1 Day Training
1 September 2020
Manhattan Hotel, Pretoria

R1 399 Inc VAT

Workplace Preparedness: COVID-19

INFOPORT AFRICA
SIMPLIFY YOUR LIFE

INTRODUCTION

Defence – How to defend against the spread of COVID-19
- Health advisories
- Symptoms and how COVID-19 is spread
- Spread of COVID-19
- Strategy to minimise spread

Employees
- Classifying Worker Exposure to SARS-CoV-2
- Very High Exposure Risk
- High Exposure Risk
- Medium Exposure Risk
- Lower Exposure Risk (Caution

Control measures
- Hygiene and contact reduction
- Employee hygiene practices
- Hand washing
- Mouth covering
- Physical distancing
- Restriction of visitors
- Working from Home
- Restructuring and splitting teams/shifts
- Zoning
- Cleaning

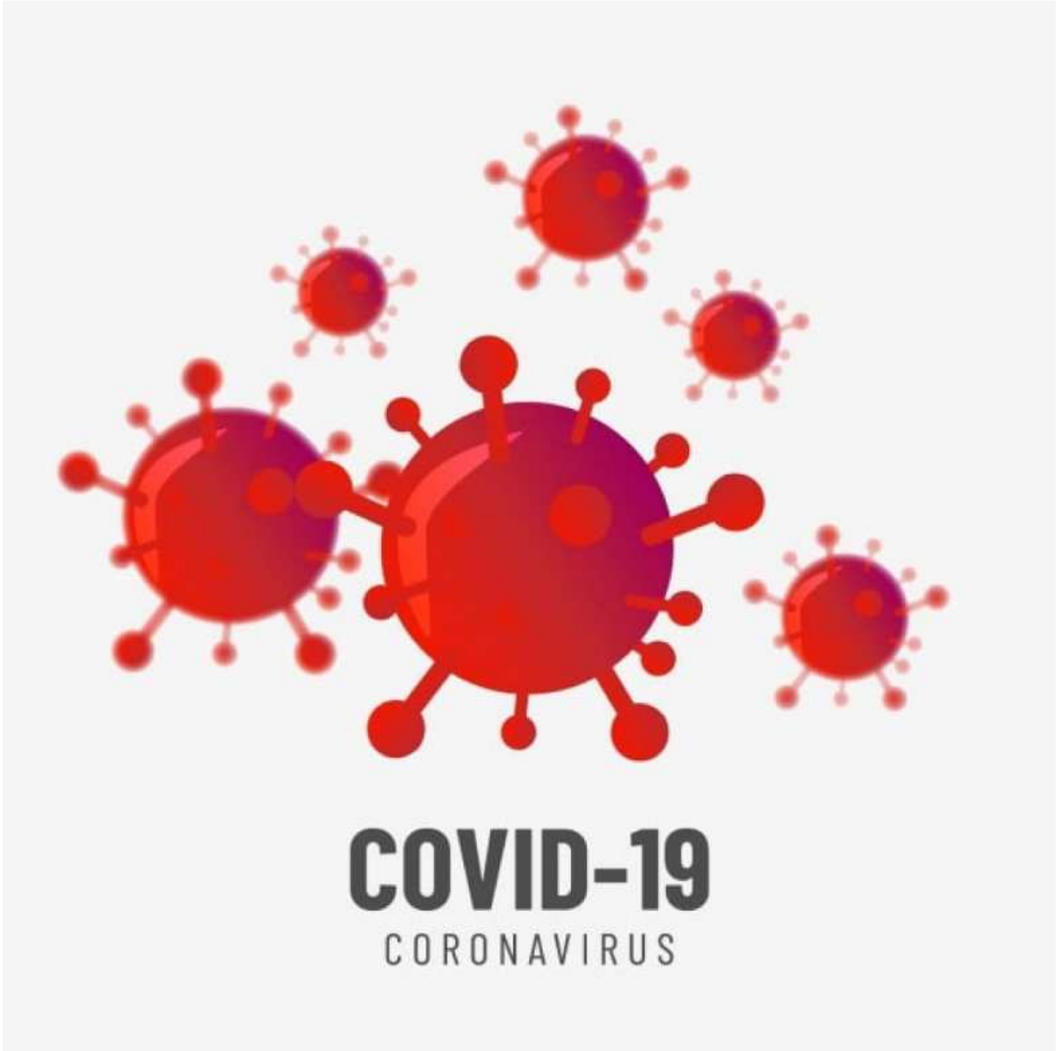
Communications
- Appoint a co-ordinator
- Communicating with suppliers, customers and other stakeholders
- Communicating with employees

Response to suspected cases
- Response
- Contact with confirmed cases
- Contact logging
- Personal protective equipment (PPE)

Exposure – Management and reduction of detected on-site cases
- Planning
- Setting up teams
- Business Impact Analysis and risk assessment
- Risk assessment in the event of one or more cases
- Human resource management
- Report issues to your employer
- Awareness
- Attendance and absence management
- Performance monitoring
- Cleaning

Recovery – Recovery of processes and business functions after detection.

- General
- Awareness
- Response time objective (RTO)
- Risk assessment (see Annex A)
- Resuming and recovering prioritised activities
- Selection of strategies and solutions
- Resource requirements



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