



COVID-19

S.A.I.A PREPARATION PLAN



AUCTIONEERING INDUSTRY

SOUTH AFRICAN INSTITUTE OF AUCTIONEERS

Coronavirus (COVID-19) is now officially classified as a pandemic and is affecting lives and work around the globe. COVID-19 is an infectious disease caused by a newly discovered coronavirus.

Most people who fall sick with COVID-19 will experience mild to moderate symptoms and recover without special treatment.

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose, or mouth.



SAIA is committed to updating our members on any developments that may affect our current standing. As an association, we are committed to offer support and uphold the rule of law. We expect the same from the members that we represent.

The SAIA board implores our members to work forward with extreme caution and that members not only familiarize themselves with the regulation but also take legal advice. We do not want our members to contravene the law and ask that at all times you work on the side of caution.

We implore our members to quickly start to look at alternative methods to provide a platform to protect your business going forward. As more information comes to light, we will keep you up to date.

RISK MANAGEMENT STRATEGY

The purpose of this Preparation Plan is to address the general rules and regulations that should be implemented into the workplace. Amended procedures and COVID-19 staff policies should be implemented and followed by all persons entering auction premises.

GENERAL HEALTH & HYGIENE IN THE WORKPLACE

1. Routine cleaning and disinfecting of all work surfaces.
2. All persons are to complete a screening process upon entry of a premise. See **COVID-19 Health Screening Declaration**. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. All visitors to the premises will be required to use Hand-sanitizer (70% alcohol) upon entering the premises.
3. All persons entering a premise must wear a face mask. **No face mask, no entry**. All staff members will be provided with 2 cloth face masks.
4. Protection screens will be installed in all necessary areas to further contain any contamination.
5. All persons are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing.
6. Display posters promoting the correct Covid-19 Hygiene procedures.
7. Social Distancing to be implemented in the workplace:
 - a. All persons to maintain a 1,5m distance between each other
 - b. Signage displayed on the floor to regulate social distancing
 - c. All persons will be prohibited from gathering in groups and in confined areas.

ISOLATION OF SICK PERSONS:

All staff to be informed of the necessary procedures and encouraged to monitor any signs or symptoms of COVID-19

1. All staff must report when they are sick or experiencing any symptoms.
2. Staff who appear to have symptoms or become sick during the day will be sent home immediately. Any staff member sent home is required to self-isolate for 14 days and required to seek medical attention and go for the necessary COVID-19 tests.



COVID-19 HEALTH SCREENING DECLARATION

To prevent the spread of Coronavirus and reduce the risk of exposure to our employees and customers, we are conducting a simple screening questionnaire.

Your participation is important to help us take precautionary measures to protect everyone

Personal Information	
Full Name & Surname	
ID Number	
Contact Number	
Premises	

Screening		
Temperature Reading		If temperature exceeds 37.5°C do not allow access
Do you have or have you had any of the symptoms? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes do not allow access
In the last 14 days were you in close contact with a confirmed / possible COVID-19 infection case	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes do not allow access
In the last 14 days have you worked in, or attended a health care facility where patients with COVID-19 infections were being treated	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes do not allow access
Had a history of travel to areas with local transmission of the COVID-19	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes escalate to Management

***Symptoms: Cough / Sore Throat / Fever / Shortness of Breath / Body Aches, Muscle or Joint Pain / Headaches / Lost your sense of smell**

Declaration	
I hereby declare that I have read and understood the questions in the declaration and provided a truthful answer. If your answer is YES for one of the above, then the procedure for illness prevention will be followed	
Signature	Date

