

COVID-19 EMPLOYEE SUPPORT GUIDE

We believe that robust processes for the management of safety, health and the environment are a fundamental element of good management practice, and essential for creating a safe and productive environment for our employees.

PHYSICAL

The employee must take leave to go into self-isolation and continue to implement social distancing measures as appropriate.

- The Employee must take leave to go into self-isolation and immediately arrange to get tested.
- If employees cannot isolate at home, contact the COVID-19 hotline 0800 029 999 and they will arrange isolation at a public facility.
- Employees must continue to wear reusable masks provided.
- Employees are advised to use self-monitoring checklist for symptoms while in the 14 days isolation period, and seek medical evaluation if respiratory symptoms recur or worsen
- Where possible employees will work from home and continue to implement social distancing measures as appropriate.
- Magnitude App monitoring of symptoms will be conducted by Managers.

An employee who has tested positive

- Employee must immediately self-isolate from family and colleagues and implement social distancing measures as appropriate
- Continue to wear reusable masks provided.
- Notify your Line Manager which co-workers have been in close contact with you and those employees must go into self-isolation and testing.
- Contact your Health and Safety officer who will notify the proper authorities for designated COVID-19 treatment centre.

PREVENTION

The company's obligation to ensure occupational health and safety will be accompanied by further risk prevention measures.

- Toolbox Talks to share positive, helpful resources and information.
- To communicate the latest precautionary measures on COVID-19 to employees.
- Training of employees on the correct use and advantages of PPE.
- Awareness Training to be conducted to avoid the stigma of the virus regarding people who have tested positive.
- Employees will be encouraged to go through online courses, watch videos and read case study articles available where possible for developmental.
- Employee that tested positive can only return to work after a medical evaluation as per the Clinical guidelines issued by the South African Government

EMOTIONAL

We aim to promote a positive attitude and mindset amongst our employees in order to enhance their quality of life, by focusing on pro-active integrated interventions.

- Caring for employee's mental health is a shared responsibility - We believe that employers, managers, and employees themselves all play a part.
- Managers will communicate to their team regularly through:
 - SMS to check on employee progress while in isolation or in a healthcare facility.
 - Create a Gratitude Challenge - People who experience gratitude cope better with stress, recover more quickly from illness, and enjoy more robust physical health, including lower blood pressure and better immune function.
 - Mental health and wellbeing: Practice the "open door" policy and be accessible to help employees cope with any anxiety or stress they may be experiencing during these challenging times.
 - Share Government helplines for COVID-19, Anxiety and Depression, Gender-Based Abuse etc.
 - Flexible work: Investigate flexible work options (including working remotely) during the COVID-19 health pandemic for office-based employees.
 - We will deal with personal information very sensitively and only in accordance with its purpose and in line with our Privacy Policy.

