



Small businesses – Workplace Readiness for Covid-19

General

1. A small business is any business with less than 10 employees.
2. Small businesses have less obligations. It is however important to assess your workplace and introduce measures to prevent or mitigate transmission.
3. The OHS Act obligations continue to apply. Each business must do a risk assessment and implement further measures accordingly.

Required measures

1. Arrange the workplace to ensure that employees are at least 1.5 metres apart.
2. If this is not possible, place physical barriers between employees to prevent transmission.
3. Prevent symptomatic employees from working.
4. If an employee is symptomatic, immediately contact the COVID-19 hotline on 0800 02 9999 for instruction on what to do and direct the employee to act in terms of the instructions.
5. Provide cloth masks or require an employee to wear some form of cloth covering that covers their mouth and nose.
6. Provide each employee with hand sanitizers, soap and clean water to wash hands and disinfectants to sanitise workstations.
7. Ensure that employees wash hands with soap and sanitise hands while at work.
8. Ensure that workstations are disinfected regularly.
9. Take any other measures indicated by a standard risk assessment.



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Recommendations

1. Appoint a COVID compliance officer who is tasked to ensure compliance and identify potential risks. If practical, make it the responsibility of the health and safety officer.
2. While screening is not required for small businesses, it is recommended that it is implemented as part of the daily routine as the employer is obligated to not permit employees with symptoms to work. If possible, perform screening prior to employees returning to work for the first time and then daily thereafter.
3. Place signs reminding of social distancing, sanitising and washing of hands in various strategic places to draw the attention of employees, members of public and any other person that enters the workplace.
10. Make disinfecting of the workplace part of the duties of the person or company that cleans the workplace and ensure there is a schedule.
11. Review all internal workplace policies and update where relevant.
12. Where feasible, employees must work from home.
13. Ensure employees are educated on a continued basis regarding measures and regulations in the workplace as well as for transportation to and from the workplace.
14. Visitor books are now more important than ever. If practical, make use of one as the information may become relevant for contact tracing.
15. Social distancing must be applied in areas accessed by the public. Businesses are also required to provide hand sanitiser to persons accessing the business.

For more information or assistance or a physical workplace assessment contact us on 060 383 9047 or heidi@hertzlaw.co.za.