



## **RECOMMENDED PRUDENT & PRECAUTIONARY ACTIONS BY BUSINESSES AGAINST COVID-19**

*As the coronavirus continues to spread globally, the Business community of Kouga needs to take measures to ensure business can continue without putting employees, customers and their families, as well as our communities, at risk. There is no “fit for all” recipe and each business will have to discuss and taking their own steps to address the challenges posed by COVID-19.*

*As part of our commitment to help slow the spread of the virus, the Business community needs to take several prudent and precautionary actions, aimed at minimising risk to their employees and the community in general. These steps are aligned to the guidance provided by Government and the World Health Organisation:*

- All employees need to be trained and equipped with the necessary tools to implement heightened cleaning and hygiene protocols in the workplace with immediate effect.  
  
(Sanitizer to be available freely for hands, high-contact areas and equipment to be meticulously deep-cleaned frequently)
- In the workplace, restaurants, etc. ensure that employees or customers are moved further apart (at least 1,5m)
- Pending on the size of your business or work force, try to split sections or employees into teams with the minimum of contact between these teams. Should one of the team members fell ill to the virus and that team needs to go into quarantine, the other team will still be able to continue and keep the business running.
- If possible, implement a work-from-home strategy for most of your employees to not only keep them as safe as possible but to also prevent the spread of the virus.
- We're encouraging that all meetings, where possible, be held virtually (Skype) or via teleconferencing.
- It is recommended that all international and local travel is limited to business-critical requirements only.
- Any colleagues or employees returning from travel to high-risk countries or high-risk areas from within our country, will be required to self-quarantine for 2 weeks from their date of return.
- Any colleagues or employees who are experiencing COVID-19 symptoms or feel poorly while at work, will be required to self-isolate and consult their healthcare practitioner.
- All events must be cancelled or postponed until more clarity is available on when these can safely resume.
- It is recommended that businesses run a tight budget as a slump in the local economy is to be expected.