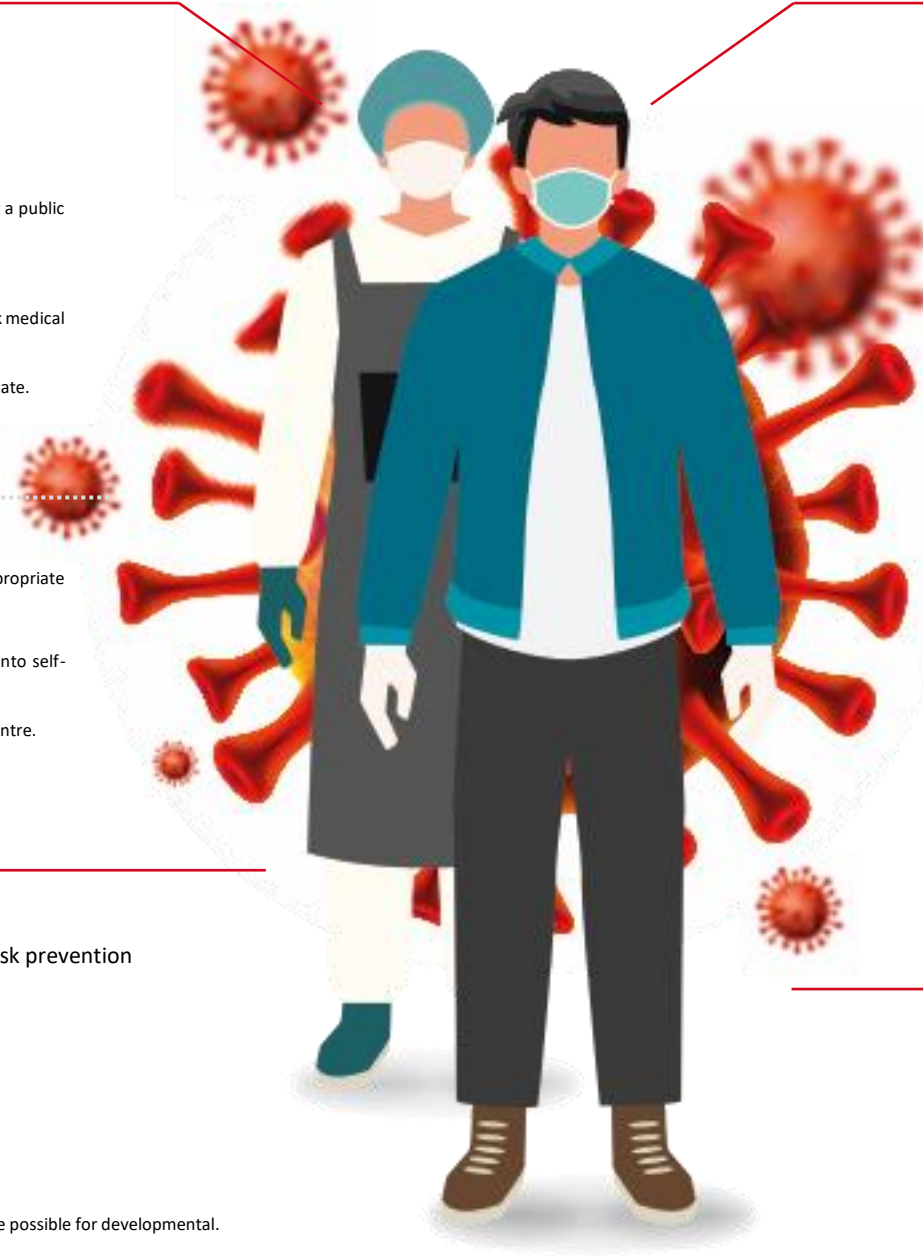
General Support to all employees

- Daily Updates from the CEOs
- Daily and weekly employee meetings conducted by managers with their teams.
- Use of WhatsApp Groups as a form of communication.

FINANCIAL

COVID-19 implications on the employee remuneration while in isolation or during the national lockdown.

- The employee will get paid leave which will be submitted by the company to the UIF for "special leave". This is applicable for the 14 days isolation period only.
- Should an employee be infected while on duty, they will be placed on IOD leave, paid in full and such payments will be claimed from COID by the company.
- The Company will apply from the COVID-19 TERS UIF fund on the employee's behalf to supplement any loss of remuneration during the National Lockdown Period.
- Tsebo will continue to make Company Contributions on all other benefits as applicable to employees.
- Maternity Benefits and other claims made to the UIF prior to the lockdown will continue as per the normal rules of the UIF.
- Employees who are placed on leave during the lockdown are required to avail themselves as and when the company requires their services for which they will be paid.
- Tsebo Ubuntu Initiative will support employees whose remuneration is negatively affected.



REMEMBER TO ALWAYS



Wear a Protective Mask



Wear Gloves



Keep Distance from Sick People



Wash Hands Frequently



Avoid Crowded Places



Avoid Contaminated Objects

EMERGENCY CONTACT NUMBERS

COVID19 PUBLIC TOLL-FREE NUMBER
0800 029 999

Discovery Trauma Counselling
Tel: 011 529 8765 - press option 1
healthtouch@discovery.co.za

Stratum Health Plan Counselling
Toll free: 0801 122 550
Call or SMS (for a call back): 079 094 7096

Refer to the comprehensive Tsebo COVID-19 Policy on [Tsebonet/www.tsebo.com](https://www.tsebo.com) for more details

TSEBO