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Rev.	Date	Prep.	Review	Signature	Description of Revision		
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APPROVAL				NAME	SIGNATURE	DATE	COMMENTS
Approved by Superswim Academy Durbanville				Leande Carstens		09/06/2020	n/a

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MANAGEMENT PROCEDURE-COVID 19 WORKPLAN


LOCATION:
SUPERSWIM ACADEMY DURBANVILLE

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1. Purpose

This Standard sets out the minimum requirements for Employers, offices & all working areas in order to manage the risk related to the exposure of Covid-19, also referred to as the corona virus.

2. Scope

This procedure is applicable to all employers, business units, projects and joint ventures wherever they are located and operating. The scope includes permanent and temporary employees as well as subcontractors, visitors and service providers to employers.


This procedure will remain in effect until the relevant authorities advise that Covid-19 is under control, at which time it may be formally withdrawn.

3. Employer Responsibilities

Employers are obligated to maintain a working environment that is safe and healthy to all. Superswim Academy Durbanville will ensure a healthy working environment by:

- As far as is practicable educating employees and all visitors at sites and offices as to the preventive measures to avoid the Covid 19 infection.
- Implementing a daily screening process prior to site access.
- A person with a temperature (37.5 degrees Celsius or higher) is not allowed to enter the site and/or employer premises.
- Ensuring the workplace, ablution facilities, changing facilities and waiting areas are kept clean and hygienic.
- Providing sanitising and/or hand wash facilities as required to keep employees, visitors and clients safe.
- Reducing meetings and gatherings that bring people within 2 metres of each other for extended durations.
- Providing the necessary PPE as required.
- Promoting good respiratory hygiene by employees, visitors and clients.
- Keeping employees, visitors and clients informed on developments related to Covid 19.

The responsibility for implementing, monitoring and reviewing this procedure rests with senior management, together with the site based appointed Covid 19 compliance officers.

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4. Screening Procedure for Employees, Clients & Visitors

Pre screening for Covid 19 will be compulsory for all employees, client and/or visitors that are to enter the Superswim Academy Durbanville facility.

Screening will be done at a designated screening area prior to accessing the facility. Persons conducting the screening process will be trained in house to ensure thorough pre-screening is done.

2 way traffic will be maintained screening and entering through one door and leaving the premises through another.

Screening will consist of the following-

Persons to enter through the front gate

All persons are to wear facemasks prior to entry being granted to the screening area.

Signage will be displayed to show screening area location.

2 meter markers will be present to ensure social distancing is adhered to.

Hands will be sanitised first.

All persons temperature will be checked using a infra red temperature reader.

Lastly a Covid 19 Questionnaire will be completed and filed accordingly. All questionnaires will also display the temperature readings.

All persons, toddlers, pre schoolers, parents and/or guardians will be screened.

Persons that don't want to adhere to screening procedures will not be granted access to the facility.

5. Procurement


The following will be procured:

- Sanitiser & Disinfecting products.
- Face Shields
- Face Masks.
- Disposable Towels/rags/wipes
- Infra-Red portable temperature reader (Thermometer)

6. Who is not to come to work

Anyone with any one of the following criteria/symptoms should not come to work:

- Has a high temperature or a new persistent cough and/or cold/flu like symptoms.
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or pregnant).
- Is living with someone in self-isolation who has tested positive for COVID-19

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7. Procedure to follow if someone falls ill

If an employee develops a high temperature or a persistent cough while at work, they should:

- Maintain a 2m distance from all other people and isolate until they are able to leave the workplace. On site, the employee will be taken to the nearest emergency assembly area.
- Inform their direct manager/supervisor and get directive from them in terms of what to do.
- Avoid touching anything.
- Ensure their compulsory facemask is always worn.
- Disposable latex gloves is to be issued to the possible infected person.

