



## Pandemic Response Plan

### Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of a virus during a pandemic. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

### Scope

This policy applies to all of our employees who physically work in our office(s) and any visitors who visit our site. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the facility.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- Do not share tools or equipment until they have been disinfected with a disinfectant or (1-part bleach to 9 parts water)
- Avoid close contact with people who have symptoms of a virus



- Always disinfect inside of trucks before working inside of cab, wipe down seat, steering wheel and shifter
- Inform employer if you feeling ill
- All visitors to the site must wear a mask while inside facility
- All visitors must use the provided hand sanitizer at sanitizing stations upon entering facility

Clean the following high-touch surfaces frequently with regular household cleaners or diluted bleach (1-part bleach to 9 parts water):

- Phones
- Electronics keyboards
- Door handles
- Counters
- Washroom facilities

**Sick leave arrangements:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive virus diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

**Work from home requests:**

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of virus cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by a virus with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.

- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by a virus, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

### **Continuation of Work**

In the event a large percentage of RDH-Scharf employees fall ill during the pandemic, operations will be managed from head office headquarters in Hamm, Germany, as well as Scharf subsidiary in Johannesburg, South Africa.

### **Traveling/commuting measures:**

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased virus cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

## Communication

- Only official sources of information will be utilized regarding virus updates
- The Joint Health & Safety Committee in conjunction with the Human Resources Manager is responsible for communicating updates to internal stakeholders, including if an employee becomes ill
- The Customer Service Manager is responsible for communicating virus updates to external stakeholders, including if an employee becomes ill
- If an employee or employee's family member becomes ill, the employee must report to the Human resources Department.
- Emergency Contact information is kept up to date and accessible by Joint Health & Safety Committee and Human Resources

## Immunization

If an immunization for the virus exists, it is recommended that employees receive the immunization

**The Joint Health & Safety Committee** is responsible for ensuring the pandemic procedures are being followed appropriately and will ensure measures are being implemented during monthly inspections.

## Training & Awareness

- Policy is to be posted around the facility and discussed in health & safety meetings to ensure employee awareness
- Employees are required to be trained on how to access systems from home
- Employees will be trained on how to work in the new conditions
- Employees will be trained on any new tasks
- Employees will receive periodic training on illness prevention
- Employees will be required to participate in weekly healthy & safety meetings regarding pandemic preparedness and updates from management
- Employees may be asked questions to test their knowledge and understanding of pandemic response provisions

**All staff are required to:**

- Clean and disinfect surfaces that have been touched by several individuals frequently. With the increase odds of cross-contamination, it is highly relevant to keep surfaces and objects free of the virus. This means making changes in your everyday routines to minimize close contact with others, including:
  - Avoiding non-essential gatherings
  - Avoiding common greetings, such as handshakes
  - Avoiding crowded places such as concerts, arenas, conferences and festivals
  - Limiting contact with people at higher risk like older adults and those in poor health
  - Keeping a distance of at least 2 arms-length (approximately 2 metres) from others
  - Supplies should be dropped off outside to ensure a 2-metre distance
  - Wearing a mask when social distancing is not possible

Together, we can slow the spread of a virus during a pandemic by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part. This includes everyone to be sensitive to potential stress or anxiety during the pandemic.

For any enquiries on this policy, please contact [Tasha Dube, Human Resources Manager](mailto:tasha@rdhscharf.com) at [tasha@rdhscharf.com](mailto:tasha@rdhscharf.com)

**Note: these procedures are meant for the entire worksite which includes the offices, parts counter and service shop. Policy will be reviewed annually, tested, changed and communicated to all stakeholders accordingly. This document is located on [www.rdhscharf.com](http://www.rdhscharf.com) for public ease of access.**

Reviewed July 20, 2020