

# **COVID-19 POLICIES, PROCEDURES, PRACTICES & GUIDELINES**

**- RISK GUIDELINES FOR MEMBERS -**

**CEEPSA / ECASA**

# 1 INTRODUCTION TO THE MEMBER'S COVID-19 RISK GUIDELINES

## 1.1 BACKGROUND

CEEPSA / ECASA sees the importance of ensuring that its Members are protected from the devastating effects of COVID-19. This COVID-19 Risk Guidelines is implemented and reviewed on a regular basis.

### 1.1.1 PURPOSE

To set out the CEEPSA / ECASA Member's policy and objectives, and to ensure that the COVID-19 Guidelines are implemented, integrated and practiced by all management and staff.

### 1.1.2 LEGAL BASIS

- Occupational Health and Safety Act 85 of 1993, as amended.
- Disaster Management Act 57 of 2002, as amended

### 1.1.3 QUALITY POLICY STATEMENT

It is envisaged that CEEPSA / ECASA Members will adhere to these guidelines in order to adopt a standardised approach and operating procedure across Stable Yards and Equestrian Facilities.

- a. The CEEPSA / ECASA Member is committed to establishing and sustaining a safe workplace, where Members, and essential personnel are informed of the dangers involved in the work they conduct, as well as ways of mitigating risk. Essential personnel extend to include Veterinarians, Farriers, Yard Managers, Trainers, Instructors, Riders & Horsemen (hereafter defined as "Workers").
- b. All CEEPSA / ECASA Member's workers will be trained in these policies, procedures and practices.
- c. The following information will be recorded and documented:
  - Adoption of an industry wide risk management guidelines.
  - The effectiveness of the risk management guidelines.
  - Analysis of reviews to identify application trends.
  - Propose corrective actions and their effectiveness.
  - Ongoing skills and training of workers at the Member's stable yard or equestrian facility.
  - Personnel performance in terms of the application of these policies.

# 2 COVID-19 GUIDELINES

## COVID-19: INTRODUCTION

Coronaviruses are a large family of viruses that may cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recent Corona virus disease is COVID-19.

Common signs of infection include respiratory symptoms, fever, coughing, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death, according to the World Health Organisation (WHO).

## 2.1 APPLICATION

These guidelines apply to all Member's employees, staff and instructors of CEEPSA / ECASA.

## 2.2 MEMBER'S RESPONSIBILITY

### 2.2.1 DUTY TO PREVENT WORKER EXPOSURE TO COVID-19 INFECTION

The Member is required to take reasonable steps to ensure the health and safety of its Staff and other parties at its workplace being a stable yard or equestrian facility. With respect to COVID-19, that responsibility includes requirements of the Occupational Health and Safety Act 85 of 1993, Department of Labour requirements, and the implementation of policies and procedures to protect workers from the risk of exposure to COVID-19.

### 2.2.2 FULFILLING EMPLOYER RESPONSIBILITY TO ENSURE A HEALTHY AND SAFE WORKPLACE

The Member has an obligation under the Occupational Health and Safety Act 85 of 1993 (Section 8) to ensure the health and safety of workers at its workplace and places where work is being done. With respect to COVID-19, this obligation includes protecting Workers by following the orders of the Department of Labour and developing control measures to prevent worker exposure. These measures include the following:

- Ensuring that the following "Workers" (including Grooms, Instructors, Coaches, Vets, Farriers and other Equestrian staff) do not come to work:
  - Anyone with COVID-19 like symptoms such as sore throat, fever, sneezing, or coughing. They must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved. Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
  - Workers who live in the same household / accommodation facility as a confirmed or clinical COVID-19 case who is self-isolating.
- Maintaining a distance of one and a half metres between workers and others wherever possible, by revising work schedules, organising work tasks, posting occupancy limits (for example, on access doors and other small spaces), and limiting the number of workers at one time in rest areas.
- Ensuring that the number of people are in each area of a stable yard or equestrian facility are within the occupancy limits.
- Provide each worker with hand sanitizers, soap and clean water to wash their hands and disinfectants to sanitize their designated work area.
- Workers interacting with the public are instructed to sanitise their hands between each interaction with public
- Take any other measures indicated by a risk assessment.

The virus can persist on non-porous materials (leather bridles / saddles / halters / nylon halters. lead ropes / gate latches / door-handles / spray nozzles) longer than on porous materials (cotton lead ropes / saddle pads).

It is therefore essential to:

- Not touch anything unless you need to use it.
- Avoid sharing equipment & supplies between grooms and riders.
- Clean communal leather tack daily with a long-lasting sanitiser.
- Disinfect gate latches, spray nozzles, pitchforks, wheelbarrows and other frequently used non-porous surfaces regularly.
- Disinfect frequently handled areas and objects such as stable door handles, hose ends, light switches and feed scoops.
- Only designated individuals (ground staff / trainers) should move or set jumps or handle other arena equipment.

