Annexure G

COVID 19 ACCESS AND CONTROL PROCEDURES

1. Nelson Mandela Gateway
   1.1 The front door will be the only entrance to the Nelson Mandela Gateway Building (NMG). Other entrances to the building will only be used in the event of an emergency evacuation.
   1.2 Security will only allow people to enter the building if they are wearing a face mask.
   1.3 Two security officers will be placed at the main entrance of the building to perform the screening test. The security officers will not allow any person to enter the building that do not meet the criteria of the COVIS 19 virus. People shall also be required to sign the screening form daily. The screening and testing form for staff will be filled in when they arrive at work and not every time they leave and enter the building.
   1.4 After being sanitized all hand luggage must be scanned at the x-ray machine.
   1.5 There will be foot signs on the floor to indicate where people must stand and also to ensure that everyone keeps at least one-and-a-half-meter distance from each other.
   1.6 One security officer shall be placed at the jetty (on side of NMG) to prevent unauthorised and unscreened people to access the ferry.

2. Robben Island Museum Clock Tower offices
   2.1 One security officer shall be placed at the entrance of the Clock Tower offices. The security officer shall screen people daily and ensure that the screening form is completed for each staff member and visitor who enters the office complex.
   2.2 The screening form for staff will be filled in when they arrive at work and not every time they leave and enter the office.
   2.3 Visitors must also fill in the screening form but they will be asked to wait in the waiting area while the person they need to speak to is called. RIM staff must only invite visitors in if they are attending a meeting and all other business must preferably be done in the waiting area.
   2.4 Every person who enters the office complex shall be required to wear a face mask.
   2.5 Employees shall be required to sign the screening register again should they enter any other buildings of RIM.
3. **Murrays Bay harbour: RIM passenger ferries**
   3.1 Tourists, staff, contract workers and staff do not have to be screened when the passenger boat arrives at Robben Island, because they have already been screened at Nelson Mandela Gateway.
   3.2 Tourists do not have to be screened before leaving Robben Island.
   3.3 Every staff member, contract workers and staff visitors must be screened before leaving Robben Island.

4. **Murrays Bay harbour: DEFF and SAPS boats**
   4.1 SAPS Water-wing must inform Robben Island’s security manager before they enter the Robben Island harbour.
   4.2 When DEFF or SAPS arrive on the Island with their rubber-ducks, all the passengers must go straight to the security office. The security officer must contact the Clinic as the medic will conduct the screening. Employees of DEFF and SAPS shall be required to complete and sign the screening form.
   4.3 Before DEFF and SAPS depart Robben Island every passenger is eligible to be screened once again.

5. **Administration office on Robben Island**
   5.1 Every person on the island must wear a mask and must sanitize their hands before entering the Administration office complex.
   5.2 Staff must keep at least one and a half meters’ distance from each other.

   **Security officers and Health and Safety representatives will have the right to enforce the above rules.**