

COVID-19 GUIDELINES FOR CONSUMER GOODS SECTOR: RETAIL AND MANUFACTURING BUSINESSES

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Introduction

- Following the declaration of a national state of disaster on 23 March 2020 in response to the Novel Coronavirus Disease 2019 (“COVID-19”) pandemic declared by the World Health Organisation, it has become incumbent on business and individuals to apply enhanced hygiene measures.
- These guidelines are intended to address frequently asked questions and provide tools for businesses to develop workplace-specific protocols and to ensure that they are able to act within the required legal framework.
- In addition to the enhanced measures set out in these guidelines, businesses should continue to apply all the usual good manufacturing practices and food hygiene standards.
- These guidelines are subject to change and should be taken as a working document as legislation and official guidelines are published.

Legal Requirements

All requirements of relevance to the sector, including but not limited to the Regulations Governing General Hygiene Requirements for Food Premises, the Transport of Food, and related Matters (Regulation No. 638 of 2018), the requirements of any applicable food safety standards, and the requirements set out in out the Regulations issued in terms of section 27(2) the Disaster Management Act (Regulation No. R480 of 2020) (“Regulations”), and the COVID-19 Occupational Health and Safety Regulations

Health and Safety Measures in Workplaces Directive (Notice No. 479 of 2020) (“Directive”) must be complied with.

Document Updates

Members are made aware that documents and regulation will constantly be updated as new matters and requirements are issued by government

Copies of all COVID-19 related Government documents can be found at:

<https://www.gov.za/coronavirus/guidelines>.

Updated Sector guideline will be available at:

<https://www.cgcsa.co.za/covid-19/>

INDUSTRY PROTOCOLS

A. HEALTH AND SAFETY

Requirements for workplaces in accordance with the Covid-19 Occupational Health and Safety -Measures in workplaces directive:

Companies with 500 or more employees must:

- Conduct a risk assessment – on the basis of the risk assessment, develop a plan outlining the protective measures.
- Document COVID-19 protocols; and
- Implement reasonably practicable steps that can and should be taken to give effect to the minimum measures required by the Directive, taking into account specific circumstances of the workplace.

<http://www.nioh.ac.za/wp-content/uploads/2020/04/COVID-19-What-every-workplace-should-do.-16-April-2020.pdf>;

Administrative measures

- Employers with more than 500 employees must submit copies of their risk assessment and COVID-19 policy to the Department of Employment and Labour, and their health and safety committee.
- Notify all employees, OHS committee, shop stewards and unions (where applicable) of the Directive and the manner in which the employer intends to implement it.
- Notify all employees that if they are sick or have symptoms associated with COVID-19 they must stay home and take paid sick leave, call the COVID-19 hotline on 0800 029 999 and seek medical advice.
- Take specific measures to mitigate the risk of COVID-19 for vulnerable employees as per Department of Health guidelines and employment contractual obligations such as indemnity forms.
- Appoint a compliance officer and senior manager to ensure compliance to COVID-19 directives and address employee or workplace concerns, respectively.
- Ensure that the measures required by the Directive are complied with.
- Minimize the number of employees at the workplace at any time.
- Take measures to minimize contact between employees, and between employees and members of the public.
- Provide employees and public with information that raises awareness of COVID-19.
- If an employee is diagnosed with COVID-19, inform the Department of Health (NICD) and investigate the cause to ensure that necessary controls and PPE are in place.
- Give support to any contact-tracing measures implemented by the Department of Health.
- Inform and advice employees on self-quarantine to self-monitor and inform the DoH (NICD) after 10 days, if symptoms develop or if any changes in the symptoms occur.

Social distancing measures

- Arrange the workplace to ensure minimal contact between employees.
- As far as is practicable try and ensure at least one and a half meters between employees.
- If social distancing is not practicable –
 - Arrange physical barriers between workstations.
 - Supply employees with appropriate PPE free of charge.
 - Social distancing measures must be applied in common areas, such as queue control, lavatories or staggered break times.

Symptom screening (*see also Annexure B*)

