

COVID-19 SAFETY PLAN

(Hygiene and health plan template for community schemes, as required in terms of Regulation 79(1) made under the Disaster Management Act, No. 57 of 2002.)

How to complete the COVID-19 Safety Plan

- 1. Record the action/s you will put in place under all the Safety Plan headings.*
- 2. Each requirement should be addressed in a separate section. If a requirement does not apply to your community scheme, briefly describe why. Add sections as necessary.*
- 3. Once you complete the COVID-19 Safety Plan, make it widely available to owners and residents and make sure that all scheme executives, employees and residents know and understand their role in implementing its provisions.*
- 4. Make sure that you appoint a compliance officer and that the managing agent, the trustees and any on-site caretaker have a copy available for inspection at all times.*

1. Scheme details

Name:

Address / location: (street address, suburb and town):

Name of COVID-19 compliance officer:

(If your scheme has significantly different areas, for example if it includes a frail care centre, a retirement scheme, commercial buildings, you need to complete a separate Safety Plan for each different area, and decide whether one COVID-19 compliance officer can control them all.)

Email and telephone contact details for COVID-19 compliance officer:
(Email the compliance officer if you need a digital copy of this Safety Plan.)

2. Wellbeing of residents, employees and visitors

A. Excluding unwell employees, residents and visitors from any common-use enclosed space. *(Specify the spaces that need to be sanitised and reserved for healthy people, with details of how health will be checked and access will be controlled.)*

B. Providing staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning. *(Ensure employees are aware of their leave entitlements if they are sick or required to self-isolate.)*

C. Communication and display conditions of entry.
(E.g. via website, email, social media, newsletters and at entry points).

3. Mask-wearing and physical distancing

A. Areas where masks must be worn at all times. *(Note any exceptions for a family group who live together in the scheme while they are not close to other people.)*

B. Areas where a social distance of 1,5 meters must be maintained.

C. Common-use enclosed spaces where there must be 4 square metres of space per person.

Notes for possible additional provisions:

- *Where meetings are necessary, consider specifying that they must be held outdoors or in specified larger indoor spaces.*
- *For common-use facilities such as bowling greens, swimming pools and gyms, consider implementing a time-based booking system, with phone or online options, to limit the number of people entering the premises or waiting outside where crowding may occur.*
- *Where practical, use separate doors for entry and exit to scheme via security and in closed rooms and spaces.*
- *Consider what is appropriate for the schemes' garbage/waste matter or re-cycling system.*

4. Hygiene and cleaning

A. Arrangements for providing hand sanitiser at entry and exit points.

B. Areas where people must wear gloves and whether people must wear masks and gloves when carrying out cleaning operations.

C. Arrangements to ensure common-use bathrooms have hand soap and clean towels.

D. Arrangements for cleaning indoor hard surface areas frequented by employees, residents and visitors at least daily with detergent or disinfectant.

E. Areas that need cleaning with a detergent or disinfectant solution or wipe several times a day, e.g. access door handles and security access devices, and the cleaning arrangements.

5. Record keeping, complaints and plan revision

A. What health and access records will be kept and who is responsible to do so. (*Records should be retained for at least 28 days to facilitate contact tracing. Ensure records are used only for the purposes of tracing COVID-19 infections.*)

B. How complaints in regard to the implementation of this plan are to be lodged and the procedure for the COVID-19 compliance officer to respond.

C. When and in what circumstances this plan will be revised and the process for employees, residents and visitors to give input for consideration in the revision process.

This safety plan was adopted by (*indicate whether one or both apply*):

- Scheme executive decision
- Approval at a general meeting of members

Date: