

PINSENT MASONS COVID-19 PROTOCOL

1. OFFICE PROCESSES AND PROCEDURES

Please take note of the following procedures drafted in accordance with the COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19 (C19 OHS), 2020 directives.

2. TRAVEL TO AND FROM PINSENT MASONS

On the way to Pinsent Masons, keep as far away as possible from passengers on public transport, and carpooling, sanitise regularly and wear your mask. Where possible, travel on foot, by bicycle or in your own vehicle.

3. GENERAL

3.1 Meetings

Presence events and meetings can be accommodated at the office. If a presence event or meeting is being held at our offices, keep a sufficient distance of at least 1.5 m and always wearing mouth and nose protection (cloth face mask). A note on the maximum number of people allowed in the conference rooms is attached to the respective entrance door of the room.

3.2 Entrance to 61 Katherine Street

3.2.1 Your temperature will be checked upon entry into the building (Basement entrance) by the boom gates or at the Security Reception check point on the ground floor prior to entering by the turnstiles.

3.2.2 The building management team has placed sanitizing stations at the ground floor reception, in the lift lobby and at the lift entrances of each floor.

3.2.3 Lifts – only two people allowed in the lifts at a time.

3.3 Reception (9th Floor)

3.3.1 Upon arrival on the 9th floor, all staff will be required to complete a Symptom Screening Form and have their temperature tested at Reception. This is compulsory for ALL staff and clients / visitors to the office. All information on people entering the office area will be documented.

3.3.2 Please only enter if you have not been in contact with a person who has tested positive for COVID-19 in the past 14 days and you do not have any of the possible symptoms of COVID-19.

3.4 Covid Symptoms

3.4.1 Please take note that if you are experiencing any of the following symptoms, you will not be permitted to enter the building:-

- (a) fever;

- (b) cough;
- (c) sore throat;
- (d) redness of eyes or shortness of breath (or difficulty in breathing);
- (e) body aches;
- (f) loss of smell or loss of taste;
- (g) nausea;
- (h) vomiting;
- (i) diarrhoea and/or
- (j) fatigue, weakness or tiredness.

3.4.2 If you are in the office and experiencing any of the symptoms, please inform Reception immediately. You will be isolated and transported for medical examination or testing. Should you experience these symptoms outside the office, seek medical attention or testing immediately. You must inform Brenda Stapelberg (Pinsent Masons' Health and Safety Manager) should you test positive after visiting our offices.

3.5 **Screening, Testing and Responding to Positive Results**

3.5.1 Daily measures are in place to screen for COVID-19 symptoms.

3.5.2 Staff and Clients will be referred to a testing centre closest to the office should they present any symptoms of COVID-19. The national helpline to obtain any COVID-19 related information is 0800 029 999.

3.6 **Boardroom and Reception Areas**

3.6.1 Masks must be worn at all times – no exceptions.

3.6.2 Prior to entering, you are required to sanitise.

3.6.3 Sanitizers, disinfectants, and other measures are available at reception.

3.6.4 social distancing markers have been placed on the floors at reception as a guideline for all accessing reception area.

3.6.5 Staff, clients and visitors are to adhere to the 1.5m rule at all times

3.6.6 Additional sanitizers are available in all the boardrooms, reception and bathrooms. Please ensure that any equipment/furniture that is used is sanitized and wiped down after use. Posters and notices have been put up as reminders.

3.6.7 Our cleaning staff is available daily to ensure that all areas are disinfected regularly.

IT IS VERY IMPORTANT TO ADHERE TO ALL SIGNAGE IN THE OFFICE

3.7 **Risk Assessment**

A risk assessment has been conducted by our Health & Safety consultants and the recommendations of the assessment have been put in place.

3.8 **Health And Safety Manager / Contact Details**

- 3.8.1 Brenda Stapelberg is currently the appointed Health and Safety Officer (16.2) in terms of the Occupational Health and Safety Act no 85 of 1993 and ensures that the office complies with the OHS Act and meets all legal requirements.
- 3.8.2 As such Brenda has been appointed as the Health and Safety manager in terms of the COVID-19 regulations. All concerns you may have around the Health and Safety measures in the office can be directed to Brenda. You may contact her on +27 10 493-4600.
- 3.8.3 The first aid box is available at Reception. Should you need any assistance please contact Brenda. In Brenda's absence, Reception can also assist with First Aid Care.

3.9 **Training**

Internal Comprehensive COVID-19 training is provided to all staff in the office.

3.10 **Social Distancing Measures**

- 3.10.1 Please adhere at all times to the 1.5m distancing from others.
- 3.10.2 Signage and notices have been placed in all areas of the office and common areas. Please adhere to the instructions and guidelines at all times. The areas include: -

3.11 **Face Masks**

- 3.11.1 The Department of Health requires that all persons wear cloth masks or disposable masks when in a public indoor place.
- 3.11.2 Disposable masks have been purchased and will be made available to all employees and visitors requiring them. The Office Manager (Brenda) can assist you with a disposable mask.
- 3.11.3 Please ensure that you wear your mask at all times when indoors. *This is a compulsory requirement.*

3.12 **Ventilation**

The building is well ventilated as required by the Health and Safety regulations.

We are permitted to operate the air conditioning as this would contribute to the air circulation in the office. There is also sufficient fresh air flow in and out of the building.

The health and safety of our clients, visitors and employees remains a priority for us at Pinsent Masons.