- Screen employees when they report for work, for observable symptoms of COVID-19, namely fever, cough, sore throat, red eyes, loss of smell or taste or shortness of breath (or difficulty breathing).
 - Use of temperature screening thermometers is not a legal requirement, may be used if available to screen employees at every shift
 - There is no requirement to screen and record customers before they enter the store
 - Work related visitors will be screened and documented e.g. deliveries and collections
- Additional screening questions:
 - If employees suffer from any additional symptoms, such as body aches, nausea, vomiting, diarrhoea, fatigue, weakness, or tiredness.
- Require employees to immediately inform the employer if they develop or experience any of the above symptoms.
- Comply with any guidelines that may be issued by the Department of Health in respect of symptoms management:
 - screening, medical surveillance, or testing.
 - Refuse access to the workplace to any employee displaying symptoms and require them to return home and seek medical advice.
 - If employee already at work, isolate the employee, provide the employee with a N95 surgical mask and, if necessary, assist the employee with transport that does not place other employees or members of the public at risk.
 - Assess the risk of transmission, disinfect the employee's workstation and immediate area, and refer other workers who may be at risk for screening and possible testing.
 - Place sick employees on sick leave. If their sick leave is exhausted assist them to apply for illness benefits under the COVID-19 Temporary Employer Relief Scheme (TERS) of the UIF.
 - Ensure that sick employees are not discriminated against.
- If there is evidence the employee became infected at work, assist the employee to apply for compensation in terms of the Compensation for Occupational Injuries and Diseases Act.
- Companies must screen employees, contractors and visitors on a daily basis in order to determine if the employee became infected at work and to prevent further infections

Return to work

Isolation is reserved for those who are already sick and/or have tested positive for COVID-19 infections, but do not require hospital admission for medical care (NICD)

Quarantine is for people or groups who are asymptomatic, but who may be infected with COVID-19 (close contacts, awaiting results, symptomatic persons, persons from high risk area/travel)

- Only allow employees to return to work after 10 days of isolation/quarantine: on condition the patient does not have a fever and symptoms have begun to improve
 - Asymptomatic – isolate 10 days after initial positive test
 - Mild disease – Isolate 10 days after symptoms onset
 - Severe disease – isolate for 10 days after clinical stability achieved
- Employees who tested positive may return to work on condition:
 - They have undergone a medical evaluation confirming fitness to work (close contacts and those who had moderate and severe illness)
 - They follow good personal hygiene and wear mask, social distance and good cough etiquette practice adhered to at all times
 - There is no need for a second COVID-19 test after isolation: on condition the patient does not have a fever and symptoms have begun to improve
 - The employer monitors employee symptoms on return to work closely (daily screening)
 - Employee wears a surgical mask for 21 days from the date of diagnosis and implement social distancing and hygiene measures as appropriate.
- Close Contact Management:
- Employer must assess all employees if they were in close contact with a positive employee.
- After assessment the employee must be identified as high risk or low risk

High Risk:

- Proximity = 1 meters
- Prolonged time = 15 minutes and more.
- In the last 7 days
- **Action: Quarantine (sick leave)**

Low Risk

- Proximity = 2 meters
- Prolonged time = less than 15 minutes
- In the last 7 days
- **Action: No need to Quarantine/Test (return to work)**

- Employees identified as close contact to a positive case may return to work after **10** days of quarantine at home or at a quarantine facility.
- Employees must be monitored and report any fever and symptoms.
- Only employees returning to work after testing positive must provide medical proof (**fitness related not COVID test**) that they are fit to work.
- The employer may sponsor the physical medical test costs, where employee is unable to get medical proof.
- It is not required to test all employees if a person tests positive in a facility.
- Visit www.return2work.co.za for advice on workplace preparation and screening template

Sanitizers, disinfectants and other measures

- Ensure that there are sufficient quantities of hand sanitizer (at least 70% alcohol content) available for employees.
- Employees who work away from the workplace, other than at home, must also be provided with hand sanitizer.
- Employees who interact with members of the public must be provided with sufficient supplies of hand sanitizer for themselves and the public.
- Ensure that all work surfaces are disinfected before work begins, regularly during the day and after work ends.
- Ensure that all areas such as toilets, common areas, door handles, and shared electronic equipment are regularly cleaned and disinfected.
- Disable biometric systems or make the COVID-19 proof.
- Ensure there are adequate facilities for hand washing with soap and water; only paper towels for hand drying; employees are required to wash or sanitize their hands regularly while at work; employees interacting with the public must sanitize their hands between each interaction and surfaces with which employees and members of the public come into contact must be regularly cleaned and disinfected.

Cloth face masks

- The purpose of wearing face masks is to reduce the amount of droplets being coughed up by those with COVID-19. It is a mandatory requirement for all persons (including children) to wear a cloth face masks or other item that covers the nose and mouth, when in a public space.
 - Provide all employees with at least two (2) cloth face masks free of charge.
 - It is recommended that N95 masks be reserved for health workers.
 - An employer may provide N95 masks for use in a consumer goods sector provided and depending on the risk assessment determinations in accordance with any sectoral guideline and in the light of the employee's conditions of work and in accordance with any Department of Health guidelines.
 - Inform, instruct and train employees on the correct use of face masks.
- Where possible, make appropriate arrangements for the washing, drying and ironing of facemasks. Alternatively, educate and agree with employees, OHS committee and shop stewards on proper care for cloth masks for wash and ironing at home.