8. Office/Premises/Site Access Points

- Visitors and/or clients without appointments to premises/offices and sites are to be denied access.
- A strict access control Policy will be implemented for all premises which will include pre-screening - (including a medical and travel history questionnaire), and authorization procedures.(As per section 4)
- All people will be required to wash their hands with a hand sanitiser or soap and water before, and immediately after, they enter the building and/or office area.
- Different entrance and exit points will be used to reduce congestion.
- Have in place legally appointed Compliance Officers equipped with the necessary PPE to ensure adequate distancing between workers (2m) is enforced at access points.
- Entrances to offices/premises/sites must have a hand sanitiser and all people entering and leaving the site need to sanitise their hands.
- Fever monitoring will be implemented at all access points as part of the screening process.
- Conspicuous markings will be used to ensure all employees, visitors and/or clients adhere to the 2 meter social distancing.

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9. Hand hygiene

- All people shall wash their hands with soap and water or use approved alcohol based(70%) sanitizer when entering or leaving the company premises/offices and/or sites, before and after eating, after ablutions have been used, after touching hand rails, door handles, etc.
- Basin with soap and water must be provided.
- Where soap and water are provided for hand cleaning so to must paper towels be provided for drying of hands, and dedicated bins for the disposal of paper towels.
- Employees who work in close contact shall have access to facilities to wash their hands regularly.

10. Cleaning

Cleaning and disinfecting of objects and surfaces that are frequently touched, will be compulsory. A cleaning roster will be completed and displayed


This must be done at regular intervals and shall include:

- Door handles.
- Handrails, including ladder access for the swimming pool
- Changing stations, including baby changing stations.
- Basins.
- Taps.
- Toilets.
- Tables.
- Chairs.
- Perimeter edge and no-mans land areas around the swimming pool
- All swimming class equipment, props used and containers
- Adequate rubbish bins will be provided for the disposal of paper towels.

Management shall ensure there are hand sanitisers available at all times.

11. Respiratory Hygiene

- Employers and compliance officers must enforce the use of facemasks/shields at all times.
- All employees/persons must try and avoid touching one's eyes, nose and mouth, hence the importance of using one's facemask/shield at all times.
- Respiratory hygiene will be promoted through regular awareness training in the form of toolbox talks.

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12. Social Distancing

The following will apply to all employees and/or persons in a working environment:


- No hand shaking with any person will be permitted.
- Avoid the unnecessary touching of other people. Only parents and instructors may assist children whilst in the swimming pool.
- When talking, sitting or waiting with others keep a distance of at least 2m between yourselves.
- Avoid contact with anyone who has a fever or cough and request that management follow the procedures and/or guidelines as set-out within this document.
- One-way traffic routes will be incorporated.
- Where possible work that requires close contact with other employees, the work shall be planned to reduce the number of people involved at any one time.
- On some occasion's parents will be allowed in the pool to assist their child during the swim class/lesson. Parents will at all times adhere to the use of all PPE as required.
- Employees needs to refrain from going to shopping centres, convenience stores etc. during lunchtime or work hours.

13. PPE (Personal Protective Equipment)

- All employees, visitors and/or clients will be required to wear reusable cloth facemasks and/or face shields
- When public transport is used from home to work or back home, employees are encouraged to wear face masks and sanitise regularly.
- Workers who have to work in close contact shall wear appropriate PPE. All swimming instructors will make use of face shields.
- Awareness training will be held to educate all people working on site that they are not to share any PPE with any other person. They should keep re-usable PPE clean and safe from outside contact when they are not wearing it.
- PPE which will be deemed re-useable is classified as follows:
 - Re-usable face masks
 - Safety Glasses/Specs.
 - Clear face shields.
 - Sanitizing containers.

14. Bathrooms, Changing- and Waiting Areas

- The amount of people using these facilities at one time is to be restricted to allow for the requirements of social distancing.
- Employees break times will be staggered to reduce social encounters.
- Changing and waiting areas should be cleaned before and after use.
- All ablution areas need to be cleaned and disinfected frequently.

