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CHECKLIST FOR SUSPECTED OR TESTED-POSITIVE FOR COVID-19 IN THE WORKPLACE

Employee report that he/she SUSPECT or has been tested POSITIVE for COVID-19.

Treat positive test results and “suspected but unconfirmed” cases the same.

No.	ACTION REQUIRED	DONE (YES / NO)
1	Show sympathy and stay in touch with the employee every couple of days, re-assuring the employee.	
2	Ask employee which other employees or customers he/she had been in contact with in the past 14 days. Preferably ask the employee to write a list of the names.	
3	Ask employee if he/she grants the employer permission to disclose the fact that the employee is infected.	
4	If YES: <ul style="list-style-type: none">o Notify employee's manager that employee is infected with COVID-19 and is on leave;o Then inform co-workers that the employee is on leave.	
5	If NO: Inform the employee's manager that the employee is on leave.	
6	Report confirmed cases to: <ul style="list-style-type: none">o NICD at 0800 029 999 (Monday – Friday 08:00 – 16:00) ORo Clinicians Hotline 082 883 9920 ORo Whatsapp “Hi” to 060 012 3456	
7	Obtain information that may be required by the NICD for tracing and tracking purposes. The real identity of the employee must be disclosed to the NICD.	
8	Notify all employees and customers that may have had contact with the employee, that they may have been exposed to COVID-19 and may wish to see a healthcare provider.	
9	Do NOT refer to the employee by name or any manner that may identify the person.	
10	<ul style="list-style-type: none">o Send home the employees that have been in contact with the employee in the past 14 days.o Suggest that they get tested;o Self-isolate or quarantine themselves for at least 14 days.	
11	Arrange for a professional cleaning company to disinfect the workplace, immediate surrounding area and areas where the employee likely visited (toilets, lunchrooms, etc.).	
12	After disinfecting the workplace, service provider must issue a certificate, stating the area that had been disinfecting and what material was used to disinfect the place. The service provider must also leave a “Safety Data Sheet” for the chemicals that had been used in the process.	

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No.	ACTION REQUIRED	DONE (YES / NO)
13	Self-isolated employees may return after 14 days, provided that they have not developed symptoms of the virus, namely: Coughing, sore throat, fever of higher than 37,5 degrees Celsius and no respiratory secretions or difficulties.	
14	Before returning to work, the employee that was tested positive must: <ul style="list-style-type: none">○ After recovery, at least 3 days have passed with no abnormal fever without the use of fever-reducing medicines;○ No respiratory or other COVID-19-related symptoms;○ At least 2 confirmed negative COVID-19 tests, administered by different medical professionals and spaced at least 24 hours apart.	

Template for communication to employees after report of a suspected or confirmed COVID-19 infection:

“IMPORTANT ACTION REQUIRED – “Someone in our workplace tested positive or is suspected to be infected with the COVID-19 virus and they have identified you as a close contact according to the NICD definition. We are here to support you. If you are at work, please prepare to go home as soon as possible. We suggest that you self-isolate yourself and if you are showing symptoms of the COVID-19 virus, to contact your healthcare centre. The NICD telephone number is 0800 029 999 OR the Clinicians Hotline at: 082 883 9920 OR send a Whatsapp “Hi” to 060 012 3456”

Designated COVID-19 Healthcare Hospitals:

See contact details for the various centers by clicking on the link below:

<https://www.nicd.ac.za/covid-19-testing-sites/>

Western Cape: Tygerberg Hospital

Gauteng: Charlotte Maxeke Academic Hospital or Steve Biko Academic Hospital

KwaZulu Natal: Grey’s Hospital in Pietermaritzburg, Doris Goodwin Hospital in Pietermaritzburg and Richmond Hospital in Richmond.

Limpopo: Polokwane Hospital.

Mpumalanga: Rob Ferreira in Mbombela (Nelspruit).

Free State: Pelonomi Academic Hospital in Bloemfontein.

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North West: Klerksdorp Hospital.

Northern Cape: Kimberley Hospital.

Eastern Cape: Livingston Hospital in Nelson Mandela Bay.

A handwritten signature in blue ink, appearing to read 'Natie Kroukam'.

Natie Kroukam

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COVID-19 Self-Quarantine Guidelines



Who should self-quarantine?

Self-quarantine for COVID-19 is recommended for individuals who have been directly exposed to the virus or who have traveled to areas where there are large numbers of people infected in order to prevent further transmission.



Self-quarantine steps

- Stay home. Only go out if you need medical care.
- Monitor your symptoms: Fever, cough, shortness of breath
- Do not go to work, school, or public areas. Avoid using public transportation, or taxis
- Keep a distance of one-and-a-half metres from family members
- If you are sharing a bathroom, wash taps, doorknobs and utensils with soap and water regularly
- Clean your hands often. With soap and water for at least 20 seconds or with an alcohol-based hand sanitizer that contains 60-95% alcohol
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Clean surfaces like counters, tabletops, doorknobs, phones, keyboards, tablets, and bedside tables every day
- Keep clothes and bed linen clean
- Minimise visitors to the home. The person in quarantine should not interact with any visitors
- Cough or sneeze into the fold of your elbow. Alternatively, cover your mouth and nose with a tissue when you cough or sneeze
- Wear a face mask when you leave your area of self-quarantine
- Get medical attention as soon as possible if you become ill



Follow these steps when seeking medical care:

- Call your healthcare facility and tell them that you have, or are being evaluated for, COVID-19
- Put on a facemask before you enter the healthcare facility
- Ask your healthcare professional to inform the NICD

WhatsApp: 0600 123 456 | NICD Hotline 0800 029 999 | [sacoronavirus.co.za](https://www.sacoronavirus.co.za)



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Be **KIND** to support loved ones during #coronavirus



Check in regularly especially with those affected



Encourage them to keep doing what they enjoy



Share WHO information to manage anxieties



Provide calm and correct advice for your children

Learn more to Be **READY** for #COVID19:
www.sacoronavirus.co.za

NICD Hotline: 0800 029 999
WhatsApp 'Hi' to 0600 123 456

Credit: WHO