Measures in respect of workplaces to which the public have access

The purpose of these measures is to protect employees and members of the public from being exposed to the Virus through their interaction with each other.

- Depending on what is reasonably practicable –
 - Arrange the workplace to ensure there is a distance of at least one and a half meters between employees and members of the public or put up physical barriers or provide



employees with masks and face shields or visors. *(It is advisable to use face shield/visors in conjunction with cloth facemasks and not on its own)*

- If appropriate, do symptom screening of members of the public entering the premises.
- If appropriate, display notices advising members of the public of the precautions they are required to observe while in the workplace, including hand sanitizing and social distancing.
- Require members of the public to wear face masks whilst in the facility

Ventilation

- Keep the workplace well ventilated by natural or mechanical means.
- Regularly clean and maintain air filters.
- Where possible allow or prepare outside seating for social spaces such as canteens

Small businesses

Businesses with less than 10 employees must take at least the following measures –

- Ensuring social distancing of at least one and a half meters between employees, or erect barriers.
- Ensure that employees that present with symptoms are not permitted to work.
- Contact the COVID-19 hotline on 0800 029 999 for instructions on how to deal with employees who present with symptoms.
- Provide cloth masks or require employees to wear some form of cloth covering over their nose and mouth.
- Provide hand sanitizers or soap and clean water for hand washing and disinfectant for work surfaces.
- Ensure that employees regularly wash their hands.
- Ensure that workstations are regularly disinfected.
- Take any other measures as indicated by the risk assessment.

B. TRANSPORT

- Where possible provide worker transport.
- Where possible implement staggered working hours or shift work, to support social distancing in the workplace and transport provisions.

C. FOOD DONATIONS

This document serves as a **guide for food businesses that are looking to make food donations in the form of food parcels to help address food insecurity in South Africa.** This guidance is based on a **healthy adult's dietary requirements**, given that the food donations are for households and are intended for use for the whole family. It is not intended to meet dietary requirements for specific groups of individuals that have special dietary needs.

Several factors should be taken into consideration when determining what should form part of the food parcel, including:

1. Foods should be nutritious to contribute to the nutrient requirements of the recipients. The South African Food-Based Dietary Guidelines should be used to guide to determine whether a food is nutritious or not and whether a food should be consumed daily or not.

South African Food Based Dietary Guidelines, 2012

- Enjoy a variety of food.
 - Be active!
 - Make starchy foods part of most meals.
 - Eat plenty of vegetables and fruit every day.
 - Eat dry beans, split peas, lentils and soya regularly.
 - Have milk, maas or yoghurt every day.
 - Fish, chicken, lean meat or eggs can be eaten daily.
 - Drink lots of clean, safe water.
 - Use fats sparingly. Choose vegetable oils, rather than hard fats.
 - Use sugar and food and drinks high in sugar sparingly.
 - Use salt and foods high in salt sparingly.
2. The parcel should include items from as many of the food groups as possible to ensure that a variety of foods are provided to help meet the objective of meeting nutrient requirements. It is understood that a food parcel is unlikely to be able to provide all the foods required to meet these requirements due to cost and perishability constraints and that there is debate about whether the parcel should contain more protein-rich items, given that these are generally less affordable than other items. It is also understood that food parcels that are currently made available through the Department of Social Development differ based on the intended purpose and have different Rand values attached to them.
 3. It is recommended that **the rationale for the inclusion of the food items that form part of the parcel are documented** and address the points raised above.
 4. It is recommended that **food parcels are standardised** to ensure that each recipient receives the same donation.
 5. It is advised that any directives, regulations or other requirements outlined by the relevant Government Departments are followed to ensure that **all legal requirements for donations are met and that any donations provide support where it is most needed, avoiding duplication.**

It is recommended that the following process is followed by CGCSA members when wanting to make a food parcel donation through the Department of Social Development:

