

ELEMENT CONSULTING ENGINEERS COVID-19 VIRUS (CORONA VIRUS) POLICY

Element Consulting Engineers is committed to protecting the health and safety of all our employees. In order to ensure this, we will be implementing the following with immediate effect:

1. Everyone is to wash their hands at least 6 times per day with soap and water for at least 20 seconds at a time. These are the minimum number of hand washes that are required.
 - When you arrive at work (before going to your desk)
 - Mid-morning
 - Before lunch
 - After lunch
 - Mid-afternoon
 - Before going home
2. Please use hand sanitizer whenever you have been in a location where other people have been. Hand sanitizer which has a 60% alcohol base should be used.
3. Please try and avoid touching your eyes, nose and mouth.
4. Please stay hydrated. Drinking a few sips of room temperature water every 15/20 minutes will ensure that if you do come into contact with the virus, your stomach acid will kill the virus.
5. All staff to disinfect telephones (including personal cell phones), keyboards, desktops armrests and stationary items that they use. This is to be done every day before work.
6. Cleaning staff, or in branch offices, the office administrator, is to clean surfaces in consultation rooms with disinfectant after each interview, including tabletops, armrests and pens used for signing. All door handles also to be disinfected 3 times a day.
7. Staff using printers to disinfect keyboard/buttons before and after use.
8. If possible, please cough and sneeze into a disposable tissue and discard.
9. If possible, please take your temperature every morning before you leave for work. In the event of measuring any temperature higher than 37 degrees, please stay at home and seek medical advice.
10. If you feel unwell please stay at home. In the case of a fever, cough or difficulty breathing, seek medical advice. You will be required to provide a medical certificate confirming that you have not tested positive for COVID-19 prior to being allowed to return to work.



11. In line with recommendations from The Centre for Disease Control, we suggest postponing non-essential travel. This includes both domestic and international travel.

CLIENTS:

1. All clients/visitors to the offices will be asked to wash their hands as soon as they arrive at our offices.
2. Signs are to be posted in all reception areas asking clients to wash their hands immediately on arrival in our offices, to disinfect their cell phones and to advise that we will not be shaking hands.

STOPPING THE SPREAD OF THE CORONAVIRUS

Everybody arriving at our offices is kindly asked to IMMEDIATELY wash their hands and disinfect their cell phones before sitting down or starting with their business.

Please forgive us for not shaking hands. We are still happy to see you.

The Directors and Staff

"Office Manager's name"

7. When phoning to arrange appointments:
 - Clients are to be asked if they have returned from an overseas trip in the last 14 days, and if they have, and if possible, the appointment is to be made for a date more than 14 days after their return from overseas; and
 - Clients are to be warned that they will have to wash their hands immediately on arrival at our offices.

POLICY IF A CASE OF COVID-19 IS SUSPECTED OR CONFIRMED:

1. All employees will be notified immediately via e-mail, whatsapp and SMS;
2. Element Consulting Engineers will contact The National Institute for Communicable Diseases for instructions on how to proceed and will communicate these to all employees;

WHAT YOU CAN DO TO ASSIST:

1. Its critical that this is taken seriously BUT please remember that panic is unhelpful



2. Assist in holding one another accountable in practicing good hygiene, including hand washing, social distancing, and coughing and sneezing etiquette.
3. Stay home if you are unwell, we want to maintain as healthy an environment as possible.
4. It is advisable that as many people as possible have the flue vaccination. Please remember to take immune boosters and Vitamin C.

Should a member of your family have been in contact with a confirmed case of COVID-19, you are required to inform your immediate manager at once and stay at home.

The Directors
Francois Ryke

CORONA VIRUS OUTBREAK HOTLINE:

0800 029 999