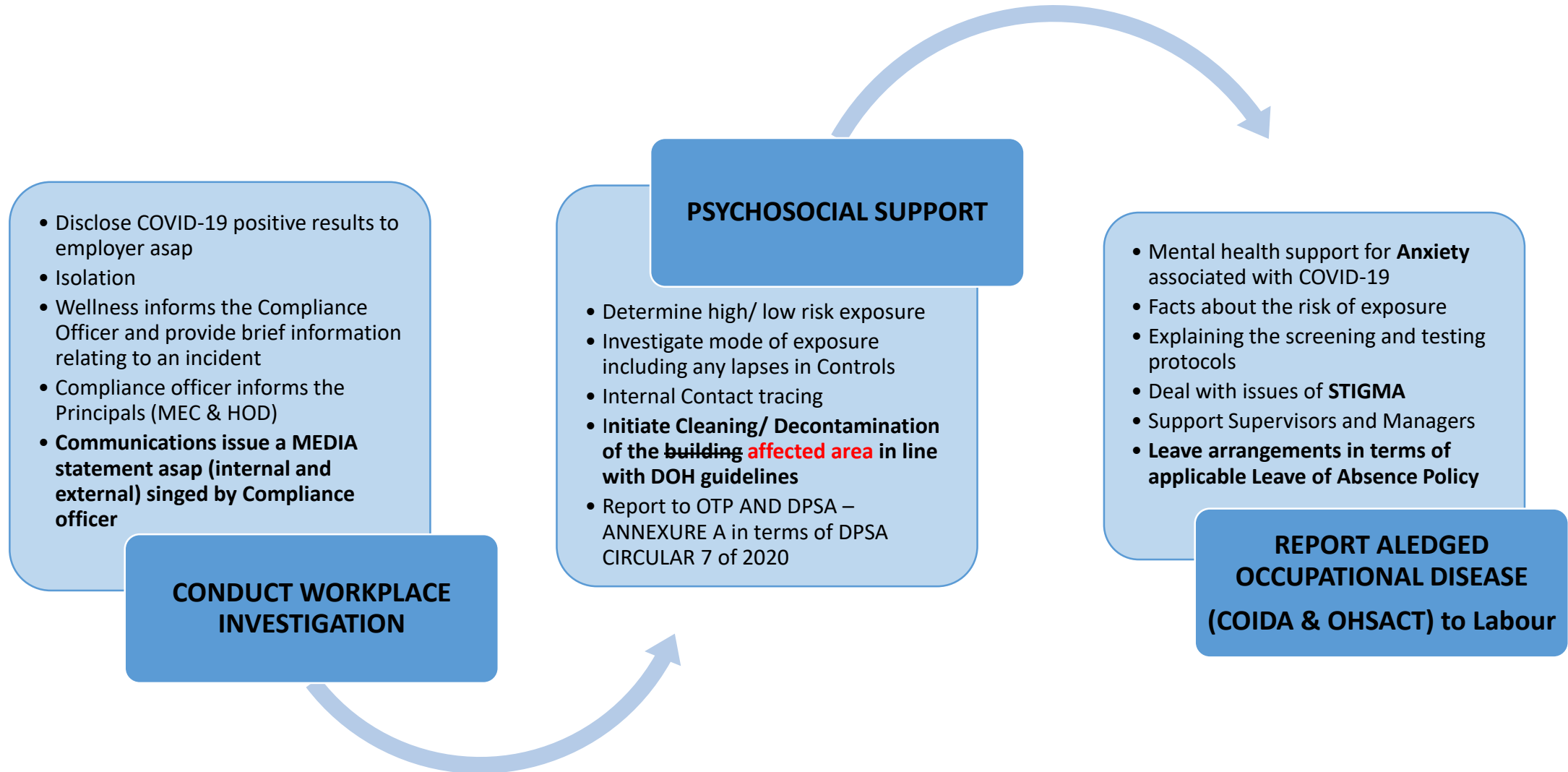


**REVIEWED PROTOCOLS
FOLLOWING A POSITIVE CASE IS
REPORTED IN THE WORKPLACE**

15 APRIL 2020

Confirmed positive case of COVID-19



Deep Cleaning/ Disinfection of the building in line with DOH Guidelines

- **Goal:** To enable reoccupation of the affected area as soon as possible for essential services to resume
- An incident-based risk assessment approach to be followed (Wellness and Infrastructure)
- ~~Determine whether there is a need to close the building for disinfection/ deep cleansing in line with the guidance on routine and deep cleaning of workplaces when COVID-19 positive case has been reported~~
- **Due to Guidance provided by Dept of Health on routine and deep cleaning of workplaces when COVID-19 positive cases have been identified, the amendment is that going forward, the Department will close off only the affected area and direct work to another clean facility (it will therefore not necessary to continuously close the entire business area as it has been done in the past).**
- **Communications** issue a **NOTICE OF CLOSURE OF OFFICE (where applicable)** signed by the Compliance officer as soon as the Principals have been informed of a positive case.

CLOSURE OF OFFICES & COMMUNICATION THEREOF

DISINFECTION/ DEEP CLEANING

- Checklist for decontamination/ deep cleansing:
- Office was un-occupied for more than 7 days/ the positive case was not in the workplace for more than 7 days (**NO need** to deep clean or implement any other form of cleaning)
- A simple manual surface cleaning measures (appropriate when the person did not spend much time in face-to-face communication with other employees)
- The more comprehensive manual surface cleaning of the environment would be warranted (the employee spent a considerable amount of time in the workplace)
- Determine whether work should be executed by Cleaners/ service provider (Standing approved submission and centralised SCM processes) considering all variables
- Access into the **affected area** building and/ offices is critical (All offices should have spare keys)

- Infrastructure and / SCM confirm to Communications sub-directorate that the work has been completed.
- Communications sub-directorate prepares a **NOTICE FOR REOPENING OF THE BUILDING-affected area** signed by the Compliance Officer

NOTICE ON REOPENING OF AFFECTED AREA