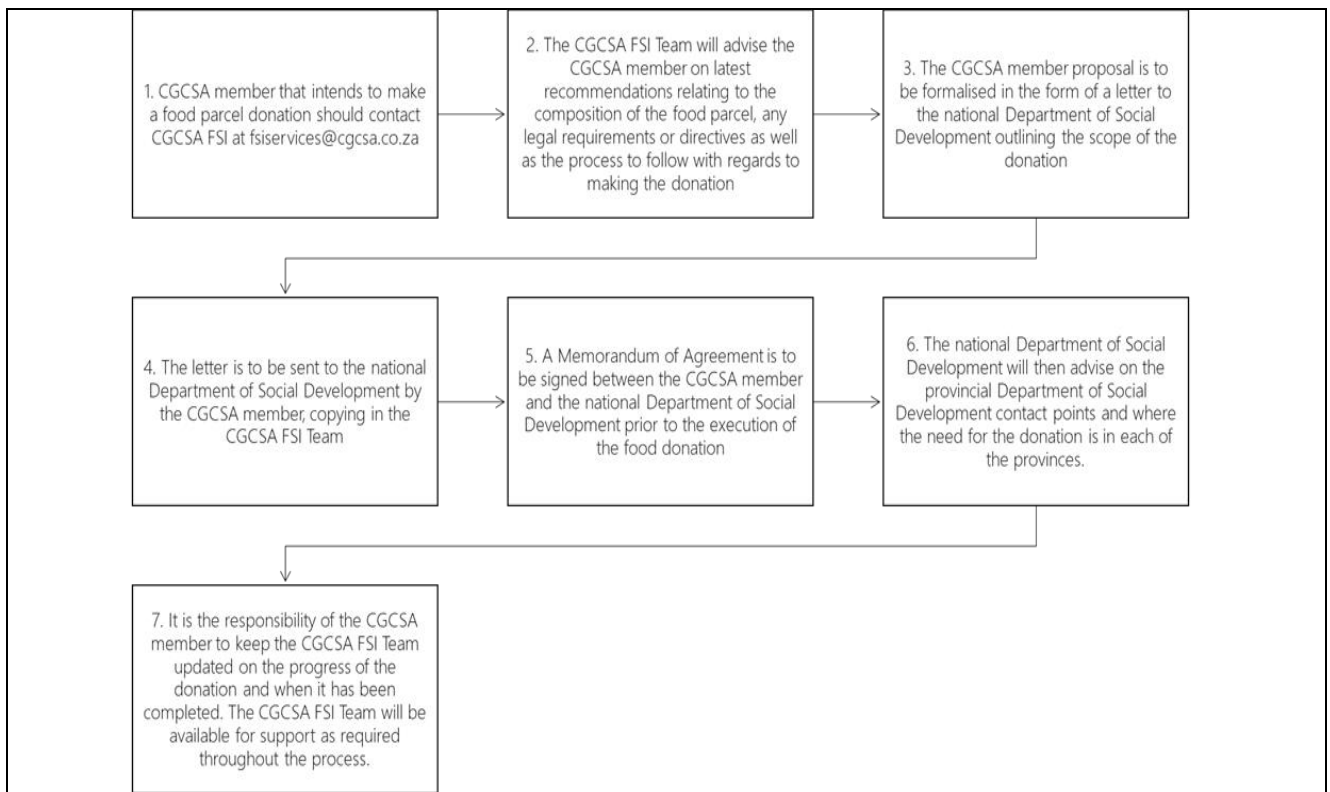


Figure 1. CGCSA FSI member food parcel donation process

- Members will inform the CGCSA for any food donations made for sector data collation and reporting to government.

D. AWARENESS MEDIA

- Marketing messaging will support the efforts of transmission prevention as aligned to the directed issued by government
- Members will as far possible add change behaviour messaging on consumer product labelling in accordance with approved messages from the Department of health:
- Add approved messaging for consumer products
- Members will engage and communicate with consumers on social media platform and cobrand with the CGCSA logo for sector identification.

FREQUENTLY ASKED QUESTIONS:

What is the Novel Coronavirus and COVID-19?

COVID-19 is caused by the 2019 Novel Coronavirus ("Virus"), the most recently discovered coronavirus in a large family of viruses which may cause illness in animals and humans.

What are the symptoms of COVID-19?

The most common symptoms thus far are: fever; cough; sore throat; red eyes; and shortness of breath (difficult breathing). Some patients may also have: body aches; loss of smell and taste; nausea; vomiting; diarrhoea; fatigue; weakness; or tiredness. Other people may develop more severe symptoms, such as pneumonia. People over the age of 60 or with underlying co-morbidities may be more vulnerable to infection.

What are the advised preventative measures?

Frequent hand washing with soap and warm water, alternatively a hand sanitizer with at least 70% alcohol content, good cough and sneezing etiquette, social distancing, and the wearing of appropriate personal protective equipment are currently the best advised preventative measures.

Can COVID-19 be spread through food?

There is currently no scientific or medical evidence that COVID-19 can be spread through food.

¹*"While the first cases probably involved exposure to an animal source, the virus now seems to be spreading from person-to-person. It is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19".*

²*"Experiences from previous outbreaks of related coronaviruses, such as severe acute respiratory syndrome coronavirus (SARS-CoV) and Middle East respiratory syndrome coronavirus (MERS-CoV), show that transmission through food consumption did not occur. At the moment, there is no evidence to suggest that coronavirus is any different in this respect".*

What kind of environmental testing and sanitation is required if employees have tested positive for COVID-19?

