



## **CORONAVIRUS POLICY**

### **Purpose and effective date**

The purpose of this CORONA VIRUS (COVID-19) policy is the protection of all Sensako stakeholders including (but not limited to) employees and their families & friends, suppliers and customers. In response to the current global and national state of emergency due to the COVID-19 outbreak, and in line with recommended safety & health precautions for COVID-19, the following policies are effective with immediate effect (17 March 2020) and until further notice.

### **Scope**

This procedure applies to all locations and all employees. As such it includes Sensako personnel, sites, home offices, delivery points and any place where Sensako conducts its business.

It is further recommended that these policies are adopted by employees, suppliers and customers in their homes and any private activities.

### **Responsibilities and implementation**

Each employee is responsible to

- Adhere to the prescribed policies, and
- Report any non-compliance to Sensako management.

The implementation of these policies is the responsibility of the location manager.

### **What is Corona Virus (COVID-19)?**

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person and has been recognised as a **GLOBAL PANDEMIC**. Risk of infection from the virus that causes COVID-19 is higher for people who are in close contact with someone known to have COVID-19.

There is **no** specific antiviral **treatment** for COVID-19. People with COVID-19 can seek medical care to help **relieve symptoms**.

### **How it spreads**

COVID-19 is a new disease and we are still learning how it spreads. The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads
- The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”)

## Symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear **2-14 days after exposure**.

- Fever
- Cough
- Shortness of breath

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.  
Emergency warning signs include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face

**Older adults and people who have severe underlying chronic medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

## What are sever complications of COVID-19

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death. Mortality rates are currently uncertain, but estimates vary between 0.5% (in countries that are prepared for and implements effective measures) to as high as 5% in countries that are overwhelmed by COVID-19. There is strong potential that healthcare systems and facilities will be overwhelmed.

## Protect yourself

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). **The best way to prevent illness is to avoid being exposed to this virus.**

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).

- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs

#### **Clean your hand often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 70% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### **Avoid close contact**

- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting sick.

### **Protect Others**

#### **Stay at home if you are sick.**

#### **Cover coughs and Sneezes**

- **Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 70% alcohol

#### **Wear a facemask if you are sick or in contact with sick people**

- If you are sick, you should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office.
- If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- If you are in contact with sick people.

#### **Clean and disinfect**

- **Clean AND disinfect frequently touched surfaces (particularly metal and plastics) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection

## POLICY : COVID-19

### On Site access

- Implement temperature screening on entering and leaving of sites.
- No access to anyone displaying a temperature greater than 37.8 degrees.
- Compulsory hand sanitizing of EVERYONE entering and LEAVING a Sensako site.

### Wash your hands frequently for 20 seconds with soap and water when:

- Entering the office.
- Before any food or drink preparation.
- After using the toilet.
- Before and After handling cutlery and crockery.
- Plant, greenhouse and laboratory staff – compulsory hand washing every 15 minutes.

### Regularly use a hand sanitizer

- In offices and buildings - placed at printers, board rooms, kitchens etc.
- When working in the field.
- When climbing in and out of a vehicle
- After touching ANYTHING or ANY PERSON, that you are not absolutely sure is COVID-19 free

**Avoid touching** eyes, nose and mouth.

**Clean** your cell phone, computer keyboard and mouse regularly during the day.

**When sneezing or coughing**, use a tissue or the inside of your elbow to cover your mouth and nose.

### Adhere to social distancing

- Avoid physical contact like shaking hands. If you must – rather Bump Elbows
- Maintain at least 2-meter distance between yourself and anyone who is coughing and sneezing.

**Wear a facemask if you are sick or in contact with sick people.**

**If you have a fever, a cough and difficulty breathing, contact your doctor and direct manager immediately.**

All **international business** travel and or visitors have been cancelled **until further notice**.

All **non-essential local business travel has been** cancelled until further notice.

**Where employees have their own office** – access to that office is **limited to the employee** in question until further notice.

Ask for all meetings, internal and with clients/suppliers, to be made virtual using **Zoom and Microsoft Teams** unless an in-person meeting is essential.

If an in-person meeting is essential or has been requested by client or supplier

- CONFIRM WITH MANAGEMENT before accepting.
- Management will then manage the personnel requirements and protocols in such cases.