

Guidelines on COVID-19

UBP

1. Objective

This document establishes the guidelines for all employees during the COVID-19 pandemic. The aim is to secure the health and safety of all at work whilst keeping the business working at its optimum despite the effects of the pandemic.

It is understood that these guidelines shall apply to all employees and it will be the responsibility of the HoDs, HR Managers/Officers, Health and Safety Officers and members of Management to ensure that the necessary measures are taken and that all stakeholders abide accordingly.

These are guidelines, each GM should apply/amend/fine-tune these guidelines as per their realities or nature of their business. Moreover, this guide is non-exhaustive and should be read in conjunction with the latest relevant advisories issued by MOH and other related authorities.

2. References

- *Guide on Data Protection for Health Data and Artificial Intelligence Solutions, Data Protection Office Security Protocol> Food Supply Chain, Business Mauritius*
- *Q&A on coronaviruses (COVID-19), World Health Organisation Post- COVID-19 Best Practices, Business Mauritius*
- *COVID-19 Public Transport Arrangements, National Land Transport Authority COVID-19 Act 2020*
- *World Health Organisation*
- *Centers for Disease Control and Prevention*
- *Circulars, Ministry of Public Service Administrative and Institutional Reforms Mauritius*

3. Scenarios

3.1 Employee presents COVID-19's signs and symptoms when coming to work

If employee presents any symptoms of COVID-19 when coming to work, then the employee will not be allowed at work, will be sent in isolation and asked to perform rapid antigen test. If result is positive, the employee will be considered as sick (refer to the list of symptoms in appendix).

If negative, the employee can resume work.

3.2 Employee presents suspected COVID-19's signs and symptoms while at work

If an employee presents any symptoms of COVID-19 while at work, the employee will be required to perform a rapid antigen test while in isolation room. (The symptoms are listed in appendix as per the Ministry of Health and Wellness guidelines.)

If result is positive, the employee will be considered as sick and sent back home. Employee will have to present a negative rapid antigen test/PCR test to resume work (Refer to scenario 1 in appendix).

If result is negative, the employee will resume work immediately.

The employee may be required to perform another rapid antigen test after 6 days to confirm the results.

3.3 Employee has been in close contact with a COVID-19 positive case

Whenever an employee has been in close contact with a COVID-19 positive case, the employee will be required to inform his immediate superior and perform a rapid antigen/PCR test.

If result is positive, the employee will be considered as sick and sent back home. Employee will have to present a negative rapid antigen test/PCR test to resume work (Refer to scenario 1 in appendix).

If result is negative, the employee will resume work immediately.

The employee may be required to perform another rapid antigen test after 6 days to confirm the results.

Note that it is important for employees to abide by these guidelines and inform their respective immediate superior whenever employee has been in close contact (Refer to flowchart in appendix).

** Close contact means being within 2metres of a person who has COVID-19 for at least 15 minutes, during the last 7 days or having direct exposure to respiratory secretions or living with the person.*

3.4 Employee lives under the same roof as someone who is COVID-19 positive

If one of our employees lives under the same roof as someone who has been tested positive to COVID-19, the employee should immediately inform his direct superior and also provide a proof (medical certificate of the sick family member). The employee may be required to self-isolate and perform a rapid antigen test after 6 days or as per the Ministry of Health and Wellness' protocol. This absence will be considered as Special Isolation Leave.

The employee should keep his direct superior and HR Representative informed about his/her health state regularly.

3.5 Employee has been asked to self-isolate or is sent to quarantine by the authorities

Whenever an employee is required to self-isolate or is sent to quarantine by the authorities, the employee should provide the official document to his immediate superior/Manager/HR Representative.

This will be considered as Special Isolation Leave. It is the duty of the employee to inform the latter of any change in health state or any noticeable symptoms.

The employee is expected to resume work after the stipulated days of self-isolation/quarantine.

3.6 Employee decides to self isolate as a precautionary measure

Whenever an employee decides to self isolate as a precautionary measure after being in contact with a COVID-19 positive case or if employee presents mild symptoms but is not tested positive to COVID-19, then the leaves taken will be considered as Annual Leave.

4. Method for self-isolation at home in relation to suspected COVID-19 symptoms

We strongly recommend employee to adopt these measures during any self-isolation at home:

- At the employee's house, a room needs to be defined and used as isolation room or zone.
- No one else from the family will be granted access to the isolation room/zone except the employee.
- Avoid sharing household items such as book, laptop, mobile phone, drinking glass, kitchen utensils.
- If the employee will use common toilet, the employee shall ensure that all items (tap, flushing system, seat, etc) which has been used or touched by him/her, shall be disinfected prior to leave the toilet.
- If the employee will use a common bathroom, the employee is advised to be the last person to use the bathroom and prior to leave the place the employee shall ensure that all items which have been touched are disinfected.
- Towel shall not be shared.
- If common room shall be shared with other family members, the employee is recommended to use a mask in their presence and to keep a proper physical distance with other person.
- The family member collecting the kitchen utensil shall wear a mask and glove for washing.
- To perform rapid antigen test when not well or if in direct contact with a positive case and to contact authority accordingly.
- To self-isolate or in case of symptoms to go to a government flu clinic.
- To monitor and record temperature twice per day.
- To obtain a medical certificate if self-isolation recommended by government doctors for at least 10 days of isolation.

5. What to do in the event that an employee has been tested positive to COVID-19?

In the event that the company is informed of a positive case of COVID-19 among its employees, the concerned Manager/HR representative should immediately identify the individuals who have been in close contact with the infected employee (colleagues or visitors or customers).

The identified list of close contacts should be informed that they have been in close contact with a positive case of COVID-19 and will be required to perform a rapid antigen test/PCR test and inform the immediate superior of the results.

Upon negative result, the employee should resume work immediately. He/she will be required to perform a second rapid antigen test after 6 days.

The internal communication should inform fellow colleagues that there is a positive case of COVID-19 in the premises but the confidentiality should be maintained at all times, and as far as possible never mention the name of the employee who has been tested positive.

Notification of positive cases should be made to Ministry of Labour as per the authorities' guidelines.

6. Disinfecting the building after an employee has been tested positive to COVID-19

- The working space of the concerned employee will be closed immediately. If the employee has been in contact with other premises on the site, the whole site will be evacuated for disinfection and business activities will resume after 2 hours.
- All windows and doors should be opened and fans should be used to boost the air circulation in the area.
- Deep cleaning and disinfection of the premises should be conducted. All surfaces should be disinfected- tables, door knobs, light switches, fingerprint machines, toilets, etc...

7. Notes

- The preventive measures are still applicable, namely washing hands regularly with soap and water, using the hand sanitizer, wearing a face mask correctly and as far as possible, maintaining social distancing.
- All official communication/press communiqués will be issued by the Communication department and employees should refrain from posting or sharing the internal memos outside the Group.
- The authorities consider an individual as fully vaccinated against COVID-19 as follows:
 - 2 weeks after his/her second dose
 - 4 weeks after the Johnson & Johnson vaccine
- Employees should contact the Ministry of Health and Wellness on the hotline 8924 for advice.
- Employees must submit to their direct superior the picture of their test result together with their National identity Card. (This to avoid taking copy and paste photo available on the social media and submit same to HoD.)

DOCUMENT INFORMATION

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Process	Title	Signature
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