Annexure D

COVID 19 GUIDELINES FOR CONTRACTORS
1. INTRODUCTION
Robben Island Museum (RIM) is committed to the safety and wellbeing of its contractors while on the premises of RIM. This procedure form part of RIM’s COVID 19 Response Plan and related procedures.

2. OBJECTIVES
Contractors are employers in their own right and therefore need to adhere to all the requirements imposed by legislation. The main objective of these guidelines is to align the contractors of RIM with the recommendations made by the World Health Organisation, National and Provincial Health Authorities, Department of Labour’s Directives and RIM’s COVID 19 Response Plan.

3. REQUIREMENTS
The Occupational Health and Safety Act is committed to protecting the health and safety of employees and workplaces during these unprecedented times. Contractors shall adhere to all requirements imposed by RIM as follows:

   a) Contractors must adhere to the Occupational Health and Safety Act 85 of 1993 and applicable legislations;
   b) Be in good standing with the Compensation for Occupational Injuries and Disease
   c) All employees must have a valid Certificate of Fitness to perform the respective duties.
   d) Minimise the number of employees on the premises of RIM.
   e) Conduct COVID 19 risk assessment for their workplace/site and amend the Occupational Health and Safety Plan to control the spread of the COVID 19 virus.
   f) Train and educate employees on the spread of the COVID 19 virus and measures that can be taken to prevent or minimize the spread. Advise employees to avoid physical contact with others
   g) Provide employees with sufficient SABS approved PPE. Train and educate employees on proper wearing of PPE and how to properly put on, use/wear, and take off protective clothing and equipment. Worn PPE must be disposed of in the waste medical bags/bins located at the Clinic.
   h) Continue to use other normal control measures to prevent employee exposure
i) Encourage respiratory etiquette, including covering mouth when coughing and sneezing.

j) Promote personal hygiene and provide employees alcohol-based hand sanitizers containing at least 70% alcohol.

k) Tools or equipment must not be shared as far as possible, provide and instruct employees to use alcohol based disinfectant to clean tools before and after use.

l) Keep meetings (including toolbox talks and safety meetings) as short as possible, limit the number of employees in attendance, and use social distancing practices.

m) Clean frequently-touched items (i.e., door surfaces, handles, bins) should be disinfected and keep working area clean.

n) Encourage employees to report any safety and health concerns.

o) Utilise the Occupational Health and Safety Representative as the Compliance Officer to ensure all requirements are adhered to.

p) RIM shall conduct screening and testing for COVID 19 daily, contractors shall ensure that their employees are available at all times for the test. It is the contractor's responsibility to inform RIM of any employee shift change.

4. CONDITIONS

a) No person while at Robben Island shall use private transport either by boat or air to/from the mainland without the consent of RIM.

b) No person shall interact with unauthorised persons on the island unless appointment to do so, such as Law Enforcement Officers.

c) Contractors must inform RIM of the following:
   - if any of their employees have tested positive for COVID 19, or;
   - if any of their employees were previously placed in isolation due to testing positive for COVID 19,
   - all employees over the age of 60 with comorbidity.

d) Identification of vulnerable employees and implement special measures for their protection.

e) No person is allowed on the premises of RIM if he/she is under COVID 19 investigation or pending COVID 19 testing results until the results become known to him/her.

f) The contractor must not send employees to RIM who has flu symptoms.

g) The contractor shall not send employees to RIM who is positive with the COVID 19 virus unless they have completed the treatment as prescribed by the government.
RIM has developed several plans and procedures to manage the spread of the COVID 19 virus at its premises. This documentation shall be shared with all the contractors. It is the responsibility of the contractor to familiarise themselves and their employees with the documentation.

EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
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<tbody>
<tr>
<td><strong>INTERNAL</strong></td>
<td></td>
</tr>
<tr>
<td>Robben Island Paramedics</td>
<td>Radio Frequency / 021 409 5254</td>
</tr>
<tr>
<td>Robben Island Clinic</td>
<td>Radio Frequency / 021 409 5254</td>
</tr>
<tr>
<td>Robben Island Switchboard</td>
<td>021 409 5169</td>
</tr>
<tr>
<td>Nelson Mandela Gateway Switchboard</td>
<td>021 413 4200</td>
</tr>
<tr>
<td>Edgar Blouw (SHEQ Officer)</td>
<td>071 445 7320</td>
</tr>
<tr>
<td>Robben Island Security</td>
<td>021 413 4224</td>
</tr>
<tr>
<td><strong>EXTERNAL</strong></td>
<td></td>
</tr>
<tr>
<td>METRO (Western Cape Government Ambulance Services)</td>
<td>10177 107 112 (Cell)</td>
</tr>
<tr>
<td>ER24 (Private Ambulance)</td>
<td>084 124</td>
</tr>
<tr>
<td>Netcare 911 (Private Ambulance)</td>
<td>082 911</td>
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