

**LET'S TAKE
COLLECTIVE
RESPONSIBILITY**



Thank you for supporting the restart of our operations!

RBPlat has received permission to restart our operations and we thank our employees for supporting our call to return to work. We value our people and will take every precaution to safeguard our employees as you return to work.

We have also put in place procedures for the prevention and management of COVID-19 at our operations, and our Protection Services, Health and Wellness teams, HR, and management teams will be managing the process on the ground. Please offer them your full support.

IMPORTANT COVID-19 SAFETY RULES

- Practise social distancing especially at peak periods - ensure 2m space between you and your colleagues at all times
- Daily alcohol breathalyser tests will be done for all employees
- Use your clock card on arrival - biometric fingerprint read will not be in use
- Access to change rooms, clinics, shared offices and all sites will be limited
- Avoid use of aircons in offices - open windows to allow circulation of fresh air
- Practise frequent washing of hands and good hygiene at all times
- No lift club for private vehicles - only two people per vehicle allowed
- Ensure one seat spacing between you and other passengers on the bus
- Mass gatherings are prohibited
- Use the hand sanitizer at the turnstiles to wipe down your clock cards after use
- Use your elbow or hips to push through the turnstiles to minimise contact of surfaces

WHAT TO DO IF YOU SUSPECT YOU HAVE COVID-19 SYMPTOMS



Fever



Dry cough



Difficulty in breathing

- Self-quarantine immediately and call the following numbers for assistance:
 - BRPM Clinic: 014 573 1498
 - National Hotline Number: 080 002 9999
- The Medical professional will provide you with the necessary information on how to proceed if you are suspected to have contracted COVID-19
- If you are in self-quarantine or are admitted to a medical facility and booked off sick, notify your immediate supervisor or relevant HR representative of your condition.

Please adhere to the rules strictly and let us all work together to overcome this pandemic. Thank you for your support.

What to expect when you return to work?

STEP 2

BRIEFING BY HEALTH AND WELLNESS TEAM

- Proceed to the health evaluation station for wellness, COVID-19 and medical evaluation
- If for any reason, there is a concern about your health or wellness you will be sent for further evaluation at the BRPM Clinic
- If you are found to be healthy then:
 - o A voluntary flu vaccine injection will also be available to you
 - o You will receive a wellness pack containing hand soap, a containment mask, information pamphlet etc.
- If all checks are in order - you will receive an approval and a signed 'Return to work permit'

STEP 5

EMPLOYEES WITH EXPIRED MEDICALS

- Get a new date for the medical examination at the medical station (3-month grace period)
- Critical health occupations identified by the OMP will get preference for medical examinations

STEP 7

EMPLOYEES WITH EXPIRED TRAINING

- People with expired training will be scheduled for training (6-month grace period)
- People with expired licenses must first go for refresher training to obtain a valid license, before they can operate equipment requiring a license

STEP 1

ON ARRIVAL

- Daily body heat scanning will be applied at all entry points by Protection Officers
- Skin temperature of above 37 degrees will be referred to a medical practitioner for evaluation
- Clock in with clock cards only

STEP 3

IF AN EMPLOYEE IS SUSPECTED TO HAVE COVID-19

- An employee displaying COVID-19 symptoms will be discretely removed to a pre-determined isolation area
- The BRPM Clinic will be notified and a trained medical person will be sent to do the evaluation and decide on the way forward

STEP 4

EMPLOYEES WITH MEDICAL CONDITIONS

- Classified unfit and blocked paraded - Referred for further examination at the BRPM Clinic
- All high-risk employees identified by OHC will be referred to the BRPM Clinic

STEP 6

EMPLOYEES FROM EX-LEAVE

- Report for medical process and screening
- Get a date for medical to be done
- Report for ex-leave training