

Covid 19-helpline (0800 029 999) / WhatsApp-line (0600 123 456)

Note: The Western Cape also has a Covid-19 helpline: 021 928 4102



SCENARIO 1	EXPLANATIONS	STEPS TO BE TAKEN BY THE EMPLOYER	STEPS TO BE TAKEN BY THE EMPLOYEE	REMUNERATION
<p>The employee shows / reports symptoms during screening.</p>	<p>The employee reports one of the following symptoms:</p> <ul style="list-style-type: none"> • Fever (>37.5 °C); • Sore throat; • Loss of smell and taste; • Coughing; • Red eyes; • Shortness of breath / Excessive fatigue; • Body aches • Nausea, vomiting, diarrhea. 	<p>Immediately isolate the employee.</p> <p>Provide employee with a mask (surgical) and ensure that employee wear mask.</p> <p>Arrange safe transport from workplace to home.</p> <p>Make arrangement for testing.</p> <p>Identify possible persons with whom person was in contact with at workplace.</p> <p>Report to the COVID Hotline – 0800 02 9999 <i>(keep record of the date and time of the call).</i></p>	<p>Stay in an isolated place until transport is arranged.</p> <p>Immediately disinfect hands.</p> <p>Do NOT mingle with other persons.</p> <p>Wear a mask.</p> <p>Report for testing as instructed.</p> <p>If the employee tests negative, he/she must return to work.</p>	<p>Depending on the employer’s sick leave policy, the period will be unpaid, unless booked-off by a doctor.</p> <p>If unpaid, the employer must apply for TERS COVID UIF.</p>

		Assessed level of exposure in workplace. Sanitize/disinfected workplace.		
SCENARIO 2	EXPLANATIONS	STEPS TO BE TAKEN BY THE EMPLOYER	STEPS TO BE TAKEN BY THE EMPLOYEE	REMUNERATION
The employee tests positive for COVID-19.	If the employee tests positive.	Report to the Department of Labour and Department of Health 0800 02 9999 (<i>keep record of the date and time of the call</i>). Employee must only be allowed to come back to work if they test negative. When returning to work: Ensure that hands are sanitized and mask are worn at all times. Monitor the affected employee/s on a more frequent basis for COVID symptoms.	Where the employee resides on the premises, he/she must confine themselves to their house / a room and not move around on premises. They will only be allowed to come back to work if they test negative. If they return to work, they must be monitored on a regular basis. Ensure that hands are sanitized and a mask is worn at all time.	Sick leave policy will apply. If sick leave is depleted, the employer must apply for TERS COVID UIF

SCENARIO 3	EXPLANATIONS	STEPS TO BE TAKEN BY THE EMPLOYER	STEPS TO BE TAKEN BY THE EMPLOYEE	REMUNERATION
<p>The employee is in self isolation due to contact with a positive person.</p>	<p>Employee/s that has been in contact for the previous 14 days with the employee that tested positive, must leave the workplace and self-isolate for 14 – 21 days, or until the test results are negative.</p>	<p>Keep in contact with the employee to check whether they might start to display symptoms.</p> <p>If they do display symptoms, report to the COVID Hotline – 0800 02 9999 (<i>keep record of the date and time of the call</i>).</p> <p>If test results are positive, follow Scenario 2.</p>	<p>Where the employee resides on the premises, he/she must confine themselves to their house / a room and not move around on premises.</p> <p>If he/she resides at a different location, he/she must stay at his/her house or residence.</p> <p>Report for testing as instructed</p>	<p>Apply for TERS</p>

			If test results are positive, follow Scenario 2.	
SCENARIO 4	EXPLANATIONS	STEPS TO BE TAKEN BY THE EMPLOYER	STEPS TO BE TAKEN BY THE EMPLOYEE	REMUNERATION
When the company is closed down due to positive testing at the workplace. (either by the Department of Health or the company itself decides to close down).	If the company is instructed to close down, it will have to do so for the period as directed/instructed and until the workplace or specific department has been sanitized in as per Dept of Employment & Labour, or Dept of Health.	<p>Inform the employees.</p> <p>Determine how long the closure will be.</p> <p>Arrange for sanitizing of workplace.</p> <p>Instruct all employees to self-isolate.</p>	<p>All employees must be instructed to self-isolate.</p> <p>Where the employee resides on the premises, he/she must confine themselves to their house / a room and not move around on premises.</p> <p>If he/she resides at another location, he/she must stay at his/her house of residence.</p>	Unpaid or apply for TERS.
SCENARIO 5	EXPLANATIONS	STEPS TO BE TAKEN BY THE EMPLOYER	STEPS TO BE TAKEN BY THE EMPLOYEE	REMUNERATION
When the employee is considered to be	<p>Individuals that have been identified as a high risk for severe illness/death due to the Covid-19. These underlying conditions could include:</p> <ul style="list-style-type: none"> • Asthma 	Investigate whether it is possible for the employee to work from home. If not:	If the employee decides to self-isolate: Where an employee resides on the	Unpaid, apply for TERS.

<p>a high-risk individual.</p>	<ul style="list-style-type: none"> • Chronic lung disease • Diabetes • Serious heart condition • Chronic kidney disease being treated with dialysis • Severe obesity • People age 65 years or older • Tuberculosis • Immunocompromised (tuberculosis, HIV/AIDS) • Liver disease 	<p>The option is given to the employee to decide whether he/she wants to self-isolate.</p>	<p>premises, he/she must confine themselves to their house/ a room and not move around on the premises.</p> <p>If he/she resides at a different location, he/she must stay at his/her house of residence.</p>	
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