

## COVID Secure - Aequitas In-House Guidelines & Regulations

July 2020

### Hygiene, Cleanliness & Protection

1. Masks
    - a. Anyone entering the office is required to wear a face-mask.
  
  2. Hand Sanitization Stations
    - a. Stations are created at all office entry points. These Stations are clearly demarcated with detailed instructions on how to wash hands.
    - b. Stations also at all eating areas, meeting rooms and at the Javelin CRM department on the 4<sup>th</sup> Floor.
    - c. Hygiene checklists are to be created for each bathroom ensuring there is sufficient soap/paper towels/hand sanitizer etc. These checklists are consulted and signed each Monday and filed away.
  
  3. Registration Attendance Sheet.
    - a. Staff are recorded upon arrival in office: name, temperature, time-in, confirmation of hand-washing and signature. Attendance Sheets are filed weekly.
  
  4. Cleaning & Maintenance
    - a. Two fulltime cleaners are to be employed daily to clean thoroughly and take out the bins for all offices and stores.
    - b. Surface cleaner is dispersed throughout the office to be used on a regular basis (multiple times per day) by employees.
    - c. Clear guidance is displayed for toilets to ensure they are kept clean.
    - d. Checklists have been created for bathrooms, kitchen and office areas listing key high-touch points. Cleaners date and sign each time these areas are cleaned. Checklists on display in the specific areas. Filled away each week.
    - e. So to allow good ventilation, cleaners are instructed to open the windows of office area when cleaning that particular area.
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- f. Action taken to prevent leakages in waste water and sewage disposal.

## Distancing in Office

### 1. Desk Layout

- a. Employee work stations are three (3) feet apart.
- b. Desks are taped off in potentially congested working areas. It is ensured that no desk is used by the same person and there is an empty desk next to and opposite each person. Desks that are never used are taped off completely.
- c. Face-to-face workplaces are avoided; back-to-back or side-to-side working allowed for.

### 2. Meetings.

- a. Meetings are avoided with a large number of people. All non-essential meetings are avoided; non-essential personnel are not required to attend physical meetings.
- b. Health education is avoided via assembling large crowds. Health awareness information is shared through posters, handouts and or digitally.
- c. Tape is used on meeting tables to ensure there is space between each meeting attendee. Posters outlining physical distancing at meetings on display.
- d. It is recommended that small, confined meeting rooms with poor ventilation to be occupied by no more than one person at a time.
- e. At all times, employees are encouraged to keep three (3) feet apart.

### 3. Recreation.

- a. Tape is used to designate eating areas and empty space to allow for physical distancing when eating in the office.

4. Managing Contact

- a. Number of visitations by external personnel kept to a minimum.
- b. A record is kept of external visitors to office.

## Isolation & Shielding

1. Isolation

- a. Employees are instructed not to come into the office if they are:
  - i. Suffering from suspicious symptoms such as fever (38°C /104°F or above), coughing, breathing difficulties and fatigue;
  - ii. Co-resident with a person suspect of suffering from COVID-19 or currently in quarantine.

2. High-risk workers

- a. If an employee is pregnant, the employee is asked to stay at home.

3. Work from Home

- a. If required to work from home, employees are provided with the tools and access they need to work effectively. Remote-working tools are supplied to avoid in-person meetings when not essential.

## Communication

1. Signage

- a. “Wear a Mask”, “Hand Washing” & “Body Temperature” signs on display at all entry points to the office.
- b. “Hand Washing” signs on display in kitchens and bathrooms.
- c. Signs in meetings rooms requesting users to wipe the table, door-handle, and chairs upon vacating the room.