¹ National Institute for Communicable Diseases <https://www.nicd.ac.za/diseases-a-z-index/covid-19/frequently-asked-questions/>

² European Food Safety Authority <http://www.efsa.europa.eu/en/news/coronavirus-no-evidence-food-source-or-transmission-route>

Currently there is no evidence of food or food packaging being associated with transmission of COVID-19. Therefore, we do not believe there is a need to conduct environmental testing in food settings for the virus that causes COVID-19 for the purpose of food safety. Cleaning and sanitizing the surfaces is a better use of resources than testing to see if the virus is present.

Facilities are required to use personnel practices that protect against contamination of food, food contact surfaces and packaging and to maintain clean and sanitized facilities and food contact surfaces. Although it is possible that the infected worker may have touched surfaces in your facility, FDA-regulated food manufacturers are required to follow Current Good Manufacturing Practices (CGMPs). Maintaining CGMPs in the facility should minimize the potential for surface contamination and eliminate contamination when it occurs. With the detection of the coronavirus in asymptomatic people and studies showing survival of coronavirus on surfaces for short periods of time, as an extra precaution, food facilities may want to consider a more frequent cleaning and sanitation schedule for high human contact surfaces.

While the primary responsibility in this instance is to take appropriate actions to protect other workers and people who might have come in contact with the ill employee, facilities should re-double their cleaning and sanitation efforts to control any risks that might be associated with workers who are ill regardless of the type of virus or bacteria. For example, facilities are required to maintain clean and sanitized facilities and food contact surfaces.

Source: <https://www.ccof.org/food-safety-age-covid-19-fda-guidance-producers>

What steps must be taken to protect employees and customers against the Virus?

Contact between employees and members of the public should be minimized as far as possible.

All food handlers should practice enhanced hand washing and other personal hygiene etiquette, including for example, washing hands before starting work, regularly during the day, before and after handling food, after handling waste, after cleaning, after using the toilets, after sneezing or coughing, are eating, drinking or smoking, and after handling money.

Avoid touching surfaces that have been touched by customers, including bank cards. Wash hands after collecting dishes and other items that have been handled by customers.

In addition to normal food hygiene and safety standards, all food businesses must comply with the provisions of the Directive:

https://www.gov.za/sites/default/files/gcis_document/202004/43257gon479.pdf

The Directive stipulates specific measures that must be taken by all businesses in order to identify, mitigate and eliminate potential exposure to the Virus in the workplace, as set out in Annexure A hereto.

A useful employee screening info graphic is attached as Annexure B hereto.

Is additional packaging wipe down and sanitation procedures required?

Manufacturers are urged to ensure that their usual cleaning and sanitization programs are strictly followed. There is currently no suggestion that additional sanitization procedures are required during either packing, warehousing or delivery. Products will be handled many times before reaching the consumer and enhanced personal hygiene measures should be implemented throughout the supply chain as the most appropriate measure currently available to ensure the product reaches the shelf without contamination.

What is Personal Protective Equipment (PPE)?

PPE works as a barrier between an individual's skin, mouth, nose, or eyes and viral and bacterial infections. PPE refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.

PPE that is required to be worn in any workplace according to normal food hygiene and safety standards, must continue to be worn.

Additional PPE that is considered necessary for COVID-19 infection control must be worn as appropriate to the assessed risk, the nature of an employee's role and the environment.

Businesses must regularly check the websites of the National Department of Health, the National Institute of Communicable Diseases, and the National Institute for Occupational Health to see whether any additional PPE is required or recommended in any guidelines given the nature of the workplace and the nature of an employee's duties.

Does PPE provide protection against COVID-19?

³ *"When used properly and with other infection control practices such as hand-washing, using alcohol-based hand sanitizers, and covering coughs and sneezes, PPE minimizes the spread of infection from one person to another".*

⁴ *"Transmission of the virus is via respiratory droplets, similar to how influenza and other respiratory pathogens spread. When a person infected with COVID coughs or sneezes, they release droplets of infected fluid. Larger droplets fall on nearby surfaces for example tables, counters in shops, seats in cars/taxi etc. If you touch these surfaces the virus may transfer to your hands, then to mouth, nose or eyes when you touch your face. People may also be infected by breathing in droplets if standing with 1m of infected person. You cannot become infected through your skin".*

⁵ *"Masks may help prevent the transmission of COVID-19 by stopping the spread of respiratory droplets when people talk, sneeze or cough".*

³ Food and Drug Administration <https://www.fda.gov/medical-devices/general-hospital-devices-and-supplies/personal-protective-equipment-infection-control>

⁴ National Institute for Communicable Diseases <https://www.nicd.ac.za/diseases-a-z-index/covid-19/frequently-asked-questions/>

⁵ National Institute for Communicable Diseases <https://www.nicd.ac.za/diseases-a-z-index/covid-19/advice-for-the-public/covid-19-frequently-asked-questions-masks/>

⁶“The decision for employees to wear PPE should be based on the outcome of the risk assessment. These employees should include those are likely to be exposed to suspected cases, symptomatic and those likely to perform aerosol generating procedures”.

