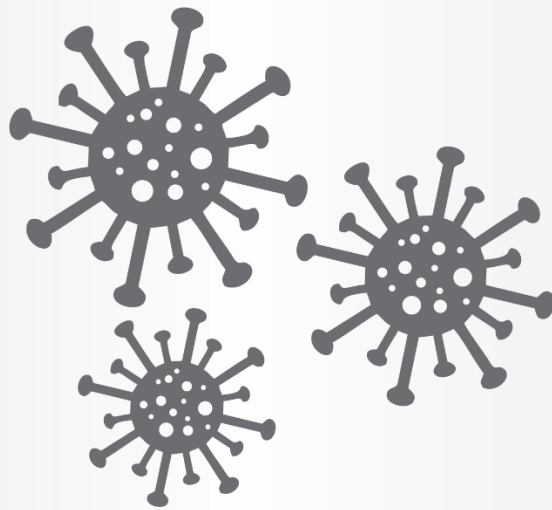




Isuzu Motors South Africa

COVID-19 Workplace

Policy Document





Isuzu Motors South Africa COVID-19 Workplace Policy

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1. Introduction and Purpose



1.1 Introduction

As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in December 2019.

Currently, the incubation period of COVID-19 is assessed to be between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they might not have been infected.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- dry cough
- sore throat
- difficulty in breathing
- fatigue
- fever
- headache
- redness of eyes
- runny nose
- loss of taste and smell
- abdominal pain
- nausea
- vomiting
- diarrhoea
- sore muscles

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Therefore, the importance of staying away from work even if you only have mild symptoms or have had to take simple medication (e.g. paracetamol, ibuprofen) which may mask the symptoms cannot be over-emphasised.

From what we know, the spread of COVID-19 is most likely to happen when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person (10 minutes or longer).

Droplets produced when an infected person coughs or sneezes containing the virus are the main means of transmission.

There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs; and
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or work surfaces then touching own face).

How long any respiratory virus survives will depend on several factors, for example:

- the type of surface the virus is on;
- whether it is exposed to sunlight;
- differences in temperature and humidity; and
- exposure to cleaning products.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to decrease significantly over 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.



1.2. Purpose

Isuzu's COVID-19 Workplace Policy was developed in line with the Directive issued by the National Department of Employment and Labour, and other applicable legislation, directives and guidelines. This policy represents Isuzu Motors South Africa's commitment to ensuring compliance with appropriate health and safety measures to manage COVID-19 and avoid the spread thereof in the workplace.

The Policy will be adjusted in accordance with the updated requirements and regulations issued by the government.

The safety and health of our employees, on-site contractors and those visiting our facilities is an overriding priority. The purpose of this document is to outline Isuzu Motors South Africa's protocols and practices with regards to safeguarding and protecting our employees, on-site contractors and visitors upon the return to recommended operations of Isuzu facilities.

2. Commitment from Isuzu Motors South Africa Managing Director and Chief Executive Officer

As an automotive assembler and distributor with our operations located in Nelson Mandela Bay, the safety and health of our employees, on-site contractors and those visiting our facilities is our overriding priority.

Our safety culture is driven by the philosophy that safety is a result of everyone's combined effort, which is further motivated by our slogan, My Safety My Commitment. We believe that ill health or an injury not only affects an employee's ability to work, but it also affects their family's wellbeing and their quality of life.

It is an absolute imperative that we protect our employees, on-site contractors and those visiting our facilities from COVID-19 infections and we are therefore committed to the implementation, evaluation and monitoring of the safety and health regulations which have been instituted by the government.

As part of the implementation of these safety and health requirements we have made the following key leadership commitments:

1. Commitment to protecting employees:

- Facilitating alternative working arrangements for those who are able to work from home and restrict those employees who fall within the high-risk category from working on site;
- Conduct regular employee education and training, and ensuring ongoing monitoring of the adherence to the required protocol;
- Implementation of robust risk management processes;
- Ensuring that all our geographic operations are run in compliance with the relevant laws and regulations, as laid out by our government to combat the threat of Covid-19; and
- Ensuring sustainable business continuation and as far as possible job preservation, thus supporting South Africa's economic recovery and growth.

2. Commitment to implementing COVID19 specific risk mitigations:

- Enforce temperature screening as appropriate;
- Enforce wearing of masks, hand sanitising and social distancing seating plans;
- Enforce social distancing protocols;
- Ensure preventative material inventory;
- Ensure availability of Personal Protective Equipment [PPE];
- Ensure disinfection measures are being implemented;
- Adhere to deep-cleaning protocol;
- Ensuring the implementation of other risk-adjusted measures to suite specific work environment.

3. Commitment to implementing measures to meet our compliance obligations:

- Ensuring compliance obligations are identified, understood and evaluated regularly.

4. Commitment to providing ongoing education and awareness about COVID-19 and the impact of the virus

- Implementing visual and graphic communication.
- Creating ongoing awareness through various internal platforms.
- Ensuring understanding of communication content

I appeal to all our internal and external stakeholders to support us in upholding these important commitments so as to ensure the health and well-being of all those around us can be preserved.