**The shared use of grooming supplies, helmets and tack should be prohibited as these may be sources of environmental transmission of COVID-19 to other humans.**

### **2.2.3 MEANINGFUL ENGAGEMENT IN PROTECTING THE WORKPLACE AGAINST COVID-19**

The member will ensure there is a mechanism in place for Workers to raise concerns regarding COVID-19 exposure at the workplace.

### **2.2.4 WORKING AT MORE THAN ONE WORK LOCATION**

The Member undertakes to control potential risk relating to workers working in more than one location as follows:

- Implement measures aimed at preventing Workers from comingling at multiple work locations, for example changes to shift scheduling to minimise worker contact.
- Implementing enhanced and rigorous cleaning and hygiene practices in staff rest areas, wash facilities and groom's areas to eliminate / minimise potential risk where practicable.

### **2.2.5 MEASURES TO HELP ACHIEVE PHYSICAL DISTANCING IN THE STABLE YARD / EQUESTRIAN FACILITY**

Some options may include:

- Revision of work schedules for some staff to limit the number of workers on site at a given time.
- Posting occupancy limits in confined areas and small spaces.
- Limiting the number of workers at one time in rest areas by staggering rest times.
- Reducing in-person meetings and other gatherings.
- Maintaining an up-to-date list of all staff at the workplace.
- Using tape to mark off areas where workers can and cannot walk, or to mark off areas where categories workers may access in accordance with their job function (instructors do not need to access the stable areas where they are assisted by grooms or riders).
- Posting signage to remind workers and riders to maintain their distance when interacting.
- Postponing, re-arranging, or planning work tasks in such a way that workers are not required to work in proximity to one another.
- Managing worker transportation so that two workers are not required to travel in a single vehicle when away from the premises.

## 2.2.6 WHEN PHYSICAL DISTANCING CANNOT BE MAINTAINED

In situations where it is not possible to ensure one and a half metres of distance between workers through these measures, Member will consider other control measures as appropriate. The following measures will also be taken:

- Provision of adequate hand-washing facilities on site for all Workers. The Member will ensure that their location is visible and easily accessed. Alcohol-based hand sanitiser (minimum 70% alcohol), Residual-based Sanitisers or soap and water will be provided to help prevent the spread of COVID-19.
- The Member will provide and maintain adequate washroom facilities, as required by the Occupational Health and Safety Act 85 of 1993.
- Arrange physical barriers to be placed between tack and stable areas work areas or demarcate specific areas where workers may perform their duties unhindered from the activities of other workers; or
- If necessary, following a risk assessment:
  - Supply Workers free of charge with appropriate PPE based on a risk assessment of the working place (being a Stable Yard or Equestrian Facility).
  - Undertake symptom screening measures of persons other than the workers entering the workplace with due regard to available technology and any guidelines issued by the Department of Health.
  - Display notices advising persons other than Workers entering the workplace of the precautions they are required to observe while in the workplace;
- Require members of the public, including riders / horsemen, to wear masks when at the premises.
- Disinfect gate latches, spray nozzles, pitchforks, wheelbarrows and frequently handled areas and objects such as stable door handles, hose ends, light switches and feed scoops.
- Disinfect all common areas and surfaces, including stables, tack rooms, washrooms, shared offices, common tables, refreshment areas, light switches and door handles.

## 2.2.7 VENTILATION

The Member is advised to, and as may be identified in a Risk Assessment, keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load.

## 2.3 ILLNESS IN THE WORKPLACE

### 2.3.1 PRIMARY SYMPTOMS OF COVID-19

- Fever.
- Cough.
- Shortness of breath or difficulty breathing.

### 2.3.2 HOW COVID-19 SPREADS

- Coughing or sneezing – one can contract COVID-19 if one is standing within one meter of an infected person by breathing in droplets coughed out or exhaled by the ill person.
- Close personal contact, such as when shaking hands or touching others.
- Touching an object or surface on which the virus is found (after an ill person coughs or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing hands – touching the mouth, nose, or eyes.

### 2.3.3 WORKERS DISPLAYING SYMPTOMS OF COVID-19

- Members will ensure that the following workers do not come to work. Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.

- Workers who have travelled internationally. In these cases, they must remain away from the workplace for at least 14 days.
- Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating.

If workers report having COVID-19-like symptoms while at work:

- Isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and
- Assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission
- Ensure that the worker is tested or referred to an identified testing site;
- All directions from the Department of Health will be followed.

