

DOCUMENT NAME: PRECAUTIONARY MEASURES FOR STAFF (COVID-19)	
Department: Facilities Management	Division: Campus Services – Stores Services
Rev. No. 01	Reference No. SOP/TSD/PPE/02
Compiled By: Manager: Stores Services	Authorized By: Deputy Director Campus Services
Revised Date: 9 June 2020	Effective Date: 9 June 2020

1. Purpose

To determine additional procedures to follow during the COVID-19 pandemic. These include individual hygiene, working environment (could include offices), individual activities, social distancing and additional personal protective equipment (PPE).

All tasks/activities to be performed on site must be strictly adhered to and mitigating requirements must be implemented as stipulated in the risk assessment and other supporting documents.

2. Scope

This Standard Operating Procedure (SOP) is applicable to all Stores Services staff of the Department of Facilities Management of the University of Pretoria.

All vulnerable staff¹ & staff over the age of 60 are excluded from this procedure.

3. Prerequisites

Adherence to all other relevant and existing SOP's.

4. SHEQ

Personal Protective Equipment therefore (for the purposes of this procedure) includes items as defined by Directive 479 date 28 April from the Department of Employment and labour.

Facemask: The employer 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.

If required, the employee can be issued with additional facemasks once approved by the employee's line manager. The issuing of facemasks will be managed from the Stores Services in the Department of Facilities Management.

The employer needs to provide suitable guidelines for the cleaning of the facemasks and it is the employee's responsibility to ensure that the facemasks issued to him / her are cleaned as per the guideline.

Individual hand sanitizer Minimum 70% alcohol base should be provided to each staff member and replenished when needed.

¹ Vulnerable staff to be defined by UP COVID19 crisis committee.

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5. **Responsibilities**

Facilities Management

- Ensure suitable PPE is in hand at the Stores
- Keep record of the PPE issued to staff

Stores Services Management

- Ensure that the required risk assessments are done
- To provide information, training and instruction to employees therefore enabling them to effectively use PPE.

Training for PPE users must include the following:

- An explanation of the risks present and why the PPE is being used
- How to operate/use the PPE and any limitations of the equipment, which may affect the protection offered.
- Instructions on the cleaning and storage of the PPE
- The arrangements for reporting loss or defects or replacement of worn of the PPE

Responsibilities of employees

- It is the responsibility of an employee to use PPE in accordance with training and to report any loss or defect immediately.
- Employees have a responsibility to look after and take care of their PPE which includes the washing, drying and ironing of the cloth facemasks

6. **Definitions**

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.

PPE – Personal Protective Equipment is defined as all equipment '...which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety.

OHS Act – Occupational Health and Safety Act 85 of 1993.

Hazard - source, situation, or act with the potential for harm in terms of human injury or ill health or a combination of both.

Hazard identification – process of recognizing that a hazard exists and defining its characteristics.

Procedure – Specified way to carry out an activity or a process.

Record – Document stating results achieved or providing evidence of activities performed.

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7. Procedure

- All staff must wear a facemask while on the UP premises as well as when traveling to and from home in public transport.
- Staff will sign the attendance register and complete the COVID-19 screening questionnaire (attached). This will be done on a daily basis when staff report for work and at the end of the working day.
- If any COVID-19 symptoms are present the staff member must notify his line manager. The staff member will be sent home. The line manager is responsible to ensure that the management of the Department of Facilities Management is informed. HR to compile a COVID-19 symptoms procedure (To be done by HR)
- If any staff member tests positive for COVID-19, the staff member must notify his line manager. The line manager is responsible to ensure that the management of the Department of Facilities Management is informed. The Director: Facilities Management will inform the UP Executive and the UP COVID-19 Crisis Committee.
- All staff members are required to maintain a distance of 1.5m (one and a half metres) from one another at all times.
- Physical contact (hugging and handshakes) is not permitted.
- Hand sanitizers containing 70% alcohol will be issued to each staff member. Once depleted this needs to be replenished at the Stores.
- Hand washing and sanitation need to be done regularly. The relevant line managers will conduct training on personal hygiene – Toolbox talks.
- When moving from one work area to another, the required hand sanitation needs to be done before work is initiated at the new area.

8. References

OHS Act

Directive 479 date 28 April from the Department of Employment and labour.

9. Attachments

1. Training Matrix
2. Daily attendance and screening document

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