Michael Sacke

CEO & Managing Director, Isuzu Motors South Africa

3. Isuzu Motors South Africa COVID-19 Pandemic Response Team

The IMSAf PRT is a cross functional team led by the CEO & MD, with site-specific Managers assigned to take overall responsibility for the site's pandemic preparedness and response plan, coordinating and aligning with industry established PRTs. The IMSAf PRT is constituted by the following people:

- **Employee Access Control Lead** - works with the site to manage social distancing logistics as it relates to arriving and departing shifts, as well as visitors and contractors. Will further support the Virus Prevention and Protocol leader by providing site specific options regarding social distancing within all sites, including potential mitigation measures to manage risk of employees required to work <1.5 metres from others;
- **Virus Prevention & Protocols Lead** - works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with the National COVID-19 Command Council regulations and all agreed protocols by the industry;
- **Sanitisation and Disinfection Lead** - works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accordance with the protocols set up by the Virus Prevention and Protocol leader. Drives process continual improvement and ensure 100% compliance to the disinfection protocol, and any approved site variations;

- **Communication Lead** - works to manage all pandemic related communications, in accordance with national announcement and all other communication issued through the associations. Manages the training function across the site related to pandemic preparedness and response, including both employee, management, and pandemic response team training;
- **PPE and Materials Lead** - works to secure all supplies to implement and sustain the site pandemic preparedness and response plan, including direct procurement by all sites.
- **Site Leads** – Site leads work to manage the sound implementation of return to work protocols and ensures the fulfilment compliance measures at respective sites. In addition, and in accordance with Paragraph 16.5 of the Health and Safety directive, the Site Leads are appointed to address employee or workplace representative concerns and to keep them informed about any developments in the workplace.

The PRT has and will continue to meet regularly. They will include Union Leadership as appropriate and leverage Health and Safety Teams/Committees and Members.

Name	Mobile	Office/Landline	PRT Role	Email
Michael Sacke <i>(Decision Maker)</i>	071 686 0444	041 403 2495	PRT Lead	michael.sacke@isuzu.co.za
Luaneta Logie	083 723 7945	041 403 9096	Convener	luaneta.logie@isuzu.co.za
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Rowena Naidoo <i>(Medical)</i>	083 308 2297	041 403 2165		rowena.naidoo@isuzu.co.za
Elvis Hermans	082 554 8230	041 403 2805	Labour Relations Lead	elvis.hermans@isuzu.co.za
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Angus Clark	082 410 8495	041 403 3031	Compliance Officer -Employee Access Control, Sanitisation and Disinfection Lead	angus.clark@isuzu.co.za
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Mitsuteru Yageta	071 684 2778	041 403 2002		mitsuteru.yageta@isuzu.co.za
Tomoyuki Yamaguchi	071 292 8444	041 403 2232		tomoyuki.yamaguchi@isuzu.co.za
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4. IMSAf Risk Assessment & Return to Work Readiness

In compliance with the COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations, the IMSAf Pandemic Response Team has undertaken a risk assessment to give effect to the minimum measures required by the Direction taking into account the specific circumstances of each of its workplaces. The following risk areas and mitigation steps have been identified:

4.1 Most of our employees use public transport to travel to work. To support them, we will:

- Issue masks to be used on all modes of public transport: taxis, buses, and trains;
- Encourage employees to sanitise their hands and observe social distancing protocols that have already been put in place by the public transport authorities;
- Encourage employees to make use of public transport that complies with the sanitation protocols established by the public transport authorities.

1. **Taxi and bus drivers on designated routes that bring our employees to work will be encouraged to follow self-screening protocols.** They must wear a mask at all times while driving our employees. Sites may provide temperature check for drivers, where this is practically possible. Taxis and buses must be

disinfected multiple times. Employees will be encouraged not to use a taxi or a bus if they suspect they are sick or if they have symptoms such as fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath, disturbance of taste or smell, new muscle or joint aches or pain, fatigue, headache, redness of eyes, runny nose, vomiting or diarrhoea

In the cases where employees use company vehicles, we will:

- Enforce temperature screening as appropriate;
- Enforce wearing of masks and hand sanitising;
- Enforce social distancing seating plans. No more than 3 passengers (including driver) per SUV or double cab bakkie and only 2 passengers (including driver) people per single cab bakkie; and
- Disinfect company vehicles which have multiple drivers, where appropriate

4.2 Social distancing Protocols

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

In practice this means:

- Isuzu is required to determine the area in square metres and determine the number of employees that area can accommodate
 - All employees, on-site contractors and visitors must stay 1.5 to 2 metres away from others as a standard practice. Where a minimum distance cannot be maintained due to workplace design, one or more of the following mitigation strategies needs to be implemented: Engineering, PPE, and/or administrative controls as deemed appropriate by the lead and PRT;
 - Isuzu will display signage which illustrate the maximum number of people permitted in confined areas, such as ablution facilities and other shared spaces;
 - All employees, on-site contractors and visitors must eliminate contact with others, such as handshakes or embracing co-workers, or visitors;
 - All employees, on-site contractors and visitors must avoid touching surfaces touched by others, to the extent feasible; and
 - All employees, on-site contractors and visitors must avoid anyone who appears to be sick, or who is coughing or sneezing.
-
- **Social distancing during shift changes** must be managed thoughtfully by the site lead to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the workplace. Start times will be staggered for all sites, with an added gap of time in between each designated time for the purposes of disinfection of the workplace;
 - **Social distancing during breaks:** The management of employee breaks to provide social spacing and proper hygiene is necessary, and as such the start and end times will be staggered;

- **Social distancing during lunch** breaks will be managed to provide social spacing and proper hygiene. Start and end times will be staggered to limit the amount of people within the lunch area at a given time;
- **Social Distancing Designated Smoking Areas:** will be managed to provide social spacing. Additional ashtrays have been provided and will be spaced 3m apart.
- **Bathroom usage during the workday and at break times:** cleaning intervals will be increased to ensure a clean environment at all times and site leadership will encourage all stakeholders to ensure that social distancing is maintained through displaying signage which illustrate the maximum number of people permitted inside the ablution facilities at any given time. Although site leadership will monitor and supervise compliance, all employees, on-site contractors and visitors are asked to ensure self regulation and management in this regard.

4.3 Preventative material inventory

4.3.1 Disinfectant Supplies:

- 4.3.1.1 All sites have adequate supply of soap, disinfectant spray, hand sanitiser and paper towels;
- 4.3.1.2 All sites will keep a minimum quantity of 15-days' supply of disinfectants;
- 4.3.1.3 Sanitising stations will be provided at all offices, team areas, bathroom entries, canteens, kitchens and in areas where multiple surfaces are touched by different individuals.