If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow a worker to return to work on the following conditions:

- The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;
- Ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- Closely monitors the worker for symptoms on return to work.

### 2.3.4 WHAT TO DO IF YOU DEVELOP SYMPTOMS

People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if worker does not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, the worker must still inform their healthcare provider if they present with symptoms of COVID-19.

**Hotline for the COVID-19 as per the Department of Health website: 0800 029 999**

Employees / Workers who have symptoms of acute respiratory illness are advised to seek medical treatment and diagnosis as soon as possible.

The following hospitals have been identified to deal with any cases (as per the Department of Health website):

- Western Cape: Tygerberg Hospital.
- Gauteng: Charlotte Maxeke Hospital, Steve Biko Hospital and Tembisa Hospital.
- KwaZulu-Natal: Grey's Hospital in Pietermaritzburg.
- Limpopo: Polokwane Hospital.
- Mpumalanga: Rob Ferreira Hospital in Mbombela.
- Free State: Pelonomi Academic Hospital in Bloemfontein.
- North West: Klerksdorp Hospital.
- Northern Cape: Kimberley Hospital.
- Eastern Cape: Livingstone Hospital in Nelson Mandela Bay (PE).

Workers with acute respiratory illness symptoms are advised to stay home until they are cleared for work by a registered medical practitioner. It is important to note for payrollled staff member to qualify for sick leave, a valid medical certificate booking them off is required.

Within a stable yard Workers should notify the stable yard / equestrian facility manager and stay home if they are sick and have been booked off. All payrollled staff should follow the Member's sick leave policy in such situations.

If the Member has reason to suspect that any worker, rider or horseman has been infected with COVID-19 or any person on the premises becomes ill at work during the day, the Member will request the affected person to leave the stable yard / equestrian facility and seek medical treatment and or testing

immediately. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other Workers, Riders and / or Horsemen at risk.

### **2.3.5 QUARANTINE AND WORKING FROM HOME (WHERE RELEVANT)**

For international travel employees are required to comply with the Statement by President Cyril Ramaphosa on the 15<sup>th</sup> March 2020.

If a Worker has been in close contact with an individual who has since been diagnosed with COVID-19, the Member must immediately inform the Department of Health. If, after informing the Department of Health, they require an individual to self-quarantine, then the Member will apply the following for all payrolled Staff:

- If the payrolled staff member can work during this period and it is possible in terms of their position, then there is no requirement to submit a sick leave or annual leave request. The payrolled staff member is, however, required to report daily to their designated line manager.
- Should any patrolled staff become sick during this period, the normal sick leave policy will apply.

### **2.3.6 TRAVEL**

Discourage all domestic travel until further notice unless absolutely necessary as determined by the parties concerned. All Workers required to travel locally to other yards or equestrian facilities will be done in line with current protocols of low contact and high hygiene. In line with the Statement by President Cyril Ramaphosa on the 15<sup>th</sup> March 2020, all non-essential travel particularly by air, taxis and buses, is discouraged.

### **2.3.7 OPEN AIR MEETINGS**

- Consider whether a face-to-face meeting or event is needed.
- Could the meeting be scaled down so that fewer people attend or hosted in an outdoor area.
- Ensure that all participants at the meeting have washed their hands for 20 seconds prior to the meeting commencing.
- Ensure all participants present are seated at least one metre apart
- The names and contact details of all participants within the meeting should be retained for at least one month. This will assist health care authorities to trace who have been exposed to the virus if participant do become ill shortly after the meeting.
- If someone should contract the virus shortly after the meeting, the Member should inform all participants.

### **2.3.8 WEARING FACE 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.

It is compulsory for Workers, Riders and Horsemen to wear some form of cloth covering the nose and mouth completely. Face-masks should not be lowered when speaking, coughing or sneezing.

### **2.3.9 SEMINARS, TRAINING AND CONFERENCES**

It is recommended that no payrolled staff of the Member attend external seminars, training or conferences, unless these are presented online. The presentation of seminars and theoretical training to clients will be converted to online/blended facilitation.

### **2.3.10 COVID-19 PRE-WORK TESTING/SCREENING**

Workplace testing for COVID-19 is limited to a number of specific groups, including health care workers.

All Members are required to implement and communicate a clear policy to Workers about not coming to work sick or with symptoms.

### **2.3.11 RIGHT TO REFUSE**

The Member acknowledges Workers' right to refuse work if they believe it presents an undue hazard.

An undue hazard is an 'unwarranted, inappropriate, excessive, or disproportionate' risk, above and beyond the potential exposure a general member of the public would face through regular, day-to-day activity.

In these circumstances, the worker should begin by reporting the undue hazard to the Member for investigation and the Member would then need to consider the refusal.

Unresolved issues must be reported to the Department of Labour.

