



<b>DOCUMENT NAME: PRECAUTIONARY MEASURES FOR STAFF (COVID 19)</b>	
Department: Facilities Management	Division: Campus Planning and Development
Rev. No. Rev 01	Reference No. SOP/CPD/01
Compiled By: Deputy Director Campus Planning and Development	Authorized By: Deputy Director Campus Planning and Development
Revised Date: 11 June 2020	Effective Date: 11 June 2020

## 1. Purpose

To provide a general framework for additional procedures and controls to be followed during the COVID 19 Pandemic in terms of personal hygiene, use of additional Personal Protective Equipment, social distancing and work place etiquette and practices as outlined in the national COVID-19 directives and guidelines.

## 2. Scope

This Standard Operating Procedure (SOP) is applicable to all staff in the Campus Development and Planning division of the Department Facilities Management at the University of Pretoria whom are allowed back on campus under the guidance of the university and in their attendance to the workplace and performance of their tasks and duties.

A similar SOP has to be developed by all contractors and service providers working on UP premises that is subsequently approved by the department Facilities Management.

## 3. Responsibility

The Campus Planning and Development Division through the Professional Services Office is responsible for the assessment of various campus buildings in collaboration with the faculties and departments and advising on preventative measures and issuing and installation of sneeze screens and awareness posters and stickers.

The Property Office office is responsible for guiding the safe return and operations of the various food service providers on all UP premises in terms of their individually approved SOP's in adherence to the current National lockdown level regulations.

The Project Management Section is responsible for the safe re-opening of construction sites under the individually approved SOP's for each construction project.

## 4. Definitions

COVID-19	Coronavirus Disease 2019;
Virus	The SARS-CoV-2 virus;
Hazard	A source of or exposure to danger, a situation, or act with the potential for harm in terms of human injury or ill health or a combination of both;
Hazard identification	The process of recognizing that a hazard exists and defining its characteristics;

Risk	The likelihood that the harm, injury or damage from a particular hazard will occur (“the chance of harm or loss”);
Risk Assessment	The overall process of risk analysis and risk evaluation;
Harm	Injury or loss;
Exposure	How often and for how long employees/people are exposed to a hazard
Event	An incident or situation, which occurs in a particular place during a particular interval of time;
Consequences	The degree of harm, the potential severity of the injuries or ill health and/or the number of people potentially affected.
Probability	The chance that a person or persons will be harmed during the exposure period;
Likelihood	The chance per unit of time (usually per year), used as a qualitative description of the probability;
Worker	Any person who works in an employer’s workplace including an employee of the employer or contractor, a self-employed person or volunteer;
Workplace	Any premises or place where a person performs work;
Work Order	Job Card or Work Permit for maintenance, repair, installation needs and services from approved building staff to the Industrial Hygiene and Building Services Division of the Department of Facilities Management;
Record	A document stating results achieved or providing evidence of activities performed;
OHSA	Occupational Health and Safety Act 85, 1993 (Act No. 85 of 1993);
Directive 479	COVID-19 Occupational Health and Safety Measures in work places COVID-19 (C19 OHS), 2020: Directive No. 479 dated 28 April 2020 from the Department of Employment and Labour, issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations;
Cleaning	Removal of gross contamination, organic material, and debris from the premises or respective structures, via mechanical means like sweeping (dry cleaning) and/or the use of water and soap or detergent (wet cleaning). The goal is to minimize organic material so disinfection can be effective;
Disinfection	Methods used on surfaces to destroy or eliminate a specific species of infectious microorganism through physical (e.g., heat) or chemical (e.g., disinfectant) means. A combination of methods may be required;
Virus Elimination	Cleaning/disinfection measures conducted with the primary purpose to destroy or eliminate all viruses on the premises as cost effectively as possible;
SOP	Safe Operating Procedure stipulating methods and operational criteria that reduce mitigate and/or control the risk emanating from activities and otherwise ensure that operation and activities are carried out under defined and controlled conditions;
Procedure	Specified way/methods to carry out an activity or a process;
PPE	Personal Protective Equipment, defined as all equipment which is intended to be worn or held by a person who is at work and which protects him/her against one or more risks to his/her health and safety, and (for the purposes

	of this SOP) includes items as defined by Directive 479 date 28 April 2020 from the Department of Employment and labour;
NRCS	National Regulator for Compulsory Specifications

## 5. Occupational Health and Safety

### 5.1 University Policies and Procedures

Campus Planning and Development employees are required to adhere to and follow the policies and procedures of the University of Pretoria.

### 5.2 Worker obligations

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

### 5.3 Attendance at the workplace

All staff are advised to work from home wherever possible and to only attend the workplace for essential tasks that cannot be performed individually or remotely.

### 5.4 Injuries

Report all injuries occurring on the job to your immediate supervisor. An occupational injury report must be completed for all injuries.

### 5.5 Illness

If you become ill at work or whilst working from home you must notify your line manager.

### 5.6 Safety and Training

- a. Consider practices that reduce the potential for exposure to COVID-19.
- b. We have all had to make and maintain significant behavioral changes to reduce the spread of COVID-19, we will need to continue these practices:
  - keep at least 1,5 metres social distancing between yourself and others, whenever possible when you must go into a shared space), do not gather in groups.
  - wearing cloth face masks
  - avoiding touching eyes, nose, and mouth
  - staying home when sick
- c. It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.
- d. Personal protective equipment PPE (gloves, masks, etc.) must be worn as required by the OHSA and Risk Assessments.
- e. Equipment should be properly cleaned and stored after each use.