4.4 Personal Protective Equipment [PPE] relevant to Medical and Cleaning

- 4.4.1 We confirm stock of face masks, respirators, gloves, face shields, and safety glasses are on-site and on order with proper lead times;
- 4.4.2 In addition, medical personnel are provided with hair net, shoe covers, N99 or N95 masks and plastic aprons;
- 4.4.3 We confirm all sites endeavour to keep a minimum quantity of 15-days' supply of PPE;
- 4.4.4 Medical employees, screeners, and cleaning crew are required to wear gloves, masks, and safety glasses; and
- 4.4.5 PPE will be issued as appropriate for the health risk assessment of the occupation and specific work area.

4.5 Disinfection measures

The goal of IMSAf's disinfection measures is to establish a sanitary baseline before full operations commence each day. As such, employees have the

responsibility to ensure that they sanitise and disinfect their work areas with special attention to:

- tools;
- workstation equipment and office equipment i.e. computer screens and keyboards;
- screens on facility floors;
- restrooms;
- team areas and shared canteen spaces;
- lockers;
- common surface areas.

Cleaners will increase the frequency of cleaning of team areas, canteen, common areas and door opening devices.

4.6 Deep-cleaning protocol

The Deep-Cleaning Protocol is triggered when an active employee has been tested as positive for COVID-19. IMSAf will have deep cleaning performed for presumed cases, at its discretion, and on the basis of a thorough risk assessment, further deep cleaning should be performed as determined appropriate. If a delay is proposed of greater than a shift, the site PRT should seek approval directly from the CEO (PRT Decision Maker) and take steps to perform additional disinfection activities of potentially impacted common surfaces during the interim period. While the scope of deep cleaning is presumed to be the full plant, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and following approval from the company CEO (PRT Decision Maker). Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, sites may in lieu of performing deep cleaning, shut down the operations for a period as deemed necessary by the Department of Communicable Diseases. Site leadership will be responsible for the orderly shutdown of the workplace.

4.7 Other risk-adjusted measures

Our manufacturing and related facilities are controlled environments and it would not be difficult to intensify our internal control measures so that we can protect the lives of all our employees and the livelihood of our business.

Accordingly, we are implementing the following additional measures:

- The screening and testing of all employees before they return to work and encouraging self-isolation of those tested positive for COVID-19;
- Encouraging remote working for those employees who do not have to be on site;
- Allowing for a selected number of employees and contractors to access our sites to prepare and implement the numerous protection measures to enable employees to start work;
- All plant tours and other IMSAf site visits will NOT be allowed;

- Visitors, suppliers, customers, and other key stakeholders are required to sign a Visitor Declaration Form and submit themselves to screening measures when they enter manufacturing facilities and offices. Such visits should be reduced to a minimum;
- The number of seats in canteens will be reduced significantly and seating spaced apart. In addition, staggered time slots for lunch breaks will be implemented to allow for smaller groups in canteen areas;
- The seating in the outside areas have been positioned or modified to cater for social distancing
- All our onsite Health and Medical Services facilities will be available for extended hours and be on full alert to assist employees; All domestic and international air travel will remain suspended until national key points are reopened by Government;
- Continuous education and awareness communication will be promoted throughout all facilities.

5. Health and Wellness

In compliance with the COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations, the IMSAf Pandemic Response Team will establish and implement the following:

5.1 Administrative measures

- 5.1.1 IMSAf has undertaken a risk assessment to give effect to the minimum measures required by the Direction taking into account the specific circumstances of each of its workplaces as reflected in Section 4 above (IMSAf Risk Assessment & Return to Work Readiness);
- 5.1.2 As IMSAf employs more than 500 employees, IMSAf has submitted a record of its risk assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of OHS Act to:
 - 5.1.2.1 its health and safety committee established in terms of section 19 of OHS Act; and
 - 5.1.2.2 the Department of Employment and Labour.¹
- 5.1.3 IMSAf will notify all employees of the contents of this Direction and the manner in which it intends to implement it;

¹ Submission must be made to the Provincial Chief Inspector at <http://www.labour.gov.za/About-Us/Ministry/Pages/IES0320-7398.aspx>

- 5.1.4 IMSAf has and will continue to notify its employees that if they are sick or have symptoms associated with the COVID-19 that they must not come to work and to take paid sick leave in terms of section 22 of the BCEA;
- 5.1.5 IMSAf has appointed site managers (as reflected in the Pandemic Response Team Member list) to address employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;
- 5.1.6 IMSAf will ensure that the measures required by the Direction and its risk assessment plan are strictly complied with through monitoring and supervision;
- 5.1.7 IMSAf will, as far as practicable, minimise the number of employees at the workplace at any given time through rotation, staggered working hours, shift systems, remote working arrangements or similar measures in order to achieve social distancing, as contemplated in the Direction;
- 5.1.8 IMSAf will take measures to minimise contact between employees as well as between employees and members of the public;
- 5.1.9 In respect of employees required to move between the various sites, eg employee/s in the Mailing Division, these employees must ensure minimum contact with others during the site visit, and comply with the requirement to wear a face mask at all times and to sanitise their hands regularly. Sanitiser bottles will be provided to employees.
- 5.1.10 IMSAf has and will continue to provide employees with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing employees of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with the symptoms;
- 5.1.11 If an employee has been diagnosed with COVID-19, IMSAf will:
 - 5.1.11.1 inform the Department of Health² and the Department of Employment and Labour; and
 - 5.1.11.2 investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and
 - 5.1.11.3 give administrative support to any contact-tracing measures implemented by the Department of Health

² Report may be made to the COVID-19 hotline: 0800 02 9999.

