

Date: 30 April 2020

Subject: COVID-19 Update from the ACEO: RAF Working Arrangements under Level 4 Lockdown

Dear Colleagues

The Minister of Transport has not to date classified the RAF as essential service under Level 4 Lockdown as required by Government's Risk Adjusted Strategy for Economic Activity (distributed to you on Friday, 24 April). The Fund has also not been implied as being part of the sectors permitted to return to work under Level 4 in the Strategy document. For this reason, we would like to inform staff that **RAF employees would not be required to return to work on Monday, 04 May 2020, until further notice**. Staff should, therefore, continue to work from home and should observe all Lockdown Regulations and social distancing measures as per the current level of restriction.

Critical RAF tasks should however **carry on as communicated** by me **on 15 April** (see Communique attached). The affected employees should continue to execute their duties as arranged with their line-managers.

We want to reassure all RAFzins that management is putting the necessary measures in place to ensure compliance with the conditions of returning to work as stipulated by government. These **conditions are as follows**:

- Adopting a work-from-home strategy where possible, and all staff who can work remotely must be allowed to do so;
- Workers above the age of 60, as well as workers with comorbidities, should be offered a work-from-home option or allowed to remain on leave after engagement with employers and the UIF;
- There should be workplace protocols in place that would include disease surveillance and prevention of the spread of infection;
- All employers to screen staff on a daily basis for symptoms of COVID-19, including symptom checks as well as temperature assessment;
- Compulsory wearing of masks especially where social distancing is not possible;
- Work environment to have sanitizers available or hand washing facilities with soap;
- Stringent social distancing measures should be implemented in the workplace;
- Workplaces must have COVID-19 risk assessments and plans in place, and must conduct worker education on COVID-19 and protection measures focusing on:
 - Identification and protection of vulnerable employees;
 - Safe transport of employees;
 - Screening of employees on entering the workplace;
 - Prevention of viral spread in the workplace;
 - Cleaning of surfaces and shared equipment;
 - Good ventilation;
 - Shift arrangements and canteen controls;
 - Managing sick employees;

- Monitoring systems to ensure compliance with safety protocols and identify infections among employees;
- Mass testing to be carried out for workplaces over 500 workers.

The Fund's crisis management structures will make sure that the organisation is responsive to the necessary changes when our sector's restriction levels are reduced so that we are fully prepared to resume partial operational activity when required.

We will keep you up-to-date with any changes as soon as they become available.

Together, We *Can* Beat This!

Yours sincerely

Collins Letsoalo
Acting Chief Executive Officer

Contact the ICAS Employee Assistance Programme (EAP) on the following toll-free number: **0800 777 467**.

Alternatively, send a "Please call me" to this short code: ***134*905#**.

RAF EWS, COVID-19 Coronavirus Staff Email Address: **COVID-19EWS@raf.co.za**

CORONAVIRUS
#COVID-19

Hotline: 0800 029 999

Precautions:



1 Wash your hands with soap for 20 seconds



2 Cough or sneeze into a tissue or your elbow



3 Avoid close contact with people who are sick



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