Use of Masks

Masks do not replace other protective measures, namely regular hand washing or sanitizing, not touching your nose, mouth or eyes with unwashed hands, coughing or sneezing into a tissue or your elbow, social distancing, and staying at home if unwell. Incorrect use of face masks can provide a false sense of protection.

The Regulations provide that all persons in South Africa (including employees) must wear a cloth face mask or other item that covers the nose and mouth whilst in public.

For additional information on the wearing of face masks see:

<https://www.nicd.ac.za/diseases-a-z-index/covid-19/advice-for-the-public/covid-19-frequently-asked-questions-masks/>.

Use of Gloves

⁷ “Gloves require frequent changing. Thus, every time one touches a potential contaminated surface, their nose, mouth and eyes, the gloves need to be changed. If not changed, this may result in cross contamination”.

Gloves are not a substitute for other protective measures, Employees who are required to wear gloves in accordance with normal food hygiene and safety standards, must continue to do so.

If gloves are considered necessary for COVID-19 infection control purposes, then hands must always be washed after removing gloves. Alcohol based sanitizers should not be applied to gloves as it damages them and increases the risk of contamination.

All used PPE should be disposed of in separate waste containers.

What sectors are currently required to use PPE against COVID-19 infection?

Healthcare workers are required to use appropriate PPE when caring for persons who are at risk of or have a confirmed diagnosis of COVID-19.

Other sectors must base their decision to use PPE on relevant regulatory requirements (including for the food industry any normal food hygiene and safety standards) and the COVID-19 risk assessment and any current advice or guidelines from the Department of Health, the National Institute of Communicable Diseases, and the National Institute for Occupational Health.

⁶ National Institute for Occupational Health <http://www.nioh.ac.za/>

⁷ National Institute for Occupational Health <http://www.nioh.ac.za/>

Any employees required to use PPE must be instructed and trained in the proper use thereof.

Must retailers provide sanitizer at workplace entrances?

The Directive requires retailers to provide sufficient hand sanitizer at each workplace for the use of employees and members of the public.

It is recommended that members of the public are required to sanitize their hands (either with spray or gel sanitizer provided by the business) before entering the premises. Additional sanitizer should be available throughout the premises. Use of spray tunnels and fumigations not recommended by the DoH due to health risks

What measures must be taken for employee using public transport or for whom businesses are providing transport?

All directions issued by the Department of Transport must be adhered to, including social distancing, sanitization, wearing of masks, loading capacity, and hours of operation.

<https://www.transport.gov.za/coronavirus-outbrake-transport-directions>.

How to be sure that the sanitizer or masks that are used meet required standards?

- Face masks should comply with the Guidelines issued by the Department of Trade, Industry and Competition: http://www.thedtic.gov.za/wp-content/uploads/Updated_Recommended_Guidelines_Fabric_Face_Masks.pdf.
- The Disaster Management Directive requires hand sanitizers to have at least 70% alcohol content and to be in accordance with recommendations of the Department of Health.
- Other non-alcohol-based sanitizers and disinfectants may be used, facilities should present the efficacy documents to law enforcement. Organisations are advised to conduct/review risk assessments and select a product based on the need.
- Hand sanitiser and disinfectant products bearing a SABS mark (SANS 490) or those that can provide proof (test/efficacy reports) indicating that their performance comply with a relevant standard should be satisfactory. These documents must be shared with law enforcement as and when required/requested.
- Disinfectants contain chemicals that decontaminate a surface. Disinfectant products selected for use by food retail and manufacturing businesses must be based on the risk assessment as read with their normal food hygiene and safety standards and cleaning requirements.
- Bleach solution may be used for regular surface cleaning

- Sodium hypochlorite solution (Bleach solution) at 0.1% (equivalent to 1000ppm) is the preferred disinfectant
- Freshly diluted bleach must be prepared daily for disinfection (DoH-Limp, 2020)

What steps must be taken in a retail or food manufacturing facility where an employee is diagnosed as COVID-19 positive?