5.2 Social distancing measures

5.2.1 IMSAf will arrange the workplace to ensure minimal contact between employees and as far as practicable ensure that there is a minimum of one and a half metres between employees while they are working, for example, at their workstations. Reducing the number of employees present in the workplace at any time in terms of clause 5.1.7 above (Administration measures) may assist in achieving the required social distancing.

5.2.2 If it is not practicable to arrange work stations to be spaced at least one and a half metres apart, the IMSAf will:

5.2.2.1 Arrange physical barriers to be placed between work stations or erected on work stations to form a solid physical barrier between employees while they are working; or

5.2.2.2 If necessary, supply the employee free of charge with appropriate PPE based on a risk assessment of the work place.

5.2.3 IMSAf will ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of employees in common areas.

5.3 Health and safety measures

Preventing spread of infection: There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. IMSAf has and will therefore continue to implement the following health and safety measures.

5.3.1 Symptom screening³ : IMSAf will take measures to:

5.3.1.1 Screen any employee, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath, disturbance of taste or smell, new muscle or joint aches or pain, fatigue, headache, redness of eyes runny nose, vomiting or diarrhoea. In addition to the temperature checks to be conducted daily upon entry to the workplace, signage requesting the employee to not enter this facility if:

1. *You have any of the following symptoms: fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath,*

³ For more specific guidelines see: Department of Health “Guidelines for symptom monitoring and management of essential employees for COVID-19 related infection”.

disturbance of taste or smell, new muscle or joint pain, fatigue, headache, redness of eyes or diarrhoea OR

II. You have been in close contact with a person known to have tested positive for COVID-19 in the last 14 days.

Site leadership (eg team leaders, supervisors and managers) will screen employees under their supervision for any of the observable symptoms associated with COVID-19.

5.3.1.2 Require employees to check at home and report whether they experience any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness, headaches, redness of eyes; and

5.3.1.3 Require employees to immediately inform the employer if they experience any those symptoms as described above while at work.

5.3.1.4 If an employee presents with those symptoms, or advises the employer of these symptoms, IMSAf will:

5.3.1.4.1 Not permit the employee to enter the workplace or report for work; or

5.3.1.4.2 If the employee is already at work immediately:

5.3.1.4.2.1 Isolate the employee, provide the employee with a FFP1 surgical mask and arrange for the employee to be transported to an appropriate medical facility in a manner that does not place other employees or members of the public at risk; and

5.3.1.4.2.2 Assess the risk of transmission, disinfect the area and the Employee's workstation, refer those employees who may be at risk for screening and take any other appropriate measure to prevent possible transmission;

5.3.1.4.2.3 Ensure that the employee is tested or referred to an identified testing site;

5.3.1.4.2.4 Place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of the Directive issued on 25

March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;

- 5.3.1.4.3 Ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
- 5.3.1.4.4 If there is evidence that the employee contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.⁴
 - 5.3.1.4.4.1 Investigate the cause of COVID-19 including any control failure and review IMSAf's risk assessment to ensure that the necessary controls and PPE requirements are in place;
 - 5.3.1.4.4.2 Inform the Department of Health and inform the Department of Employment and Labour
- 5.3.1.4.5 If an employee has been diagnosed with COVID-19 and was isolated in accordance with the Department of Health Guidelines, IMSAf will only allow the employee to return to work on the following conditions:
 - 5.3.1.4.5.1 The employee has completed the mandatory 14 days of self-isolation;
 - 5.3.1.4.5.2 The employee has undergone a medical evaluation confirming that the employee has been tested negative for COVID-19;
 - 5.3.1.4.5.3 The Employee wears a FFP1 surgical mask for 21 days from the date of diagnosis after returning to the workplace, social distancing, and cough etiquette is strictly adhered to by the employee; and

⁴ GG 43126 GN193 of 23 March 2020.

5.3.1.4.5.4 IMSAf will closely monitor the employee for symptoms on return to work.

5.3.2 Sanitisers, disinfectants and other measures

For the purposes of these clauses, a hand sanitizer must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health. IMSAf has, free of charge, ensured that –

- 5.3.2.1 There are sufficient quantities of hand sanitiser based on the number of employees or other persons who access the workplace at the entrance of, and in, the workplace which the employees or other persons are required to use;
- 5.3.2.2 Every employee who works away from the workplace, other than at home, the employee is provided with an adequate supply of hand sanitiser. If an employee interacts with the public, employee is provided with sufficient supplies of hand sanitiser at that employee's workstation for both the employee and the person with whom the employee is interacting.

IMSAf has taken measures to ensure that-

- 5.3.2.3 All work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;
- 5.3.2.4 All areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected;
- 5.3.2.5 An alternative to the biometric access control systems to make them COVID-19-proof.
- 5.3.2.6 There are adequate facilities for the washing of hands with soap and clean water;
- 5.3.2.7 Only paper towels are provided to dry hands after washing – the use of fabric towelling is prohibited;
- 5.3.2.8 The employees are required to wash their hands and sanitise their hands regularly while at work;
- 5.3.2.9 The employees interacting with the public are instructed to sanitise their hands between each interaction with public;
- 5.3.2.10 Surfaces that employees and members of the public come into contact with are routinely cleaned and disinfected.

5.3.3 Cloth masks

The main benefit of everyone wearing a cloth mask is to reduce the amount of virus droplets being coughed up by those with the

infection and transmitted to others and to surfaces that others may touch. Since some persons with the virus may not have symptoms or may not know they have it, the Department of Health requires that all persons wear cloth masks when in a public place. For the reasons underlying the Department of Health's requirement, IMSAf will –

- 5.3.3.1 Provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition 5, for the employee to wear while at work and while commuting to and from work;
- 5.3.3.2 Require any other employee to wear masks in the workplace;
- 5.3.3.3 Ensure every employee is informed, trained and instructed as to the correct use and appropriate arrangements for the washing, drying and ironing of cloth masks.
- 5.3.3.4 Ensures that sufficient stock of cloth masks is available on site to replace masks which are no longer effective.
- 5.3.3.5 The number and replacability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or workers conditions of work, in particular, where these may result in the mask becoming wet or soiled.