## 5.7 Hazards and Precautions

- a. Hazards must be identified by recognizing that a hazard exists and defining its characteristics, prior to performing any work.
- b. Risk Assessments must be carried out prior to performing any work and must include risk analysis and risk evaluation and identifying the likelihood that the harm, injury or damage from a particular hazard will occur.
  - Identify the Hazards in each step of the work activity.
  - Determine the Risks of each Hazard.
  - Ensure that all the relevant Risks are systematically addressed and prioritized.
  - Develop control measures to minimize the Risk.
  - The level of detail of the Risk Assessment should match the level of Risk.
- c. Hazardous waste material must be put in the centrally provided hazardous materials boxes/containers.

## 5.8 Personal Protective Equipment (PPE)

- a. PPE will be provided by the University and must be worn at all time during your work shift and as per the requirement in Risk Assessments.
- b. Any defective or damaged and missing PPE must be reported to the responsible line manager.
- c. The University will issue each employee with at least two (2) cloth facemasks, which should be worn by the employee while at work and while commuting to and from work. The issuing of facemasks will be managed from the Stores Services in the Department of Facilities Management.
- d. Remove masks with great care not to touch the potentially infected outer surface of the mask and wash hands with soap and water immediately after each piece of PPE is removed.
- e. The University will issue each staff member with individual minimum 70% alcohol based hand sanitizer and replenish when needed.
- f. It is the responsibility of the line managers to monitor the use of PPE by all staff reporting to them. In addition this will include checking that suitable PPE is available, correctly stored, issued and being used as directed.

## 5.9 Hand hygiene and other preventive measures

- a. Employees must wash their hands frequently and avoid touching their hands to their mouth, nose or eyes.
- b. Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based (at least 70% alcohol) hand sanitizer if soap and water is not available. Key times to clean hands include:
  - After blowing your nose, coughing or sneezing
  - After using the toilet
  - Before eating or preparing food

- After using public transportation
- Cover coughs and sneezes with a tissue or sleeve. Do not use your hands.
- Do not touch your eyes, nose or mouth with unwashed hands.
- Do not shake hands. Instead, wave.
- If you interact with clients or coworkers, remember to wash hands with soap and water or use hand sanitizer after every interaction.

## 5.10 Procedure

- a. All staff must wear a facemask while on UP premises and while commuting to and from work.
- b. All staff to sign the attendance register and complete the COVID-19 screening questionnaire (attached) on a daily basis when reporting for work and at the end of the working day.
- c. If any COVID-19 Symptoms are present the staff member must notify his line manager. The staff member will be sent home. The linemanager is responsible to inform the management of the Department Facilities Management.
- d. If any staff member tests positive for COVID-19 he/she must notify the line manager who is responsible for informing the management of the Department Facilities Management. The Director Facilities Management will inform the UP Executive and the UP COVID-19 task team.
- e. All staff members are required to maintain a distance of at least 1.5m from one another at all times.
- f. Physical contact (hugging and handshakes) is not permitted.
- g. Hand sanitisers containing minimum 70% alcohol will issued to each staff member. Once depleted this needs to be refilled at the stores.
- h. Hand sanitizing and washing needs to be done regularly. Therelevant linemangers will conduct training on personal hygiene.
- i. Personal handsanitiser should not be stored in vehicles or used in confined spaces, near open flames or on hot surfaces.

## 6. References

- a) Occupational Health and Safety Act 85, 1993 (Act No. 85 of 1993);
- b) Directive No. 479 dated 28 April 2020 from the Department of Employment and Labour, issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations; COVID-19 Occupational Health and Safety Measures in work places COVID-19 (C19 OHS), 2020;

## 7. Attachments

### 7.1 Attachment 1 - Training Matrix

### 7.2 Attachment 2 - Daily Attendance and Screening document



**ATTACHMENT 1 - TRAINING MATRIX**

<b>PERSONNEL NAME</b>	<b>PERSONNEL NUMBER</b>	<b>TRAINING DATE</b>	<b>SIGNATURE</b>

**ATTACHMENT 2 – DAILY ATTENDANCE AND SCREENING DOCUMENT**

<b>ATTENDANCE COVID 19 DAILY SYMPTOMS MONITORING CHECKLIST FOR STAFF IN THE INDUSTRIAL HYGIENE AND BUILDING SERVICES (IH) , CAMPUS SERVICES DIVISION (CSD), DEPARTMENT OF FACILITIES MANAGEMENT, UNIVERSITY OF PRETORIA</b>											
<b>Personal details of UP Staff Member in Industrial Hygiene and Building Services (IH), Campus Services Division (CSD)</b>											
	Name	Surname	UP Personnel number	Work area and Campus							
<b>Employee</b>											
<b>WEEKLY CALENDAR DATE:</b> .....2020				Monday	Tuesday	Wednesday	Thursday	Friday			
Did you recently travel outside your normal residential area?			State Yes / No								
Did you attend any meeting of more than 10 people?			State Yes / No								
Were you in contact with a person infected with Covid-19?			State Yes / No								
Physical Symptom: Fever?			State Yes / No								
Physical Symptom: Chills?			State Yes / No								
Physical Symptom: Sore throat?			State Yes / No								
Physical Symptom: Cough?			State Yes / No								
Physical Symptom: Shortness of breath?			State Yes / No								
Physical Symptom: Body pains / Myalgia??			State Yes / No								
Physical Symptom: Diarrhea?			State Yes / No								
I am fully aware of the H & S regulation and will adhere at all times			<b>Time (In/out)</b>								
			<b>Signature</b>								