

DELTA CORPORATION CORONAVIRUS (COVID-19) 10 POINT RESPONSE PLAN 2020

1. Each Business Unit must have a Trained Response Team, with names displayed on boards and all access points
2. Designate an emergency room – clear one room at each site that can be used in cases of emergency
3. Display Emergency Telephone numbers at strategic points for ease of access
4. Ensure availability of water and soap for hand washing. Furthermore, ensure availability of sanitiser on all entry and exit points i.e. buses, canteen areas, meeting rooms etc. ***Ideally use World Health Organisation (WHO) recommended hand rub formulations.***
5. Maintain a register of all recently travelled individuals stating the country of visit and duration of stay
6. Limit use of Breathalyser to suspected or probable cases
7. Security personnel to ask visitors' recent travel history and record all details. If unsure about anything, consult the Response Team
8. In the event of a suspected case of Coronavirus, take the following steps:
 - **Remain calm and follow instructions on information shared about the Coronavirus (COVID 19)**
 - **Call the Response Team**
 - **Suspected person to minimise mingling with other people**
 - **Avoid using public transport to hospital**
 - **Thoroughly disinfect the room once the suspected person is transferred to hospital**
 - **Treat and dispose of any tissue and other waste as biological waste**
 - **Record and closely monitor those who were in contact with the individual for up to 28 days. On rare cases, contacts maybe asked to stay home but should be advised that the days will be recorded as off sick**
 - **A RETURN TO DUTY CERTIFICATE MUST BE PRODUCED ON RETURN**
9. **Train everyone on proper hand washing techniques and give information about the Coronavirus. Keep a training register**
10. **All employees are encouraged to avoid public gatherings and handshakes, where possible. If attendance and handshakes are unavoidable, practice safe hygienic practices.**

**AS YOU ASSIST DO NOT STIGMATISE THE PERSON
THINK OF THE MENTAL HEALTH ISSUES. DO NOT BE ALARMISTS**

EMERGENCY RESPONSE TEAM

- Business Unit specific but to include the following:
- Human Resources
- Clinic
- SHE
- Wellness Champions
- Firefighters • First Aiders • Worker leadership • Line Managers • Security

HAND WASHING TECHNIQUES

- Follow the 10 handwashing steps found in most of the toilets
- Wash hands for a minimum of 20 seconds or singing happy birthday song twice
- Always use running water
- Use soap or ash
- For cleaning surfaces, use Sodium Hypochlorite (Jik) diluted 1:4

WHO RECOMMENDED CONTENTS OF AN IDEAL HAND SANITISER

- Formulation 1
Ethanol 96% • Hydrogen Peroxide 3% • Glycerol 98%
- Formulation 2
Isopropyl 99.8% • Hydrogen Peroxide 3% • Glycerol 98%
- Other alcohol based formulations with specified percentages

N.B BIOLOGICAL WASTE TO BE DISPOSED OF IDEALLY IN YELLOW BIN BAGS OR CLEARLY LABELLED “BIO-HAZARD WASTE” FOR EASE OF IDENTIFICATION