## **2.4 COMPENSATION FOR OCCUPATIONALLY ACQUIRED NOVEL CORONAVIRUS DISEASES (COVID-19)**

The Department of Employment and Labour has unveiled its guidelines to deal with COVID-19 at workplaces within the context of the Occupational Health and Safety (OHS) Act of 1993. The OHS read with the Hazardous Biological Agents Regulations issued in terms of section 43 of the OHS obliges the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.

All Members are required to review current risk assessments before implementing control measures considering the new hazards posed by exposure to COVID-19 in the workplace.

The Member will deal with the COVID-19 pandemic and the process of submitting the claim in accordance with Compensation of Injuries and Diseases Act, 130 of 1993 (COIDA)

# 3 TESTING / SCREENING OF STAFF FOR COVID 19

## 3.1 BACKGROUND

This policy is applicable to all staff deemed to be essential services workers as covered by regulation GN R.398 of Government Gazette 43148 under section 3 of the Disaster Management Act, 1957 (Act 57 of 2002) as amended on 29 April 2020 wherein essential services are defined. Furthermore this policy is applicable for small business (with less than 10 employees) as covered in section 40 of the above regulations.

## 3.2 PURPOSE

The purpose of this policy is to enable:

- Early and timeous identification and diagnosis of Workers at risk of COVID-19 infection.
- Early referral for appropriate treatment, care and timeous return to work of affected Workers.
- The protection of other unaffected staff, visitors and clients of these groups of Workers.

## 3.3 PROCEDURE FOR SCREENING IF DEEMED APPROPRIATE FOLLOWING A RISK ASSESSMENT

- All Workers will be screened for COVID-19 related symptoms and report such symptoms to a designated person prior to entry into the work area (stable yard or equestrian facility) in order for a decision to be made as to the worker's continued attendance at the stable yard / equestrian facility (place of work).
- The designated persons must check with Workers whether they have experienced sudden onset of any of the following symptoms: cough, sore throat, shortness of breath or fever/chills (or  $\geq 38^{\circ}\text{C}$  measured temperature if this is available at the worksite), in the past 24 hours as outlined in the symptom monitoring sheet. These are the current criteria for the identification of persons under investigation (PUI).
- Should a Worker member report any of the abovementioned symptoms, s/he should immediately be provided with a surgical mask and referred to the designated staff at the workplace so that arrangements can be made for COVID-19 testing at the closest testing centre.
- Should a Worker report any additional symptoms as outlined in the symptom monitoring sheet, s/he will be provided with a surgical mask and referred to the occupational health clinic, family practitioner or primary care clinic for further clinical evaluation and requirement for COVID-19 testing if indicated.
- On receiving their results the worker and/or health professional supporting the worker should notify the Stable Yard / Equestrian Facility Manager so that the worker is managed accordingly.
- The Member will proactively take steps to obtain this information to avoid any delays in reporting.
- The infected worker will be managed according to either scenario 1 or 2 in the algorithm outlined in SCENARIO MANAGEMENT ALGORITHMS.
- A positive COVID-19 test of a worker will require all potential contacts in the Member's Stable Yard / Equestrian Facility workplace to be assessed using scenarios 3 or 4 in the SCENARIO MANAGEMENT ALGORITHMS.
- All Workers, on returning to work after isolation or quarantine period, should follow general work restrictions that include:
  - Undergoing medical evaluation to confirm that they are fit to work.
  - Wearing of surgical masks at all times while at work for a period of 21 days from the initial test.
  - Implementing social distancing measures as appropriate.
  - Adherence to hand hygiene, respiratory hygiene, and cough etiquette.
  - Continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen.

### 3.4 COVID-19: POSITIVE TEST PROTOCOL FOR MEMBERS OF STAFF

This protocol is applicable in all instances where a Worker is tested positive for the Covid-19 virus.

In all such instances this must be reported immediately as follows to all of the channels:

- The Stable Yard / Equestrian Facility manager must be informed and the incident logged.
- The Stable Yard / Equestrian Facility manager must immediately inform his/her superior.

It may not be apparent at the time of the positive test whether the Worker contracted the virus outside the workplace or as a result of work activities and/or during the performance of work activities. An investigation into this will be required and it may become apparent where the Worker contracted the virus in consultation with Government tracing agents or through our own investigation.

In both instances, it will be the responsibility of the relevant manager to ensure that the Worker/s that was / were tested positive does / do not come into contact with other Workers at the Member's premises and/or Riders / Horsemen or the Rider's employees or other individuals that may visit the client premises and/or in general to ensure that the immediate risk of the spread of the virus is minimised.