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15. Meetings/Briefings

- Site/office meetings shall be reduced to only those that are essential and shall wherever possible be held via video conference and/or telephonically.
- Meeting agenda and/or minutes to be distributed via email. Personal sit-down / inhouse meetings should be avoided where possible.
- No meetings/briefings should be attended in confined areas.
- Toolbox talks shall be limited to a maximum duration of 5 minutes and shall allow for staff to practise a 2m social distancing.
- Toolbox Talks must be held in well ventilated areas. If possible, talks should be conducted outdoors.
- The awareness of hand washing, and other hygiene behaviours is to be communicated frequently.


16. Travel using Company Vehicles

The following applies:

- Company transport/vehicles will be disinfected daily prior to use and hand sanitisers available to use within the vehicle whilst travelling.
- Travelling will be reduced where possible to and from sites. Sending one person to collect equipment and material if needed will assist in limiting exposure to Covid 19. Always ensure the designated person is fully aware of the risks involved and equipped with the relevant PPE.
- Employees using company transport shall wear their face mask if/when travelling with other passengers.

17. Management of employees who have contracted covid-19

- If an employee contracts Covid 19 the company sick leave policy is to be applied and any time away from work will be considered as sick leave. In the case of an independent contractor, no work, no pay policy will be followed. If their sick leave is depleted, annual leave will be utilised followed by unpaid leave.
- An employee that tested positive for Covid 19 is not permitted to return to work until a registered medical practitioner clears that employee to do. A negative test result will have to be supplied.
- The World Health Organisation has indicated that a person who has contracted the virus should be in self-isolation for a period of at least 14 days. After the self-isolation period and, even if an employee does not display any symptoms, the employee must provide his/her employer with a medical certificate confirming that he/she can return to work.

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18. Suspected exposure and quarantine

The following will apply to suspected exposure or actual infection with Covid 19:

- Employees, visitors and/or clients with an elevated temperature (37.5 degrees and above) will be isolated and requested to return to their place of residence. Those persons are to self-isolate and contact the Corona Virus Hotline Number immediately.
- Employees who are sent home will only be allowed back with a Doctor's note declaring them fit for work or a Covid 19 Negative certificate.
- Employees who have had direct exposure (within 2 meters, physically touched or in the presence of coughing or sneezing) and/or with an infected person shall have themselves tested as well as self-quarantine until a negative test confirms that they are infection free.
- Employees who self-quarantine after direct exposure, and who test positive, will not be permitted at the workplace.
- After the quarantine period, and even if an employee does not display any symptoms, the employee can only return to work after the employer has obtained a medical certificate confirming the employee can return to work.

19. Awareness

- Superswim Academy Durbanville will promote awareness of Covid 19 and this procedure amongst employees, visitors and/or clients including the inclusion of relevant information in new employee contracts and internal inductions.
- National Institute for Communicable Diseases awareness material on Covid 19 can be found at: <http://www.nicd.ac.za/diseases-a-z-index/COVID-19/>
- **All other info on Covid 19 can also be found on the World Health Organizations Webpage.**

20. Behavioural Based Change

Keeping Superswin Academy Durbanville healthy, clean and Covid 19 free is going to require daily commitment by all employers, employees, visitors and/or clients.


Following the national Covid 19 regulations will be and extremely important part of our everyday lives going forward and will be challenging.

All employees are encouraged to seek any clarification they require as well as share any ideas they may have in terms of preventing the spread of the Covid 19 virus.

All employees are encouraged to take similar precautions at home, which includes but is not limited to social distancing, improved hand washing and general cleanliness routines.

21. Reporting

- All suspected cases of Covid 19 amongst employees must be reported to Management

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Appendix A- Hand Washing Guidelines

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Wet hands with water	apply enough soap to cover all hand surfaces.	Rub hands palm to palm
 <p>3</p>	 <p>4</p>	 <p>5</p>
right palm over left dorsum with interlaced fingers and vice versa	palm to palm with fingers interlaced	backs of fingers to opposing palms with fingers interlocked
 <p>6</p>	 <p>7</p>	 <p>8</p>
rotational rubbing of left thumb clasped in right palm and vice versa	rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.	Rinse hands with water
 <p>9</p>	 <p>10</p>	 <p>11</p>
dry thoroughly with a single use towel	use towel to turn off faucet	...and your hands are safe.