common recent Coronavirus disease is COVID 19.
- COVID-19 was first reported in the late 2019 in Wuhan and has spread extensively China and worldwide

3. How the virus spreads

- **Droplets Transmission**
  - Contact with contaminated surfaces and touching your face
  - Close personal contact with infected person
  - Direct contact with droplets from an infected person when coughing/sneezing
  - From hand shake with an infected person

- **Respiratory Transmission**
  - Through droplets
  - Occurs when a person is in close contact with someone who has respiratory symptoms (coughing/sneezing) and is at risk of having his/her mouth/nose and eyes exposed to potentially infective respiratory droplets.

4. Signs & Symptoms
Dry throat

Itching throat

Dry cough

High temperature

Shortness Of breath

Lose of Appetite

5. Precautionary to prevent the spread Covid-19

- Wash hands often with water & soap for approximately 20 seconds or use a 70% alcohol-based sanitiser.
- Keep safe distance of 1.5-2m apart
- Regularly clean your work surface with water & soap or other means of disinfectant cleaning agent.
- Cover coughs and sneezes with you're a flexed elbow or tissue – if using a tissue, please dispose immediately.
- Employees are encouraged to avoid sharing of food and personal belongings. (water bottle, lip care)
- All employees are encouraged to bring their own utensils (Cups, Cutlery, Tea, Coffee and Sugar) to avoid sharing of utensils.
Employees are encouraged not to share stationary and also encouraged to avoid using the rest room at
the same time
Use of face mask is Mandatory
Avoid touching face, nose & mouth

6. Safety Control Measures Undertaken by Khato Civils/South Zambezi

Section 8(1) of the Occupational Health and Safety Act 85 of 1993 as amended requires the employer to
provide and maintain as far as reasonably practicable a working environment that is safe and without risks to
the health of the employees.

Section (2)(b) further required steps that may be reasonably practicable to eliminate/mitigate any hazards
before resorting to Personal Protective Equipment (PPE)

Various safety control measures at work will still be obtained. The following OHSACT guidelines for effective
implementation of controlled will be adapted:

a) Elimination Control measures
   - Not practical, the virus is unavoidable and exposure is through direct contact with the infected personnel
     and possible airborne.

b) Substitution Control Measures
   - Replace face — All face meeting are discontinued with immediate effect so as to maintain social
distancing
   - Certain meetings will be maintained with digital platforms (Zoom, Skype, tele-conference)
   - Biometric system at the gate will be discontinued

c) Engineering Control Measures
   - All Khato Cailis/South Zambezi to undergo a daily COVID 19 pre-screening on a daily
bases prior to accessing their offices. Hand washing basins with running water will be available in all
the ablutions Sanitizer will be available across the premises

d) Administrative Control Measures
   - Health and Safety Signs, awareness posters will be posted at various notice boards/corridors and offices
across the premises.
   - Continuous Training and Educational sessions will be conducted
   - Varies information will be updated as new information is obtained from our external legal attorney
   - Remote working where possible can be continued.

Personal Protective Equipment Control Measures
   - Wearing of face masks in the workplace is compulsory.
   - Additional PPE will be provided as per area risk assessment conducted
6.1 How to wear a face mask properly

➤ Rule #1
Hand hygiene is of high importance before you put on a mask as that could be a source of infection

➤ Rule #2
Ensure the metal piece on the top of your nose and Put the mask on your around your face using the elastic strings

➤ Rule #3
Adjust your mask over your face and cover your chin & nose making sure your nose and mouth is fully covered by the mask.

➤ Rule #4
Do not touch the front of the mask while using it to avoid possible contaminations. If you accidentally touch it wash your hand with soap & water.

➤ Rule #5
When taking out mask, remove the elastics from behind without touching the front and keep it away from the face and clean it.