For the avoidance of doubt, upon being tested positive for having contracted Covid-19, the infected Worker may not report to work. Such Worker will only be allowed to return to work if he or she is in possession of a valid medical certificate stipulating when the staff member may return to work and/or having undergone a mandatory required quarantine or isolation period as may be prescribed in a Government Regulation of Act or by a medical practitioner as required.

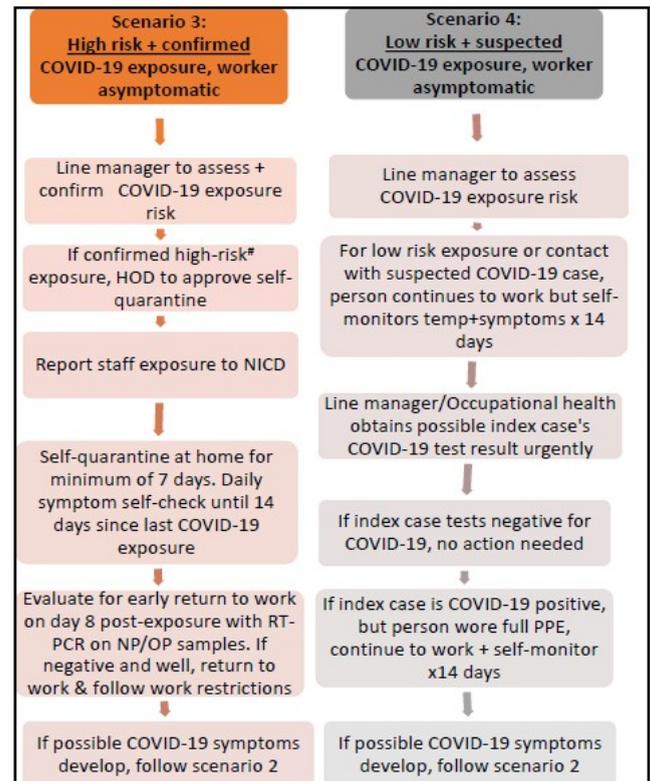
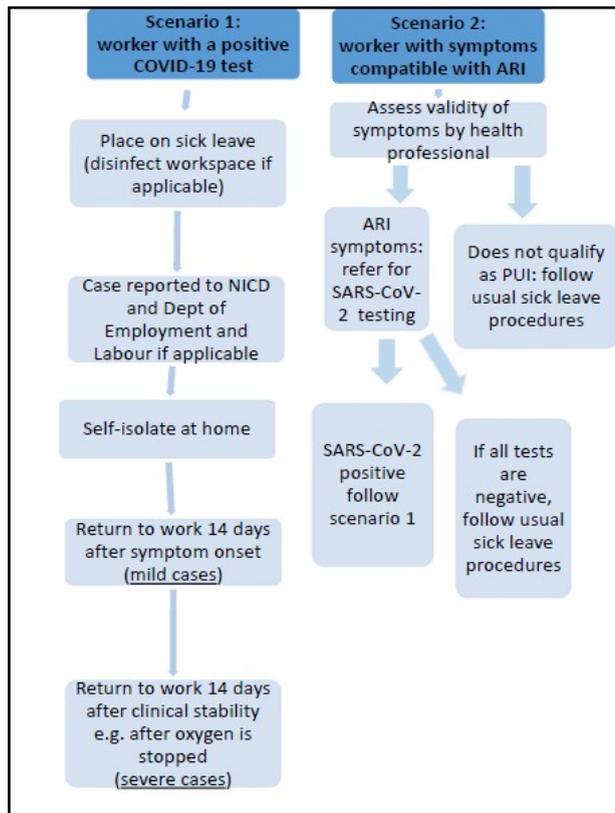
Steps to be taken in dealing with a Worker of a Member that has tested positive for Covid-19 will be on the following:

- Ensure that the possibility of an immediate spread of the virus is minimized - ensure that the Member is in possession of the latest contact details of the Worker and that alternative contact details are obtained.
- Ensure that the Worker is isolated and/or placed in quarantine as may be the requirement in terms of relevant Government Regulations.
- Ensure that the necessary reporting has been done in terms of a relevant Government Regulation (if appropriate or required).
- A thorough investigation must be conducted to identify other Workers, Riders or Horsemen including the employees of Riders or individuals visiting a Member's equestrian premises or facility that came within a 2 metres (radius) 2 metres with the positively tested Worker.
- If the Worker that tested positive worked at a Member's equestrian premises or facility, that the Member be informed about the positive test in order to ensure that appropriate action can be taken in consultation with the Member.
- To assist in any Government required tracing process, within 24 hours.
- That, if it is found that the Member's staff contracted the virus as a result of work activities and/or during the performance of his or her work activities then the necessary Injury on Duty (IOD) forms must be completed and such instance must be reflected on WCA as IOD - Covid-19 (as guided by the WCA coordinators/specialists), where applicable - that if the staff member contracted the virus outside of the workplace then ensuring that the staff member is booked off sick and that such sick leave is reflected as Covid-19 on WCA (as guided by the WCA coordinators/ specialists), where applicable - that other benefits that may apply in terms of special directives or regulations in terms of the Disaster Management Act be explored and applied for, if appropriate and applicable, which may be applicable instead of or in addition to sick leave or IOD.
- To ensure that the Worker receives support in terms of physical and/or mental health or other more basic needs where appropriate and practical.