The general requirement for employees to wear masks does not detract from the fact that, where a risk assessment indicates that PPE is required, those categories of employees must be provided with the accredited PPE in accordance with Department of Health guidelines.

5.3.4 Measures in respect of workplaces to which public have access

The principal purpose of the measures contained in the following clause is to protect employees from being exposed to the virus through their interaction with the public and to protect members of the public from being exposed to virus through their interaction with employees or other persons present in such a workplace. Depending on what is reasonably practicable given the nature of the workplace, IMSAf will

- 5.3.4.1 Arrange the workplace to ensure that there is a distance at least one and a half metres between employees and members of the public; or

⁵ http://www.thedtic.gov.za/wp-content/uploads/Updated_Recommended_Guidelines_Fabric_Face_Masks.pdf .

- 5.3.4.2 Put in place physical barriers or provide employees with face shields or visors;
- 5.3.4.3 Undertake symptom screening measures of persons other than the employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health;
- 5.3.4.4 If appropriate, display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the workplace;
- 5.3.4.5 Require members of the public, including suppliers, to wear masks when inside our premises.

5.3.5 Ventilation

IMSAf will:

- 5.3.5.1 Keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;
- 5.3.5.2 Seek to put appropriate ventilation measures in place to ensure compliance;
- 5.3.5.3 Ventilation systems and air conditioners are regularly cleaned and maintained, and its vents do not feed back in through open windows;
- 5.3.5.4 Ensure that filters are cleaned and replaced in accordance with the manufacturer's instructions by a competent person.

5.3.6 Other PPE

IMSAf will regularly check on the websites of the National Department of Health ⁶, National Institute of Communicable Diseases ⁷ and the National Institute for Occupational Health ⁸ whether any additional PPE is required or recommended in any guidelines given the nature of the workplace or the nature of an employee's duties.

5.3.7 Employee obligations

In addition to the obligations of employees under the OHSA, every employee is obliged to comply with measures introduced by IMSAf as required by the Direction. Employees are also encouraged to report any non-compliance with this policy to the Compliance Officer.

⁶ <http://www.health.gov.za/>

⁷ <https://www.nicd.ac.za/>

⁸ <http://www.nioh.ac.za/>

6. Return to Work Protocol

6.1 Employee Medical Screening

6.1.1 Day 1: Return to work (RTW)

Before any employee can return to work, the following RTW Medical Screening Protocol must be complied with irrespective of the date of return:

- All employees are required to complete a RTW Health Questionnaire;
- Temperature screening will be done by security at the security access point / gate;
- Employees with a raised temperature, as per the criteria of the infrared thermal scanner, will be denied access to the facility and will be advised to consult with an appropriate health care facility, so that they may be evaluated to determine the cause for the raised temperature. The employee must inform management that he / she was denied access and the action that he / she will take regarding the matter;
- Employees with a normal temperature will then proceed to undergo a RTW medical evaluation;
- Temperature screening will be repeated by medical personnel;
- The completed employee questionnaire will be evaluated by medical personnel; and observations will be made and documented to assist with the risk assessment;
- An upper and lower respiratory tract evaluation will be done;
- A decision will be made regarding the fitness of the employee to return to work;
- Employees who are not fit to return to work, will be referred to a health care facility for further evaluation and corrective actions;
- A copy of the RTW evaluation and the reason for the employee failing the RTW medical, must be given to the employee to take along to his / her health care facility;
- The employee's identification badge will be endorsed to reflect that (s)he has attended the return to work medical and has been certified fit for duty;
- A certificate of fitness will be generated, if an employee is deemed to be fit for duty;
- The employee will be issued with a copy of the certificate of fitness to hand to management before entering the workplace; and
- The original certificate of fitness will be kept in the employee's file and an electronic copy of this certificate of fitness will also be e-mailed to the employee's department management team.

6.2 Ongoing Employee Medical Screening

Before any employee may enter any IMSAf facility, the following Medical Screening Protocol must be complied with on a daily basis:

- Employees are requested to observe self screening before entering the plant and take note of the requirement displayed at all entrances to all IMSAf premises.
- Do not enter this facility if:
 - o *You have any of the following symptoms: fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath, disturbance of taste or smell, new muscle or joint pain, fatigue, redness of eyes, headaches or diarrhea OR*
 - o *You have been in close contact with a person known to have tested positive for COVID-19 in the last 14 days.*
 - o *Please conduct a self-check now. Report any YES response(s) to security personnel at the facility entrance whilst maintaining a 2 metre physical distance.*
- Temperature screening will be done by security at the security access point / gate;
- Employees with a raised temperature, as per the criteria of the infrared thermal scanner, will be denied access to the facility and will be advised to consult with an appropriate health care facility, so that they may be evaluated to determine the cause for the raised temperature. The employee must inform management that he / she was denied access and the action that he / she will take regarding the matter;
- Employees to inform the medical department regarding the outcome of the evaluation by the outside health care facility;
- Employees who do not meet the criteria for COVID-19 infection and who are found to be fit for duty by the health care facility, must undergo a RTW evaluation at the medical department, to ensure fitness to resume duties before being accepted into the workplace; and
- Employees with a normal temperature will be allowed to proceed into the workplace.
- Team leaders will conduct daily screening during the morning report back meeting to ascertain whether employees have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing) and whether they suffer from any of the following additional symptoms: headache, body aches, runny nose, loss of smell or loss of taste, abdominal pain, nausea, vomiting, redness of eyes, diarrhoea, fatigue, weakness or tiredness; and

Salaried employees will be screened to ascertain whether they have any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing) and whether they suffer from any of the following additional symptoms: headache, body aches, runny nose, loss of smell or loss of taste, abdominal pain, nausea, vomiting, redness of eyes, diarrhoea, fatigue, weakness or tiredness; by their respective managers routinely the days on which they are required to work on site.