6.2

The following rea are identified high risk areas/hot spots
a detailed risk assessment on high risk areas will be compiled

➤ Canteen/Dinning Facilities
➤ Offices and Boardrooms
➤ Office Kitchen
➤ Smoking areas
➤ HR offices
➤ Female and male ablutions
<table>
<thead>
<tr>
<th>Method, Change Risk</th>
<th>Critical</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close supervision, training</td>
<td>Stoppage affect</td>
<td>Stoppage affect</td>
<td>Stoppage affect</td>
<td>Stoppage affect</td>
</tr>
<tr>
<td>Good instruction</td>
<td>No effect</td>
<td>Minor effect</td>
<td>Serious effect</td>
<td>Very serious effect</td>
</tr>
<tr>
<td>Medium</td>
<td>High</td>
<td>Low</td>
<td>32-40</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th>Occurrence</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Lose of life / body</td>
<td>No action needed</td>
</tr>
<tr>
<td>8</td>
<td>Serious injury, minor permanent impairment</td>
<td>Minor correction, written statement</td>
</tr>
<tr>
<td>4</td>
<td>Minor injury / lost time</td>
<td>Stoppage affect, written statement</td>
</tr>
<tr>
<td>2</td>
<td>No injury / lost time</td>
<td>Stoppage affect, written statement</td>
</tr>
</tbody>
</table>

**Injury Severity**

**Risk Classification**

<table>
<thead>
<tr>
<th>Value</th>
<th>Frequency of Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0-6</td>
</tr>
<tr>
<td>8</td>
<td>6-16</td>
</tr>
<tr>
<td>4</td>
<td>16-32</td>
</tr>
<tr>
<td>2</td>
<td>32-40</td>
</tr>
</tbody>
</table>

**Plan**

COVID-19 HEALTH AND SAFETY

**Doc Ref:** S.H.E.O
<table>
<thead>
<tr>
<th>Activity</th>
<th>Potential Hazards</th>
<th>Risk Evaluation</th>
<th>Possible Result</th>
<th>Prevention Measures</th>
<th>Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Screening of Employees</td>
<td>Unknown possibilities</td>
<td>Virus transmission</td>
<td>COVID-19 pre-screening includes the following:</td>
<td>Computerised pre-screening of personnel</td>
<td>Random exiting/entering the premises MUST strictly be avoided.</td>
</tr>
<tr>
<td>2. Checking</td>
<td>System biometric</td>
<td>Scanning</td>
<td>Touching the biometric</td>
<td>Individual by transmitted by an</td>
<td>Contaminated can be avoided.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>individual</td>
<td>transmitted</td>
<td></td>
</tr>
</tbody>
</table>

**Control Measures**

- All biometric systems will be monitored by security to ensure it is not compromised.
- The use of biometric systems during all procedures must be addressed.

**Signed:**

Group CEO: M. Muyani

**Date:** 20/07/2020

**Key No:** 01

**No:** SHEO/Covid/Plan

**Doc Ref:** S.H.E.O.

**Approved By:**

**Contact:** Zambezi South Civils COVID-19 Health and Safety Plan

**Integrated management Systems**
### Control Measures

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Possible Result</th>
<th>Risk Evaluation</th>
<th>SpE R</th>
<th>PREVENTATIVE MEASURES/MITIGATION</th>
<th>SHO/COVID/PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Tea and lunch</td>
<td>Employees in proximity</td>
<td>Virus Transmission through proximity</td>
<td>4. 22</td>
<td>4. 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Allusions/Room change</td>
<td>Employees in proximity</td>
<td>Virus Transmission through proximity and touching</td>
<td>8. 8</td>
<td>8. 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cleaning department personnel</td>
<td>Contaminated surfaces and touching</td>
<td>Contaminated surfaces</td>
<td>24. 0</td>
<td>24. 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning department personnel</td>
<td>Contaminated surfaces and touching</td>
<td>Contaminated surfaces</td>
<td>24. 0</td>
<td>24. 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Possible Hazards:**
- Contaminated surfaces
- Contaminated surfaces and touching through proximity
- Virus Transmission through proximity and touching

**Preventative Measures/Mitigation:**
- Cleaning department personnel
- Cleaning department personnel
- Cleaning department personnel

**Control Measures:**
- Daily disinfecting process to be conducted in all buildings
- Cleaning department personnel to ensure frequent cleaning and disinfecting of shared equipment
- Cleaning department personnel to ensure frequent cleaning and disinfecting of shared equipment
- Cleaning department personnel to ensure frequent cleaning and disinfecting of shared equipment