### 3.5 CHECK SHEETS

Surname			First Name			Date of Birth	
Contact Cell number			E-mail address		Category of Essential Worker (Select from addendum 1)		
Alternative contact number					Job Title		
Next of Kin or Alternative Contact (Please provide name, relationship and contact details)							
Work address & details:							
Home address:							
Days post exposure	1	2	3	4	5	6	7
Date: DD/MM							
Document morning + evening	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Temperature (no meds)							
Respiratory rate							
Pulse rate							
Symptoms (Circle Y or N)	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Fever/Chills	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Cough	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Sore throat	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Shortness of breath	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Body aches	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Redness of the eyes	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Loss of smell OR loss of taste	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Nausea/vomiting/diarrhoea	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Fatigue/ weakness	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
At Home or work?	H / W	H / W	H / W	H / W	H / W	H / W	H / W
Clinical and Progress Notes and Exposure History:							

### 3.6 SCENARIO MANAGEMENT ALGORITHMS



<p><b>Scenario 1:</b> worker with a confirmed positive COVID-19 test</p>	<p>To remain consistent with the advice in the NDOH clinical management of COVID-19 disease Guideline<sup>3</sup>, scenario 1 (COVID-19 confirmed in a worker), will require self-isolation of staff member for 14 days after symptom onset (mild cases) and 14 days after clinical stability (severe cases). Should an early return to work policy be needed in future owing to severe workforce shortages, the US CDC criteria may be re-considered.<sup>1</sup></p>
<p><b>Scenario 2:</b> worker with current flu-like symptoms</p>	<p>Consider latest NICD and international criteria (US CDC): any staff in with direct COVID-19 contact who develops an acute respiratory infection (e.g. cough, shortness of breath, sore throat) with or without fever (≥38°C) or history of fever (e.g. night sweats, chills) is a suspected COVID-19 case. Complete NICD PUI form<sup>2</sup> and select appropriate essential worker tick box PLUS notify to NICD. Perform SARS-COV-2 RT-PCR testing. For staff, with a negative RT-PCR test, but high-risk COVID-19 exposure and COVID-19 compatible symptoms, discuss with occupational health/infectious diseases regarding the need for further testing and/or self-quarantine. If an alternate diagnosis is made (e.g. influenza), the criteria for return to work should be based on that diagnosis and duration of infectivity for other respiratory infections.<sup>4</sup></p>
<p><b>Scenario 3:</b> High risk, confirmed COVID-19 exposure, asymptomatic</p>	<p>High risk exposure: close contact within 1 metre of a COVID-19 confirmed case for &gt;15 minutes without PPE (no face cover/eye cover) or with failure of PPE and/or direct contact with respiratory secretions of confirmed COVID-19 case (clinical or laboratory). Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk).<sup>3</sup> Notify exposure to NICD. Staff member to perform daily symptom self-check and complete symptom monitoring form until 14 days since last COVID-19 exposure. If asymptomatic through day 7, consider for return to work, following a negative RT-PCR on day 8</p>
<p><b>Scenario 4:</b> Low risk, suspected COVID-19 exposure, asymptomatic</p>	<p>Low risk exposure: &gt;1 metre away from a COVID-19 confirmed case for &lt;15 minutes OR within 1 meter but wearing PPE (face cover, eye cover). Also consider lower risk if COVID case was wearing a surgical mask (source control). Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk).<sup>3</sup> For low-risk exposures to a confirmed COVID-19 positive case, worker can continue to work with self-monitoring (twice daily temperature and daily symptom check) for 14 days after last COVID-19 exposure. (use symptom monitoring form below)</p>

# 4 WORKPLACE READINESS POST LOCK-DOWN

## 4.1 COVID-19: INTRODUCTION

When someone who has COVID-19 coughs or exhales, they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could become infected by COVID-19 simply by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can become infected by breathing in droplets coughed out or exhaled by them.

COVID-19 spreads in a similar way to the flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

## 4.2 PURPOSE AND SCOPE

This purpose of this guideline is to provide guidance on:

- Getting the workplace ready for the arrival of COVID-19.
- Preventing the spread of COVID-19 in the Member's stable yard or equestrian facility.
- Managing COVID-19 risks when organising meetings and events.
- Member's staff travelling considerations.

