1. INTRODUCTION

RIM is committed to the safety and wellbeing of its staff, contractors, visitors, residents and any other person while on the premises of RIM. This procedure form part of RIM’s COVID 19 Response Plan.

2. OBJECTIVES

The main objective of this procedure is to implement measures to prevent and minimize the spread of the COVID 19 virus at by:

- Screening test
- Dealing with a suspected person infected with the COVID 19 virus

Screening Test

The primary purpose of screening is to detect early signs of the COVID disease. The COVID 19 screening is a series of questions asked to determine a person’s risk for COVID-19. They include questions about symptoms being experienced, travel history in recent weeks, and exposure to someone who has been confirmed to have COVID-19.

Temperature Test

The purpose of this test is to detect early signs of the COVID disease this can be done by obtaining the body temperature of the person. A person shall be classified as having a fever if his/her body temperature is more than 38°C

RIM shall implement a screening system at the main entrance of the Nelson Mandela Gateway (MNG), Clock Tower, Jetty 1, Quay 501, Robben Island and Mayibuye Archives. The screening and testing shall be performed by train personnel. The Clinic shall screen and test those on the island that was not tested and screened at NMG.

While the island receives visitors from various stakeholders that either travel by private boat or air, the host of such stakeholder shall inform the OHS Unit beforehand. The medical staff on Robben Island shall screen those individuals and keep a record of such individuals.
MAINLAND MEASURES

a) All person entering the premises of RIM shall be screened daily and a record shall be kept. At the start of a shift by trained security officers and medical personnel. Any person that presents with any sign and symptoms of the COVID 19 virus shall not be allowed on the premises of RIM. Furthermore, RIM shall provide such person with a surgical face mask to contain the spread of the virus.

b) The suspected person shall be isolated outside the premises and precautionary measure shall be taken.

c) The security officer(s) or medical personnel or/and any other person in close contact with the suspected infected person shall isolate themselves from that person(s) and inform a manager or supervisor of RIM.

d) The manager or supervisor of that premises shall contact the ER 24 ambulance services for a further screening evaluation. The manager or supervisor may contact any other the medical services who are located outside the parameter of the V&A Waterfront.

e) The manager or supervisor of the premises must inform the OHS Unit who shall contact the communication specialist.

f) The OHS Unit shall do a follow up on the patient’s condition, any outcome shall be communicated to the communication specialist.

g) If the suspected person is diagnosed positive for the COVID 19 disease, then those individuals who were in close contact with the individual shall self-quarantine at home for 14 days (from the date of exposure). Strict rules shall apply to individual(s) returning to work after the 14-day self-quarantine. Should any of those individuals develop the COVID 19 disease during the self-quarantine period then the employer of that individual(s) shall lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act.

h) RIM shall only allow individual(s) to return to work if he/she has completed the 14 days mandatory self-isolated period. However, individuals have to undergone a medical evaluation confirming fitness to work if the worker had moderate or severe illness in relation to COVID-19.

i) Following the positive results of those individual(s), the premises shall immediately be closed for decontamination and the Compliance Officer shall conduct an investigation. People that were exposed to the infected individuals shall self-quarantine at home for 14 days. Should of those individuals develop the COVID 19
disease, then the employer of that individual(s) shall lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act.

j) No person is allowed on the premises of RIM if the individual is under COVID 19 investigation or pending COVID 19 testing results until the results become known to the individual.

k) The Communication specialist shall inform the Western Cape Department of Health, Department of Labour and the National Institute of Communicable Diseases of any confirmed cases at RIM.

l) RIM shall ensure that the premises are decontaminated and disinfected before any person returns to work.

ONBOARD OF THE FERRY TO ROBBEN ISLAND

Any suspicious person must be handled with care and preventative measures must be instituted immediately. The ferry crew must immediately inform the captain who shall inform the Clinic.