The provisions of section 23 of the Directive must be complied with, including:

- Employees who report or display symptoms associated with COVID-19 or test positive for COVID-19, may not be given access to the workplace. If they are at home they must remain there and seek medical advice. If they are at work they must be isolated, provided with a face mask, assisted with transport (insofar as necessary) to return home, and advised to seek medical advice.
- The Department of Health must be informed of all COVID-19 positive employees through the COVID-19 hotline on 0800 029 999.
- Inform the Health and Safety Committee representatives, employees, shop stewards and union (if applicable).
- Assess the risk of transmission, disinfect the area and the infected employee's workstation, and refer other employees at risk of infection for screening and, if necessary, testing.
- Employees who are assessed as high risk of possible infection following contact with an infected person, must self-isolate at home for a minimum of 10 days and until cleared by a doctor to return to work (physical health check, no need for a second covid-19 test).
- If it is necessary to close a retail store or manufacturing facility (or any part thereof) for purposes of disinfecting, then do so.
 - Facility may be opened once decontamination has been undertaken, area ventilated and safe to open, document accordingly.
 - In the case where an official directs closure of a facility, the official will be responsible for granting permission to allow the facility to reopen. Keep officials informed at all times, where no communication is received 24 hrs after decontamination, the facility may be opened without the official.
 - Assistance can be sought through the COVID-19 hotline on 0800 029 999 or from local Environmental Health Practitioners.

Other useful websites

World Health Organization:

<https://www.who.int/>

file:///C:/Users/vivienc/Downloads/WHO-2019-nCoV-Food_Safety-2020.1-eng.pdf

Department of Health: Guidelines and other documents

<http://www.health.gov.za/>

<http://www.health.gov.za/index.php/outbreaks/145-corona-virus-outbreak/465-corona-virus-outbreak>

The National Institute for Occupational Health:

<http://www.nioh.ac.za/>

<https://www.nioh.ac.za/?s=covid-19>

National Institute for Communicable Diseases:

<https://www.nicd.ac.za/>

<https://www.nicd.ac.za/diseases-a-z-index/covid-19/covid-19-guidelines/>

National Department of Employment and Labour:

<http://www.labour.gov.za/>

National Government Coronavirus website

<https://www.gov.za/Coronavirus>

Business for South Africa (B4SA):

<https://www.return2work.co.za/additional-resources/>

Consumer Goods Council of South Africa (CGCSA)

<https://www.cgcsa.co.za/covid-19/>

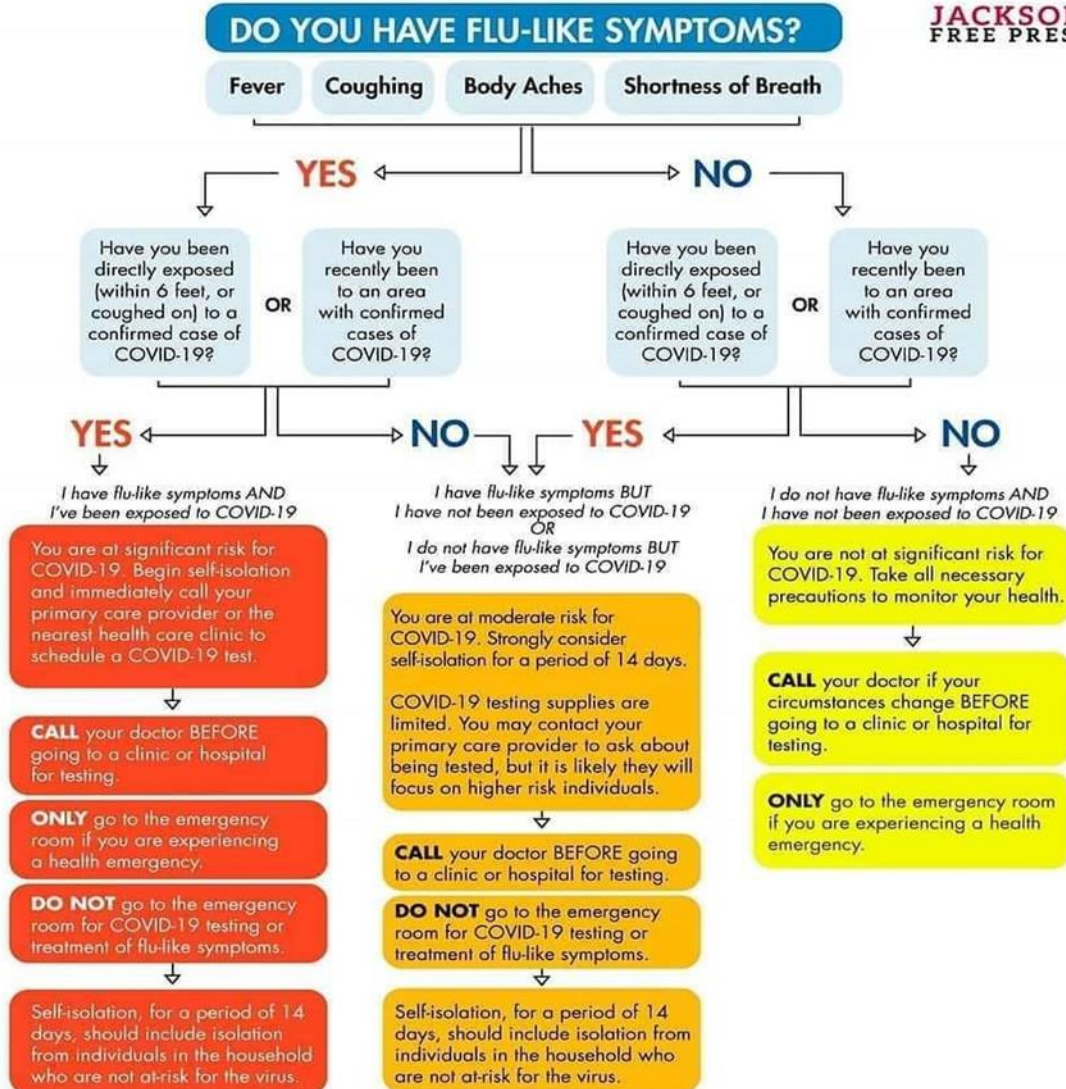
Who to contact for more information?

