

EMERGENCY PLAN

COVID-19 CASES



EMPLOYEE CALLS IN
Complaining of one or more Covid-19 symptoms or suspects contact with a confirmed Covid-19 case



EMPLOYEE ARRIVES AT GATE
Where one or more Covid-19 symptoms are detected or suspects contact with a confirmed Covid-19 case



EMPLOYEE ON SITE
Complains about one or more Covid-19 symptoms or suspects contact with a confirmed Covid-19 case

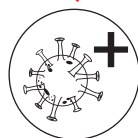


EMPLOYEE TO SEEK MEDICAL ADVICE OR CONTACT COVID HOTLINE



IF NEGATIVE:

Remain at home until 24 hours after symptoms have disappeared then return to work



IF COVID POSITIVE:

Advise all authorities and AECI
Follow instructions of authorities
Provide ongoing counselling to employee
Obtain advice on family isolation
Classed as **"*sick leave"**



RETURN TO WORK IF PREVIOUSLY POSITIVE -
only after 2nd negative pcr test (at least 24 hours apart) or 14 days after symptoms disappear
At work – Masks, screening, induction, SD & personal hygiene, self monitoring

IF CONTACT WITH A COVID POSITIVE CASE -
after 14 days or 14 days after last symptoms

IF CONTACT PERSON IS NEGATIVE-
immediate return to work



ISOLATE

Remove person to dedicated quarantine room on site
Use separate toilets
Provide additional PPE and tissues
Inform: Line Manager, *HCBP, Covid-19 Manager



TRANSFER FROM WORKPLACE ASAP

Avoid contact with anyone else or work areas/surfaces
Arrange transport for employee to nearest medical facility



ISSUE BASED DEEP CLEANING

If employee is Covid-19 positive; OR
In contact with confirmed case; AND
At workplace within preceding 72 hours; AND
Standard decontamination/deep clean has not taken place since discovery.

Focus cleaning on: All employee work areas
other high contact areas (documents, handles, rails, toilets, telephones, equipment and personal effects)



ID OF COVID-19 CONTACT GROUPS

CDC & Health Dept to ID all employees & others in close contact

Self quarantine – 14 days, monitor for symptoms – classed as **"*other leave"**

Seek medical advice if symptoms appear

AECI to produce shift and amenities registers for affected employee & list of possible contacts

Screening should include physically checking of an employees temperature as well as the completion of a checklist against the common symptoms of COVID-19. Any person showing a temperature above 37.3 degC / 99.14 degF or declaring three or more of the known symptoms including a dry cough, shortness of breath, sore throat, body aches, headaches, runny nose or tiredness should be instructed to leave the workplace and seek immediate medical attention as well as informing their line manager.

*HCBP - Human Capital Business Partner - relevant to AECI employees only
Sick leave - relevant to AECI employees only
Other leave - relevant to AECI employees only

COVID MANAGER: 082 600 0439
COMPLIANCE OFFICER (1): 084 208 9210
COMPLIANCE OFFICER (2): 083 626 1753
HR OFFICER: 082 788 9081
SUPPLY CHAIN MANAGER: 071 607 8200
COMPANY DOCTOR: 082 379 1352

COVID HOTLINE: 0800 029 999
NETCARE 911: 082 911

PROVINCIAL HEALTH

PROVINCIAL CD

NEAREST CLINIC

NEAREST HOSPITAL

NEAREST DEEP CLEAN SPECIALISTS

EAP HOTLINE