## 4.3 GETTING THE WORKPLACE READY FOR THE ARRIVAL OF COVID-19

The Member endeavours to:

- Develop a plan of what to do if someone becomes ill with suspected COVID-19 at a stable yard / equestrian facility:

The plan should cover the following aspects:

- Putting the ill person in a room or area where they are isolated from others in the workplace.
  - Limiting the number of people who have contact with the sick person.
  - Contacting the local health authorities.
  - Considering how to identify persons who may be at risk.
  - Supporting people who may be at risk, without inviting stigma and discrimination into the workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).
  - The Member must inform the local public health authority that it is developing the plan and seek their input and guidance.
- Develop a contingency and business continuity plan for an outbreak in the communities where Member operates.
    - The plan should help prepare the Member for the possibility of an outbreak of COVID-19 in its workplaces or community. It may also be valid for other health emergencies.
    - The plan should address how to keep running even if a significant number of Staff, Riders and Horsemen cannot come to its place of business - either due to local restrictions on travel or because they are ill.
    - The plan must be communicated to Staff, Riders and Horsemen and the Member will ensure that they are aware of what they need to do – or not do – in terms of the plan. Key points will include the importance of staying away from the Stable Yard / Equestrian Facility even

- if they have only mild symptoms or have had to take simple medications (for example Paracetamol or Ibuprofen) which may mask the symptoms of COVID-19.
- The plan should address the mental health and social consequences of a case of COVID-19 in the workplace or in the community and will offer information and support.
- Where applicable, the Member is encouraged to develop partnerships and plans with the local health and social service providers in advance of any emergency.

#### **4.4 PREVENTING THE SPREAD OF COVID-19 IN THE STABLE YARD / EQUESTRIAN FACILITY**

In order to pro-actively help prevent the spread of infections in the workplace, the Member should do the following (and in accordance with updated Government regulations comply):

- Ensure that the stable yard / equestrian facility is clean and hygienic by:
  - Wiping, spraying and or fogging of surfaces, areas and objects (e.g. rakes, spades, wheelbarrows, halters, fly fringes) with disinfectant at pre-determined regular intervals.
- Promote regular and thorough handwashing by Staff, Riders, Horsemen and visitors by:
  - Placing sanitising hand rub dispensers in prominent places around the workplace and ensuring maintenance thereof.
  - Prominently displaying posters with information relating to the prevention of COVID-19 at the entrance and structures of the stable yard / equestrian facility.
  - Using a combination of communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing.
  - Ensuring that Staff, riders, horsemen, rider's staff and visitors have access to places where they can wash their hands with soap and water.
- Promote good respiratory hygiene in the workplace
- Ensuring that face masks and/or paper tissues are available at the stable yard / equestrian facility, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.
- Advise Workers, Riders and Horsemen to consult national travel advice before travelling to other equestrian facilities.
- Brief Workers, riders and horsemen on the importance of staying at home/work from home when:
  - They experience a mild cough or low-grade fever (37.3 C or more).
  - COVID-19 starts spreading in the community.

#### **4.5 MANAGING COVID-19 RISKS WHEN ORGANISING OUTDOOR MEETINGS AND EVENTS**

Organisers of outdoor meetings and events need to consider the potential risk from COVID-19 because:

- There is a risk that people attending a Member's meeting or events might be unwittingly bringing the COVID-19 virus to the meeting / event. Others might be unknowingly exposed to COVID-19.
- While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who becomes infected by COVID-19 needs hospital treatment.

##### **4.5.1 KEY CONSIDERATIONS TO PREVENT OR REDUCE COVID-19 RISKS**

###### **4.5.1.1 BEFORE THE MEETING OR EVENT**

- Check the advice from the authorities in the community where the Member plans to hold the meeting or event. Follow their advice.
- Develop and agree a preparedness plan to prevent infection at the Member's meeting or event.
  - Consider whether a face-to-face meeting or event is needed?
  - Could the meeting or event be scaled down so that fewer people attend?
  - Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.

- Pre-order sufficient supplies and materials, including tissues and hand sanitiser for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
- Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
- Ensure that all organisers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying.

State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the event or meeting.

- Develop and agree a response plan in case someone at the meeting becomes ill with symptoms of COVID-19 (dry cough, fever, malaise). This plan should include at least:
  - Identify a room or area where someone who is feeling unwell or has symptoms can be safely isolated.
  - Have a plan for how they can be safely transferred from there to a health facility.
  - Know what to do if a meeting participant, staff member or service provider tests positive for COVID-19 during or just after the meeting.
  - Agree the plan in advance with the relevant authority in the company and a healthcare provider as necessary.