The following steps to be taken to prevent cross-contamination.

a) One dedicated crew member to look after the ill person, preferably the first aider.

b) The dedicate crew member shall wear appropriate personal protective equipment (PPE) when dealing with symptomatic patients (Face shield, face mask, hand hygiene, gloves);

c) The adjacent seat(s) of the patient should be left unoccupied, if feasible;

d) People who are seated in the close vicinity, details must be taken by crew members. This information may be collected voluntarily.

e) The patient on the ferry must adhere to respiratory/cough etiquette and a surgical mask shall be given to the person(s) to contain his/her cough or sneeze. If the patient cannot tolerate the face mask, healthy persons adjacent to the ill person shall be offered the face mask.

f) The crew shall practice good hand hygiene (hand washing or hand rub);

g) In case of presence of spills (vomits, blood spills, secretions or others), practice environmental cleaning management process.

h) Contaminated waste shall be treated as medical waste and must be handed to the medics for disposal.

i) The boat shall not load any passengers for the mainland until direction are given by the OHS Unit.
ON ROBBEN ISLAND

a) The Clinic must be informed immediately and the person to be transported to the Clinic with the ambulance.
b) The Clinic staff shall wear decontaminated suits as prescribed by the Department of Health when responding to the ferry.
c) If the patient shows any respiratory difficulty or distress the medical personnel shall administer oxygen and treat the patient’s symptoms while in transit to the clinic.
d) The Nurse shall prepare a room at the Clinic to quarantine the patient and stabilizes his/her condition.
e) The room to remain on a lock-out system and no person shall be allowed in the room other than medical staff.
f) On arrival at the Clinic, the Nurse shall wear PPE and the patient to be assessed by the Nurse. The medics shall immediately inform the SHEQ Officer about the case as well as the triage code of the patient.
g) The SHEQ Officer shall follow the incident management procedure and inform all relevant parties.
h) The medics shall assist the Nurse to manage the patient’s condition while on the premises of RIM.
i) The patient shall be under medical surveillance of the Clinic until the patient is referred to the appropriate medical facility for definitive management and testing for the COVID-19 virus.
j) The medical room where the patient was treated will be on lock-out including all the medical equipment used during the process.
k) The Clinic staff shall implement the environmental cleaning management process;

PREVENTION AND INFECTION CONTROL

a) The patient to be managed symptomatically and a medical questionnaire to be completed as part of the medical examination.
b) The patient shall be transported with the same ferry to the Nelson Mandela Gateway (NMG).
c) The patient to sit close to the exit door of the ferry where they will exit the ferry on arrival at NMG.
d) No passengers shall be transported with the patient to NMG.
e) The ferry crew will wear their PPE and will remain a safe distance from the patient.

f) The SHEQ Officer or information staff at NMG shall make sure that the area where the passenger will disembark is cordoned off and no person will be allowed to embark the ferry.

g) ER 24 shall transport the patient to Christian Barnard Hospital or Tygerberg Hospital for further investigation and management.

h) The ferry will be placed under quarantine and any crew members that were in direct contact with the patient.

i) Any employee, contractor and resident who was in contact with the suspected person will be self-quarantined immediately and will be treated as a person under investigation (PUI).

j) Only a registered pathology laboratory and a registered medical practitioner will make the final diagnosis of a suspected coronavirus related case.

k) All PPE that was used during the process shall be treated as medical waste and disposed of in a medical waste container.

l) The OHS Unit shall do a follow up on the patient's condition, any outcome shall be communicated to the communication specialist.

m) If the suspected infected person is diagnosed positive for the COVID 19 disease, then those individuals who were in close contact with the individual shall self-quarantine at home for 14 days. Should any of those individuals develop the COVID 19 disease during that period then the employer of that individual(s) shall lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act.

m) RIM shall ensure that the premises are decontaminated and disinfected before any person returns to work

All employees on returning to work after the 14-day self-quarantine shall:

- Undergo medical surveillance at the RIM Clinic (voluntarily) to confirm that they are fit to work.
- Shall be screened daily
## CONTACT PERSON

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