



**SIFUNDA
KUNYE**
TOGETHER IN LEARNING

Sifunda Kunye COVID-19 Preparedness Plan:

Sifunda Kunye will implement at a minimum the following Procedures:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. controls and protections for drop-off, pick-up and delivery;
5. housekeeping, including cleaning, disinfecting and decontamination;
6. communications and training for managers and workers necessary to implement the plan; and
7. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

COVID-19 Preparedness Plan

Sifunda Kunye is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **Sifunda Kunye** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at **Sifunda Kunye**. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.]. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention, department of Health guidelines and OSHA standards related to COVID-19 and address the following:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;

- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. **Thermometers' will be provided to all workers.**

Sifunda Kunye has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for 14 days at home.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes and after using the toilet. **Hand Sanitizer will be provided to all workers.**

Respiratory etiquette: Cover your cough or sneeze

Workers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls. Workers prohibited from gathering in groups. Workers are prohibited from gathering in confined areas and from using other workers' personal protective equipment, phones, or other personal work tools and equipment. **A minimum of two cloth masks will be provided to all workers. All workers will be required to wear a mask at work.**

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles and delivery equipment, etc.

Communications and training

This Preparedness Plan was communicated to all workers and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Preparedness Plan has been certified by **Sifunda Kunye** management and was posted throughout the workplace. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read 'Zander Hampson', written in a cursive style.

Zander Hampson
Director