#### **4.5.1.2 DURING THE MEETING OR EVENT**

- Provide information or a briefing, preferably both orally and in writing, on COVID-19 and the measures that organisers are taking to make this event safe for participants.
  - Practice ways to say hello without touching.
  - Encourage regular handwashing or use of an alcohol rub / residual barrier sanitiser by all participants at the meeting or event.
  - Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze. Supply tissues and closed bins to dispose of them in.
  - Provide contact details or a health hotline number that participants can call for advice or to give information.
- Display dispensers of alcohol-based / residual based hand sanitiser prominently around the venue.
- In outside areas, arrange seats so that participants are at least one meter apart.
- Ensure the venue is well ventilated.
- If anyone who starts to feel unwell, follow your preparedness plan or call your hotline.
  - Depending on the situation in your area, or recent travel of the participant, place the person in the isolation room. Offer the person a mask so they can get home safely, if appropriate, or to a designated assessment facility.

#### **4.5.1.3 AFTER THE MEETING OR EVENT**

- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, the organiser should let all participants know this. They should be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.
- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

## 4.6 STAFF TRAVELLING CONSIDERATIONS

### 4.6.1 BEFORE TRAVELING

- Ensure that the Member's Staff have the latest information on areas where COVID-19 is spreading. This information can be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>.
  - Based on the latest information, assess the benefits and risks related to upcoming travel plans.
  - The Member will avoid sending staff who may be at higher risk of serious illness (e.g. older workers and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
  - The Member will ensure that all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner).
  - The Member will issue staff and workers who are about to travel with small bottles (50 - 100 ml) of alcohol-based / residual-based hand rub. This can facilitate regular hand-washing.

### 4.6.2 WHILE TRAVELING

- Workers will be encouraged to wash their hands regularly and stay at least 1.5 metres away from people who are coughing or sneezing.
- The Member will ensure staff know what to do and who to contact if they feel ill while travelling.
- The Member will ensure that its staff comply with instructions from local authorities where they are travelling. If, for example, they are told by local authorities not to go somewhere, they must comply with this. Staff will comply with all local restrictions on travel, movement or large gatherings.

### 4.6.3 WHEN PAYROLLED STAFF RETURN FROM TRAVELING:

The Member's staff who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.

If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

## 4.7 MANAGING THE RISKS OF EXPOSURE TO THE COVID-19 VIRUS

### 4.7.1 PHYSICAL DISTANCING

One of the most effective ways to minimise the spread of the COVID-19 virus is to limit physical proximity between staff to at least 1.5 metres apart. Practical measures to encourage physical distancing include:

- Rotating shifts (early morning, afternoon/evening), compressing hours, changing start and finish times, so that there are less staff in the office at one time or having Workers and staff doing one day on, one day off rotations.
- Not allowing the use of indoor meeting rooms or other indoor spaces.
- Discouraging use of public transport if possible, or if not feasible, recommending that Staff:
  - Travel at off peak times
  - Wash hands with soap and water for at least 20 seconds, or sanitise hands with alcohol-based hand sanitiser before and after travelling on public transport, and
  - Maintain physical distancing measures during any trip.
  - Encouraging staff to travel to meetings separately (e.g. Don't share a taxi)
  - Encouraging workers to physically distance themselves in rest areas and when using lifts.

## 4.8 HYGIENE

### 4.8.1 ENVIRONMENTAL CLEANING

The amount of time the COVID-19 virus survives on inanimate objects and surfaces will vary. Environmental cleaning is one way to remove the virus that causes COVID-19. The Member will ensure:

- That surface wipes to clean work areas, stable yard equipment and stores are provided.
- That frequently touched surfaces such as doors, handrails, stable doors, gates, public rest areas are cleaned and disinfected frequently using appropriate detergent and disinfectant solutions.
- That people cleaning the stable yard / equestrian facility wear gloves and use alcohol-based / residual-based hand sanitiser before and after wearing gloves.

### 4.8.2 WORKER HYGIENE

All Workers at the Member's premises are required to practice good hygiene, including:

- Frequent hand washing.
- Washing body, hair (including facial hair) and clothes thoroughly every day.
- Limiting contact with others, including through shaking hands.
- Covering their mouths while coughing or sneezing.

Washroom facilities – Members must have adequate facilities for good hygiene such as sufficient supply of soap, water and toilet paper. These facilities must be kept clean, properly stocked and in good working order. Supplies of alcohol-based / residual based hand sanitisers must be provided around the physical structures where people gather (wherever possible).

Workers must be informed about the risk of exposure and good hygiene through increased signage and information.

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