6.3 On-site Contractor Medical Screening

Before any on-site contractor can return to work, the following RTW Medical Screening Protocol must be complied with irrespective of the date of return:

- All on-site contractors are required to complete a RTW Health Questionnaire;
- Temperature screening will be done by security personnel at the security access point / gate;
- On-site contractors with a raised temperature, as per the criteria of the infrared thermal scanner, will be denied access to the facility and will be advised to consult with an appropriate health care facility for evaluation to determine the cause for the raised temperature. The on-site contractor must inform the relevant site management that he / she was denied access and the action that he / she will take regarding the matter;
- On-site contractors with a normal temperature will then proceed to undergo a RTW medical evaluation;
- Temperature screening will be repeated by medical personnel;
- The completed on-site contractor questionnaire will be evaluated by medical personnel; and observations will be made and documented to assist with the risk assessment;
- An upper and lower respiratory tract evaluation will be done;
- A decision will be made regarding the fitness of the on-site contractor to return to work;
- On-site contractors who are not fit to return to work, will be referred to a health care facility for further evaluation and corrective actions;
- A copy of the RTW evaluation and the reason for the on-site contractor failing the RTW medical, must be given to the on-site contractor to take along to his / her health care facility;
- The on-site contractor's identification badge will be endorsed to reflect that (s)he has attended the return to work medical and has been certified fit for duty;
- A certificate of fitness will be generated, if an on-site contractor is deemed to be fit for duty;
- The on-site contractor will be issued with a copy of the certificate of fitness to hand to management before entering the workplace;
- The original certificate of fitness will be kept in the on-site contractor's file and an electronic copy of this certificate of fitness will also be e-mailed to the on-site contractor's department management team;

6.4 Ongoing On-site Contractor Medical Screening

Before any person may enter any IMSAf facility, the following Medical Screening Protocol must be complied with on a daily basis:

- Employees are requested to observe the self screening before entering the plant and take note of the requirement displayed at all entrances to all IMSAf premises.
 - **Do not enter this facility if:**
 - *You have any of the following symptoms: fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath, disturbance of taste or smell, new muscle or joint pain, fatigue, headache, redness of eyes or diarrhea OR*
 - *You have been in close contact with a person known to have tested positive for COVID-19 in the last 14 days.*
 - *Please conduct a self-check now. Report any YES response(s) to security personnel at the facility entrance whilst maintaining a 2 metre physical distance.*
- Temperature screening will be done by security at the security access point / gate;
- Any on-site contractor with a raised temperature, as per the criteria of the infrared thermal scanner, will be denied access to the facility and will be advised to consult with an appropriate health care facility, so that he or she may be evaluated to determine the cause for the raised temperature. The on-site contractor must inform management that he / she was denied access and the action that he / she will take regarding the matter;
- The on-site contractor to inform the medical department regarding the outcome of the evaluation by the outside health care facility;
- On-site contractors who do not meet the criteria for COVID-19 infection and who are found to be fit for duty by the health care facility, must undergo a RTW evaluation at the medical department, to ensure fitness to resume duties before being accepted into the workplace; and
- On-site contractors with a normal temperature will be allowed proceed to the workplace.

6.5 Visitor Medical Screening

As far as reasonably possible, site visits should be discouraged and avoided. However, if business critical visits are authorised by the relevant Senior Vice President, before any visitor can be received on-site, the following Medical Screening Protocol must be complied with, irrespective of the date of the visit:

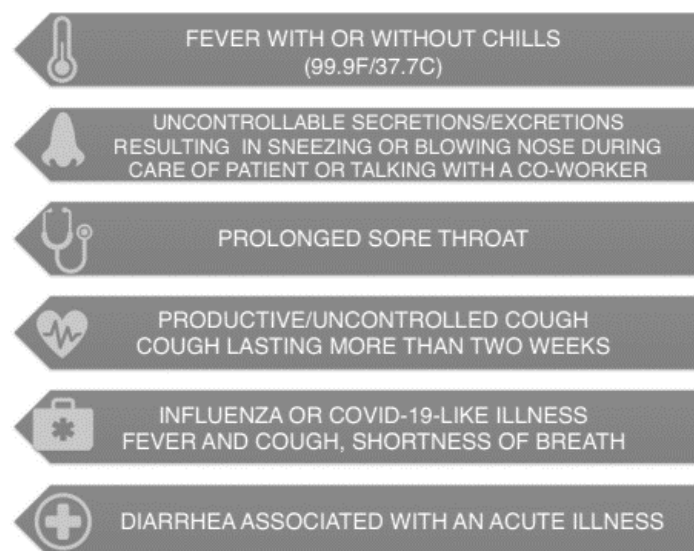
- All visitors are required to complete a Health Questionnaire;
- Temperature screening will be done by security at the security access point / gate;
- Visitors with a raised temperature, as per the criteria of the infrared thermal scanner, will be denied access to the site by security. The visitor is to inform the host and make alternative arrangements;

- Similarly, security will inform the visitor if they identify anything of concern on the visitor's questionnaire, that will prohibit the visitor from entering the facility. Under these circumstances, the visitor must contact their host and inform them of the situation;
- The visitor will be advised to be evaluated by an appropriate health care facility, as to the cause of the raised temperature;
- The visitor will also be advised to inform a suitable health care facility in advance of the possibility of being infected and to be advised as to how and where to be evaluated;
- The visitor must be issued with a copy of the completed questionnaire, to hand to his / her health care facility. The reason for denying access can be highlighted on the document for the health care facility's attention; and
- Only visitors with a normal temperature AND no identified risks coming from the questionnaire, will be allowed to be collected from the access point by the person whom they are visiting on site.

