

SALA HOUSE COVID-19 Protocol

The nature and purpose of this protocol

SALA House takes the welfare and wellbeing of its Tenants, Contractors and Visitors to heart. This protocol, which is applicable to all Tenants, Contractors and Visitors, outlines the measures taken to mitigate the spread of COVID-19 generally, and specifically in and around SALA House premises.

This protocol, which is in all respects subject to any overriding national, provincial or local government regulation, directive and the law, will be effective from 1 May 2020 and will remain in force until further notice.

This protocol simultaneously serves as the plan, measures and protocol as contemplated in the Disaster Management Regulations of 29 April 2020 as issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27(2) of the Disaster Management Act, 2002 (the Regulations).

For purposes of the Regulations and in respect of SALA the COVID-19 Designated Compliance Officer is Mr Dumisani Malinga, who may be contacted on mobile telephone number 074 470 9806 or at email address dmalinga@fullfacilitiesmanagement.co.za

You may also contact the National Department of Health's COVID-19 hotline number 0800 029 999 or their COVID-19 WhatsApp number 0600 12 3456 for clarification or further information.

Specific measures implemented

1. Access to SALA

- All Tenants are encouraged NOT to come to SALA House, unless it is absolutely necessary and unavoidable. We implore all tenants, as far as practical and feasible, to continue working from home.

2. *Entry to SALA House*

- No person will be allowed to enter SALA House without a face mask or shield.
NO MASK/FACE SHIELD, NOT ENTRY
- Face masks/shields are to be worn at all times when such person is using the common areas (communal bathrooms, lobbies, parking lot, communal kitchens, smoking area, balconies and any shared/communal areas) in and around SALA house.
- All persons seeking entry to SALA will be temperature screened by a security guard at the entrance to SALA, using a non-contact forehead thermometer.
- Screened persons will be supplied with screening confirmation.
- **No person who presents with a temperature in excess of 38 degrees Celsius will be allowed access to SALA and must consult a medical practitioner.**
- Before entering SALA House, **everyone** must use the supplied hand sanitizer.
NO HAND SANITIZER, NO ENTRY.
- By entering SALA House, **ALL** Tenants, Contractors and Visitors staff and visitors confirm that:
 - a) They have not in the last 14 days had any close contact with anyone who is either infected or suspected of being infected with COVID-19, including anyone who has experienced or displayed any of the known symptoms of COVID-19 (which are listed in item (c) below); and
 - b) They have not in the last month travelled to a high or medium risk country as contemplated in the International Air Services (COVID-19 Restrictions on the movement of air travel) Regulations, 2020; and
 - c) They do not currently experience or display, and they have not in the last 14 days experienced or displayed, any of the following symptoms:
 - i. Elevated temperature or fever,
 - ii. Cough,
 - iii. Shortness of breath and/or difficulty breathing,
 - iv. Loss of smell and/or taste,
 - v. Fatigue, or
 - vi. Persistent headaches.
- If anyone answers affirmatively to any of (a), (b) or (c) above, they **WILL** not be allowed to enter SALA House.

3. Entering of lifts

- A maximum number of 3 people at a time will be allowed to enter/use any one of the lifts at SALA House.

4. Reception Areas

- All Tenants, Contractors and Visitors must report at the Ground Floor Reception for second sanitizing and temperature screening and visual inspection that they are wearing the face masks/face shields and to sign the visitors register (where applicable).
- All Tenants and contractors shall encourage their respective visitors to:
 - adhere to social distancing protocols throughout the building;
 - use hand sanitizer, which will be provided inter alia in the reception areas; and
 - wear a face mask throughout SALA House.

5. Kitchens/Pause Areas

- All Tenants and contractors shall encourage their respective visitors to:
 - adhere to social distancing protocols when using the Kitchens throughout the building;
 - use hand sanitizer, which will be provided inter alia in the reception areas; and
 - wear a face mask throughout SALA House.

Specific measures expected of everyone at SALA house:

- Practice social distancing at all times.
- Limit face to face meetings/consultations and rather make use of electronic communication or meeting applications.
- Do not go to SALA House if you feel unwell or if you reasonably believe you may have come into contact with someone who displayed symptoms of COVID-19.

- **Tenants should:**
 - ensure that visitors occupy the reception areas and other common areas for the shortest possible period of time; and
 - encourage visitors to wear face mask and maintain responsible social distancing while occupying the reception areas and other common areas.
- Regularly take steps to clean up or wipe down any surfaces that you have used, preferably with 70% alcohol-based sanitizer/ 10% bleach-containing disinfectant.
- Practice responsible personal hygiene – wash hands as frequently as possible for at least 20 seconds on each occasion.
- Use a face mask and other personal protective equipment such as disposable gloves whenever you engage with others, or when you use the common areas.
- While performing duties or visiting we must:
 - follow all aspects of this policy, and
 - take all reasonable care to ensure our own health and safety, and that of your fellow Tenants, Contractors and Visitors;
- Advise Full Facilities Management, in confidence, of any possible breach of this protocol or exposure to COVID-19.

By order

04 May 2020

Mr Dumisani Malinga

SALA House

12 Fredman Drive, Sandton

074 470 9806 / dmalinga@fullfacilitiesmanagement.co.za