

## MEMORANDUM

To: ACSA Contractors
From: Airport Company of South Africa
Date: 23 March 2020
Subject: Preventing the spread and infection of Covid-19 at ACSA Airports

### **Purpose of the submission**

The purpose of this communication is to alert contractors of measures to control the spread and infection of Covid-19 at ACSA Airports.

### **Discussion**

World Health Organisation (WHO) declared an outbreak of Covid-19 in January 2019. Since the outbreak, organisations have worked tirelessly to establish measures to prevent the spread of the virus.

The outbreak threatens the health and safety of employees in the workplace and Employers are legally obligated to ensure that measures are implemented maintain a safe working environment for their employees. ACSA Contractors use the airport as a common operating platform and for executing contracted work.

In the health interest of fellow airport users and your staff, it is essential that we implement “social distancing” of at least 1metre at all times. This practise has been identified as a measure to reduce the spread and infection of COVID-19. Further, the following measures should also be implemented with immediate effect:

1. WHO advised that persons presenting Covid-19 symptoms be protected with a respirator mask to avoid transmission to the next person. It is required that all contractors make provision for staff PPE in line with their risk exposure and in case of a symptomatic person.
2. Contractors are to ensure that there are processes in place to provide medical attention to employees that present with symptoms whilst at work. The Contractor needs to budget for related costs. This provision is in line with the Contractor Health and Safety Specification and Construction Regulations 2014.

ACSA recommends that Contractors implement the following measures to protect their Employees:

- Implement awareness programs and staff engagements on Covid-19.
- Meetings such as toolbox talks, awareness sessions, site meetings and so on should be postponed. Formal meetings could be reduced to the essential personnel and done in well

ventilated areas and in line with WHO guidelines. This is in order to minimize close contact in confined environments. Meetings/safety talks could be held outside where there is adequate ventilation and space and employees to keep a safe distance as recommended.

- Perform a work exposure analysis and implement risk reduction measures.
- Issue PPE to employees in line with risk exposure and guideline from WHO;
- Immediately provide PPE to employees that present COVID-19 symptoms; thereby reducing the likelihood of spread
- Adhere to provisions set in the attached notice in relation to COVID-19 COVID Claims



notice\_on\_compensation\_for\_o.pdf

- Ensure employees who have had contact with a confirmed OR suspected case OR travelled out of the country are kept away from the workplace.
- Contractor adherence to guidelines communicated by Project Safety Agents concerning COVID-19.
- Personnel to undergo a basic health assessment each week with a designated contractor representative identified to co-ordinate this function. The main contractor needs to undertake this function with their personnel inclusive of their sub-contractors. The assessment should take the form of a set of verbal questions to each worker understanding their current health status as well as a personal temperature check i.e. infrared, non-contact thermometer.
- Additional washing facilities / hand sanitizing facilities are to be provided at offices, subbie camps and stores as well as at such places as lift lobbies.

Working together we can combat the spread of the virus and ensure that we protect our employees in the workplace. Do not hesitate to contact the undersigned or the Assistant General Manager – Operations if you have any questions. This communication is effective from 24<sup>th</sup> March 2020.

Your Faithfully

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Ms. Zolelwa Mbobo  
Senior Manager OHS Compliance  
Date: 24 March 2020

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Mr. Tshepiso Raletsemo  
Group Manager: TSS  
Date: 24 March 2020

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Mr. Mthuthuzeli Mboniswa  
Group Manager – SCM  
Date: 24 March 2020

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Mr Mohamed Riaaz Essack  
Group Manager EAM, IAM Management  
Date: 24 March 2020