**Risks Evaluation:**
- **SpE R:**
  - 24. 0
  - 8. 8

**Signed:**
- 20/07/2020

**Group CEO: M. Manyi**

**Approved By:**
- SHO/CIVILS
- S.H. E.O.

**Integrate management Systems**

**CIVALS**

**KARO CIVILS/SOUTH ZAMBIZI COVID-19 WORKPLACE H & S PLAN**
<table>
<thead>
<tr>
<th>Control Measures</th>
<th>Prevention Measures</th>
<th>Mitigation</th>
<th>Potential Hazard</th>
<th>Activity</th>
<th>Control</th>
<th>Date</th>
<th>Key No.</th>
<th>Ref.</th>
<th>Signed</th>
<th>Plan</th>
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<td></td>
<td></td>
<td></td>
<td>CEO</td>
<td></td>
</tr>
</tbody>
</table>

**Control Measures**

- Whispers, Zoom meetings
- Avoid physical contact and replace with digital platforms
- No gatherings to be held
- Maintain social distancing of 1.5 - 2m
- No gatherings will be done to maintain the 1.5-2m distance
- Limit number of people at the same time

**Prevention Measures**

- For further instructions
- Observe social distancing while waiting
- Wear mask
- Personal hygiene

**Mitigation**

- In case of emergency, employees to exit the pandemic
- Emergency gatherings to be avoided

**Potential Hazard**

- Employees in proximity
- Virus transmission

**Activity**

- Office
- Consultation
- Smoking areas
- Workshops

**Control**

- Signed: CEO: M. Mwevi
- Date: 20/07/2020
- Plan: COVID 19 HEALTH AND SAFETY
- SHECOVID/PLAN 10
- Integrated Management Systems
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Social distancing where possible.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Strictly use of PPE (face mask) and observing of</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Supervisor shall ensure wearing</td>
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- Integrated management Systems
- SHE/COVID/PLAN
- SHE/ COVID/PLAN

Each other in work close to required to employees are employees close to employees when work activities.

All other daily.
6.3 VISITORS & CONTRACTORS

- All external Visitors and contractors will report to Khato Civils/South Zambezi main gate for Pre-screening.
- All external Visitors doing Collection/deliveries, they will be required to bring their masks and immediately wear them prior given access.

7. Safe Work Practices to prevent transmission of the virus

- Wearing of MASKS in the workplace is compulsory for the duration of the thread of COVID - 19 pandemic where practicable
- Handshaking, Touching and Hugging on the premises is prohibited. Recommended greeting manners are (waving/foot greeting/head nodding)
- Employees must refrain from sharing of personal belongings (Water bottles, lip care, utensils, etc.)
- Social gatherings i.e. smoking are closed for the duration of pandemic, to avoid unnecessary gatherings and socialization.
- Where employees are sharing one table, required social distancing must be implemented and maintained and necessary PPE will be used (mask & face shield).
- All workbenches/tables/Workstations must be rearranged where feasible to ensure social distancing.
- (Workshop)
- Frequently touched surfaces (handrails, door handles, printers, microwaves etc.) areas must be cleaned daily.
- Employees are encouraged to wash their hands with soap & water for 20s alternatively use an alcohol-based hand sanitizer.
- No employees are allowed to gather for meetings in the office’s boardrooms and workshop meeting area will be stated
- Avoid physical consultations and replace with digital platforms (Email, telephone, WhatsApp, Zoom meetings)
- Appropriate Covid 19 and proper use of PPE training will be provided and signed off
- Distance of 1.5-2 meter between the desk and work station will be maintained at all times
- Strictly use of PPE (Face mask + Face shield) and observing of social distancing where possible.
- Employees to bring their own food to Avoid unnecessary movements during lunch times
- Employees are encouraged to avoid sharing of food and personal belongings. (water bottle, lip care)
- Employees are encouraged to bring their own utensils (Cups, Cutlery, Tea, Coffee and Sugar) to avoid sharing of utensils.

8. Continuous Monitoring

All employees are edged to comply with all guidelines put in place without fail.

Employees deemed to contravene this guideline will be given a written warning.
9. Conclusion

Section 14(a) of the Occupational Health and Safety Act 85 of 1993 mandates the employee to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts.

The objective of this regulations is to ensure both parties commit, participate and adhere to curb the spread of COVID – 19.

WE ARE IN THIS TOGETHER!!!