6.6 Employee Self Screening

All employees, on-site contractors and visitors are asked to be vigilant about symptom monitoring twice daily (both on shift and off shift) to identify symptoms early and to prevent exposure to others. These recommendations should be followed, whether or not you have been exposed to a positive COVID-19 patient.

There is no need for documentation, this is simply a sick or not sick evaluation tool. Members with one or more of these signs or symptoms are considered to have a communicable illness, and must not be at work and should seek medical assistance:



- Employees are requested to take note of the self-screening requirements before coming to work or entering the plant and take note of the requirement displayed at all entrances to all IMSAf premises.
- **Do not enter this facility or come to work if:**
 - o *You have any of the following symptoms: fever, chills, sore throat, dry cough, difficulty breathing or shortness of breath, disturbance of taste or smell, new muscle or joint aches or pain, fatigue, headache, redness of eyes, runny nose, vomiting or diarrhoea*
 - OR*
 - o *You have been in close contact with a person known to have tested positive for COVID-19 in the last 14 days.*

Seek medical assistance

7. Meeting protocols

IMSAf is taking measures to limit the requirement for face to face interactions and to this end will limit visitors to IMSAf premises. As such the following social distancing protocols are to be observed:

- Promote Skype, Microsoft Teams or conference calls as an alternative to face to face meetings;
- Cancel all company events until further notice;
- Restrict visitors to the IMSAf sites to pre-approved suppliers and contractors or visitors who comply with the COVID-19 Visitor Protocols;
- Promote the requirement of space between employees (at least 1.5 meters) in the event of a meeting taking place;
- Meeting organisers are responsible for ensuring the following requirements are adhered to:
 - a. No more than 10 people should be in attendance;
 - b. Adhere to conference room capacity noted at the entrance of each conference room;
 - c. Meeting times are shortened (ideally no longer than 2 hours);
 - d. Review attendees and limit the number of participants to decision makers/contributors only;
 - e. Use Skype or Microsoft Teams for business meetings;
 - f. No handshakes or touching;
 - g. Participants are to wash their hands immediately prior to the meeting and use hand sanitiser upon entry into the venue.

8. Personal Protective Equipment

In addition to standard PPE required for safe work practices, all employees, onsite contractors and visitors will be required to wear a face mask while on site or on duty.

8.1 Issuing of masks

The use of face masks is mandatory for all employees entering any workplace. Employees will be provided with two masks each. These protective face masks offer protection against airborne particles and liquid droplets. Face masks should only be considered as a complementary measure and not a replacement for established preventive practices, such as social distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching.

Employees in manufacturing and in non manufacturing areas where social distancing is a challenge, will be issued with face shields.

8.2 Mask education

It is essential that employees use face masks properly so that they are effective and safe. Employees are therefore asked to ensure that that:

- The face masks fit properly, completely covering the face from bridge of nose to chin;
- Hands are cleaned properly before putting the face mask on or taking it off;
- Only touch the cord or elastic at the back of the face mask when removing it, not the front; and
- Wash the reusable face mask with detergent as soon as possible after use at 60 Degrees Celsius.

8.3 Face Shields / Safety Gasses

Face shields / safety glasses to be worn on entrance to the manufacturing facility when manufacturing is in operation at Struandale and Kempston road.

In the no-manufacturing environment the face shield is to be worn where the 1.5 metre social distancing is compromised

9. COVID-19 Incident at work Response

Despite our best efforts to prevent exposure to COVID-19 in our workplace, we have developed contingency plans in the event of an employee or contractor working on one of our sites, testing positive for COVID-19. The following actions will be taken in the event of this happening:

- 9.1 If someone becomes unwell in the workplace and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office and open a window for ventilation;
- 9.2 The employee or his/her supervisor must contact the OCSA Medical Department immediately;

- 9.3 A representative of the OCSA Medical Department will evaluate the ill employee's symptoms, and if in keeping with the signs of possible COVID-19 infection, the employee will be referred to an appropriate facility for evaluation and possible testing;
- 9.4 The employee must inform the OCSA Medical Department about the outcome of such evaluation and testing. If the employee tests positive for COVID-19, the OCSA Medical Department must notify site management immediately who will be responsible for implementing the site shutdown protocol below;
- 9.4.1 The employee is required to follow the medical instructions from the treating physician and undergo any prescribed treatment protocol;
- 9.4.2 The required documentation will be completed by the facility testing and treating the employee, as COVID-19 is a notifiable disease and must be reported to the NICD (National Institute for Communicable Diseases) (080029999 or 0870550234 / 24h NICD HOTLINE 0828839920 / Eastern Cape Provincial Communicable Disease Control Directorate Thomas Dlamini 0833780189 & Nosiphiwo Mgobo 0605799027 Livingstone Hospital Dr Makamba 0828541155 / Document submission: ncov@nicd.ac.za)
- 9.5 The IMSAf crisis committee has adopted the following protocol as immediate actions to be taken in the workplace, regarding an incident in which any employee or contractor has been confirmed to have tested positive for COVID-19 as mitigation for the risk of the infection spreading further:
- 9.5.1 The workplace (viz PDC, VCDC, etc) will be closed as deemed necessary by the Department of Communicable Diseases. Site leadership will be responsible for the orderly shutdown of the workplace;
- 9.5.2 All employees who work in the affected workplace will be asked to self-isolate at home for the full 14 days;
- 9.5.3 All employees who have had direct contact with the COVID-19 positive employee, should anticipate being actively followed up upon by the designated public health service;
- 9.5.4 If any employee develops new symptoms, or their existing symptoms worsen within the 14-day observation period, they should call either (1) their primary health care provider or (2) the COVID-19 hotline at 0800029999 for further instructions.
- 9.5.5 The NICD & Local Authorities will also follow their protocols in respect of tracing contacts of the infected person.
- 9.5.6 The Authorities will interact with management regarding further action to be taken, including the need to place contacts of the infected person under quarantine and appropriate testing which may need to be done.
- 9.5.7 Employees receiving treatment, or those placed under quarantine, must keep the OCSA Medical Department up to date regarding progress made.

