



WORK FROM HOME CORONA VIRUS (COVID 19) POLICY (DRAFT)

Date Approved:	30 06 2020	Council Resolution (DC No):	DC E6/06/2020
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1. Introduction

Garden Route District Municipality will from 27 March 2020, adopt a risk based, balanced response concerning return-to-office (RTO).

We anticipate that a full return to normal operations will be achieved by 01st September 2020 or at a later date as announced to ease the lockdown restrictions. These measures have been taken to safeguard employee's health and wellbeing.

A balance between the Health & Safety of employees and the operation of the business must be maintained; therefore all employees are reminded that they are expected to be available and engaged in work, during operating business hours.

This document provides guiding principles that must be employed at Garden Route DM to ensure a safe Return to Office (RTO) following the COVID-19 South African lockdown. The guiding principles address means to minimize possible exposure and spreading of the virus on all Garden Route DM facilities, isolation and quarantine protocols; in addition it addresses other applicable Garden Route DM processes necessary to minimize business interruption.

This policy includes measurements to mitigate the spread of corona virus. All employees are requested to follow all the rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that all respond responsibly and transparently to these health precautions, Garden Route DM assures that it will strive to always treat employees private health and personal data with high confidentiality and sensitivity.

This corona virus (COVID-19) work from home policy is susceptible to changes with the introduction of additional governmental guidelines.

2. Scope of Policy

The policy applies to all of employees who physically work in the Garden Route DM office(s).

3. Definitions

Working from home is about using the employee's home as a base for work instead of the employee coming into a workplace.

Working at home is not an employee right or benefit and may be discontinued by the municipality for any business reason, at any time. Employees will be permitted to work at home at the discretion of the municipality.

Work-At-Home Criteria

- a) To be eligible to work at home, employees must, among other things: (1) have portable job duties; (2) have a work site and equipment (telephone, Internet, supplies, etc.) suitable for working at home; and (3) be able to work independently and productively.

- b) Some positions, responsibilities and projects are more suitable for working from home than others and may be appropriate to maintain the operations continuity in the
- c) event of an emergency, or as part of a flexible work arrangement. Also, responsibilities
- d) that do not require face-to-face interaction, require minimal supervision, involve the
- e) extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for a work-at-home arrangement.
- f) Appointing authorities (Head of Departments/Line Managers/Supervisors) must examine the distinct activities, functions and tasks to determine whether a work-at-home arrangement is appropriate.

4. Policy elements

Below are the required actions that employees should take to protect themselves and their co-workers from a potential corona virus infection.

4.1. Sick leave arrangements:

- If an employee has cold symptoms, such as cough/sneezing/fever, or feels poorly, request sick leave or work from home.
- If an employee has a positive COVID-19 diagnosis, such an employee can return to the office only after fully recovered, with a doctor's note confirming your recovery.

4.2. Quarantine & Isolation under medical instructions

- Officials that must be under quarantine or isolation due to COVID-19 will be dealt in terms of clause 5.5 of the Collective Agreement on Conditions of Services for the Western Cape Division of the SALGBC, which stipulates that such officials will be granted paid special leave provided that a medical certificate is submitted and also details the period of absence and the reason therefore.

4.3. Work from home requests/arrangements:

- If an employee are feeling ill, but are able to work, he/she can request to work from home.
- Older employees and those that present with co-morbidities are expected to submit evidential documentation to the employer.
- The decision to allow remote working, must take due consideration of the service delivery needs of the department and organisation.
- Employees working from home may from time to time required to attend the workplace, among others, receive instructions, documentation, access to office infrastructure and to submit completed tasks.
- Work from home strategy is adopted and in line with the Risk Adjusted strategy and Risk Assessment Policy.

- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14
- calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

5. Phased and staggered approach to be followed –

Departmental Heads must develop a phased and staggered approach to returning to office for areas they are responsible for. Considerations for the plans must include:

- Working from home of non-core employees and those who can work from home must be extended as far as possible (until Lock Down is completely lifted and even beyond Lock Down).
- Returning to office in batches of 1/3
- Shift systems (even for office workers)
- Reduce the number of days in the office
- Employees who are required to be at the workplace must be issued with the requisite permit authorizing travel for work purposes.
- Limit the number of employees arriving; leaving or working at the same time, the HOD's must consider amending working times to minimize the risk associated with the simultaneous arrival and departure of employees.

Workers should be encouraged to stay at home when ill or when having to care for children without fear of reprisal.

6. Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.

- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners, disciplinary hearings etc).
- If an employee normally commute to the office by public transportation or in a lift club and do not have other alternatives, he/she can request to work from home as a precaution.
- If an employee is planning to travel voluntarily to a high-risk country with increased COVID-19 cases, they will be asked to work from home for 14 calendar days. Employees will also be asked not to come into physical contact with any colleagues during this time

7. Effective date & Approval

On the minutes of the Council meeting that took place on 30 June 2020 (E.6) this Policy was approved.

This document was signed on the _____ of _____ 20__.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)