REGULATIONS AS SET BY THE GOVERNMENT

Insert from the Government Gazette, 29 April 2020 Issue No. 43258

MEASUREMENTS TO CONTAIN THE SPREAD OF COVID-19

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1. A person must wear a cloth face mask or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
2. No person will be allowed to use any form of public transport, or enter a building, place or premises, if they do not wear a cloth face mask or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
3. An employer must provide every employee who may come into direct contact with members of the public as part of their duties with a cloth face mask to cover his or her nose and mouth or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
4. Every business premises, including, but not limited to a supermarket, shop, grocery store, retail store, wholesale produce market or pharmacy shall -
 - a. determine their area of floor space in square metres;
 - b. based on the information contemplated in paragraph (a), determine the number of customers and employees that may be inside the premises at any time with adequate space available;
 - c. take steps to ensure that persons queuing inside or outside the premises are able to maintain a distance of one and a half metres from each other;
 - d. provide hand sanitisers for use by the public and employees at the entrance to the premises; and
 - e. assign, in writing, an employee or any other suitable person, as the compliance employee, who must ensure-
 - i. compliance with the measures provided for in paragraphs (a) to (d); and
 - ii. that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID -19 are adhered to.
5. All employers must, adopt measures to promote physical distancing of employees, including:
 - a. enabling employees to work from home or minimising the need for employees to be physically present at the workplace;
 - b. the provision for adequate space;
 - c. restrictions on face to face meetings;
 - d. special measures for employees with known or disclosed health issues or comorbidities, or with any condition which may place such employees at a higher risk of complications or death if they are infected with COVID -19.
 - e. special measures for employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.
6. The requirements as set out in sub regulation (4) applies with the necessary changes, to any other building that is not provided for by sub regulation (4).
7. All courier and delivery services shall provide for minimized personal contact during delivery.



MOVEMENT OF PERSONS

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Regulation 16

1. Every person is confined to his or her place of residence.
2. A person may only leave their place of residence to:
 - a. perform an essential or permitted service, as allowed in Alert Level 4;
 - b. go to work where a permit which corresponds with Form 2 of Annexure A, has been issued;
 - c. buy permitted goods;
 - d. obtain services that are allowed to operate as set out in Table 1 to the Regulations;
 - e. move children, as allowed;
 - f. walk, run, or cycle between the hours of 06H00 to 09H00, within a five-kilometre radius of their place of residence. Provided that this is not done in organised groups.

FORM 2 - PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE

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STAATSKOERANT, 29 APRIL 2020

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FORM 2 PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE Regulations 16(2)(b) and 28(4)

- Please note that the person to whom the permit is issued must at all times present a form of identification together with this permit. If no identification is presented, the person to whom the permit is issued will have to return to his or her place of residence during Alert Level 4.

I, being the head of institution, with the below mentioned details,

Surname				
Full names				
Identity number				
Contact details	Cell nr.	Tel Nr(W)	Tel Nr(H)	e-mail address
Physical Address of Institution				

Hereby certify that the below mentioned official/employee is performing services in my institution

Surname	
Full names	
Identity number	
Place of residence of employee	

Signed at _____, on this the _____ day of _____ 2020.

Signature of Head of Institution

Official stamp of
Institution

ANNEXURE E WORKPLACE PLANS

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Regulation 16(6)(b)

A COVID -ready Workplace Plan must be developed prior to the reopening of an enterprise employing persons or serving the public.

For small businesses, the plan can be basic reflecting the size of the business. while for medium and larger businesses, a more detailed written plan should be developed given the larger numbers of persons at the workplace.

The Plan for medium and large businesses must include the following:

1. The date the business will open and the hours of opening.
2. The timetable setting out the phased return -to -work of employees, to enable appropriate measures to be taken to avoid and reduce the spread of the virus in the workplace.
3. The steps taken to get the workplace COVID -19 ready.
4. A list of staff who can work from home: staff who are 60 years or older; and staff with comorbidities who will be required to stay at home or work from home.
5. Arrangements for staff in the establishment:
 - a. sanitary and social distancing measures and facilities at the entrance and exit to the workplace;
 - b. screening facilities and systems;
 - c. the attendance -record system and infrastructure;
 - d. the work -area of employees;
 - e. any designated area where the public is served;
 - f. canteen and bathroom facilities;
 - g. testing facilities (for establishments with more than 500 employees);
 - h. staff rotational arrangements (for establishments where fewer than 100% of employees will be permitted to work.)
6. Arrangements for customers or members of the public, including sanitation and social distancing measures.

To view the full **DISASATER MANAGEMENT ACT, and to download any necessary forms, please use this link:**

https://www.gov.za/sites/default/files/gcis_document/202004/43258rg11098gon480.pdf