- 9.5.8 With reference to paragraph 23 of the Health and Safety Directive, IMSAF will refer any employee who may be at risk of contracting COVID-19 through exposure in the workplace for screening and take any other appropriate measures to prevent possible transmission.
- 9.5.9** Upon reopening of the workplace, or an employee returning from a self-quarantine cycle all employees will be subject to a return to work medical and will be issued with a certificate of fitness. No employee may be received back into the workplace without a certificate of fitness. If after the return to work medical risk assessment (reference paragraphs 2.2 & 2.3 of the Risk Management Protocol) and at the recommendation of the medical department, the employee may be required to produce proof of a negative COVID-19 test before being received back to work.
- 9.5.10 The work area of the infected employee will be cleaned and disinfected. This includes all surfaces that the person has come into contact with such as all surfaces and objects which are visibly contaminated with body fluids; all potentially contaminated high-contact areas such as toilets, door handles, telephones and public areas where the employee has passed through.
- 9.5.11 Employees who are well but who have a sick family member at home with COVID-19 should notify the OCSA Medical Department who will assess their potential exposure and the measures to take.

9.6 Administrative arrangements in respect of an individual required to self-quarantine due to potential exposure to COVID-19:

1. Should an employee disclose that (s)he was potentially exposed to a COVID 19 positive individual, that employee will be sent home to self-quarantine in line with the recommendations from the Department of Health;
2. For the duration of the self-quarantine, the employee will be placed on special leave and will receive payment in accordance with the prevailing payment arrangements/collective agreements and/or short time arrangements;
3. Similarly, should there be an incident of an individual testing positive for COVID-19 in the workplace, site leadership will implement the quarantine guidelines as provided by the Department of Health (reference paragraph 9.5.2 above). All employees who are required to observe these quarantine measures will be granted special leave for the duration of the quarantine period and will receive payment in accordance with the collective agreement on COVID-19 mitigation measures and/or short time;

9.7 Administrative arrangements in respect of individuals who are considered unfit

- Employees who are referred to their medical practitioners for further investigation following a return to work medical are required to provide a report/certificate of fitness before being received back into the workplace.

Individuals who are considered vulnerable (as per the guidelines provided) will be required to participate in a risk assessment of their respective workplaces to determine if there are any mitigation measures that can or should be taken to accommodate their return to work.

- If after the risk assessment, it is determined that the employee is unfit to resume duties his/her medical practitioner will issue a medical certificate which will be the basis upon which the employee is administered on sick leave.
- If there are any measures to mitigate the individual's risk in the work place, the individual can resume his/her duties.

9.8. Social Stigma

9.8.1 THE IMPACT OF STIGMA

Stigma can undermine social cohesion and prompt social isolation of groups, which might contribute to a situation where the virus is more, not less likely to spread. This can result in more severe health problems and difficulties controlling a disease outbreak.

Stigma can:

1. Drive people to hide the illness to avoid discrimination
2. Prevent people from seeking health care immediately
3. Discourage them from adopting healthy behaviours

9.8.2 HOW TO ADDRESS SOCIAL STIGMA:

IMSAf will:

- 9.8.2.1 Communicate openly and regularly about health and safety measures
- 9.8.2.2 Support employees with counselling through the Employee Assistance Programme
- 9.8.2.3 Educate IMSAf employees on the survival rate of COVID-19 infections
- 9.8.2.4 Communicate in positive, encouraging and inclusive language
- 9.8.2.5 Encourage kindness through awareness

10. Travel

- Employees have been afforded a once-off opportunity to travel from one province to another in order to return to work;
- The travel ban remains in place for travel between provinces and to Sub-Saharan African countries, international travel;
- Dealer, supplier and stakeholder engagements will be conducted through electronic and telephonic mediums; and
- Employees who are required to visit customers or dealers to provide customer support will be provided hand sanitiser, required PPE and social distancing must strictly be adhered to.

11. Visual Communication and Signage

- COVID-19 awareness posters to be developed;
- Health and safety visuals and to be deployed throughout IMSAf facilities depicting practices of personal hygiene, social distancing and other relevant safety elements;
- Enhanced visual communication through video and animation to be screened on the LCD screens throughout IMSAf facilities;
- Display COVID -19 Workplace Policy Commitment in foyers at all IMSAf facilities;
- Display COVID- 19 Workplace Policy in the Communication Hubs at all IMSAf facilities; and
- Display Compliance Officer name and contact details at all IMSAf facilities; and
- Display the following details at all IMSAf facilities:
 - o Compliance Officer name and contact details
 - o Alternative to Compliance Officer name and contact details; and
 - o Site Manager name and contact details.

12. Compliance measures to be monitored and supervised

As part of our regular workplace safety protocol, IMSAf will also monitor and verify continued compliance with the measures required by our authorities and IMSAf's risk assessment plan, including its effectiveness. Feedback will be addressed.

13. Compliance under Alert Level 3

13.1 IMSAf will ensure special safety measures for employees who are over the age of 60 and those with co-morbidities upon their return to work to limit their exposure to COVID-19 infection and, where possible, such employees will work from home.

13.2 IMSAf will submit data collected during the screening and testing process of employees to the Director-General: Health.

13.3 In addition to the return to work protocols IMSAf will make available for inspection which employees are permitted to work.



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