- There is no specific government contact point for the food industry.
- The public COVID-19 hotlines are through the National Institute for Communicable Diseases on 0800 029 999 and 0800 111 132.
- Contact details for the Provincial CDC Directorate, Port Health and Environmental Health are attached in **Annexure C** hereto.
- Contact details for the South African Local Government Association and a list of officials to contact for Municipal Health Services matters are attached in **Annexure D** hereto.
- The CGCSA may be contacted via info@cgcsa.co.za



ANNEXURE A: EMPLOYEE SCREENING FLOW CHART

JACKSON
FREE PRESS



SOURCE: MSDH and the CDC

Practice heightened hygiene standards.

WASH YOUR HANDS regularly, and always after public exposure or contact. 20 seconds of handwashing (sing happy birthday twice) is required for effective cleansing of COVID-19. If soap and water is unavailable, hand sanitizer with a minimum 60% alcohol content is the next best thing.

PRACTICE SOCIAL DISTANCING. Keep your distance from others, avoid shaking hands, and take care to avoid public surfaces and objects, such as in public bathrooms.

AVOID LARGE GATHERINGS where possible. Gatherings of over 250 people especially should be reconsidered while the spread of the virus is being assessed.

ANNEXURE B: PROVINCIAL COMMUNICABLE DISEASE CONTROL DIRECTORATE AND PORT HEALTH AND ENVIRONMENTAL HEALTH CONTACTS

Provincial Communicable Disease Control Directorate			
Eastern Cape	Thomas Dlamini Nosimphiwo Mgobo	thomas.dlamini@echealth.gov.za Nosimphiwo.Mgobo@echealth.gov.za	083 378 0189 060 579 9027
Free State	Dikeledi Baleni Babsy Nyokong	balenid@fshealth.gov.za nyokongb@fshealth.gov.za	083 757 8217 082 463 7499
Gauteng	Chika Asomugha Caroline Kesebilwe	Chika.Asomugha@gauteng.gov.za Caroline.kesebilwe@gauteng.gov.za	082 330 1490 083 490 8165
KwaZulu-Natal	Premi Govender	premi.govender@kznhealth.gov.za	071 609 2505
Limpopo	Marlene Freda Ngobeni Mashudu P. Mudau	Marlene.Ngobeni@dhsd.limpopo.gov.za Prudence.Mudau@dhsd.limpopo.gov.za	079 491 1909 071 678 3864
Mpumalanga	Mandla Zwane Hluphi Mpangane	MandlaZw@mpuhealth.gov.za hluphim@mpuhealth.gov.za	082 229 8893 076 522 8511 / 013 766 3411
North West	Chriseldah Lebeko	clebeko@nwpq.gov.za	082 421 7985
Northern Cape	Gloria Hottie	hottieg@webmail.co.za	072 391 3345 / 053 830 0529
Western Cape	Charlene Jacobs	Charlene.Jacobs@westerncape.gov.za	072 356 5146 / 021 483 9964
Port Health and Environmental Health			
Central Region (Gauteng, Free State, Northern Cape)	Funeka Bongweni	Funeka.Bongweni@health.gov.za	012 395 9728 060 993 0107
Northern Region (Limpopo, Mpumalanga, North West)	Ockert Jacobs	Ockert.Jacobs@health.gov.za	012 395 9417 082 372 0556
Coastal Region (KwaZulu-Natal, Northern Cape, Western Cape)	Antoinette Hargreaves	Antoinette.Hargreaves@health.gov.za	031 301 0381 083 460 0935

ANNEXURE C: SALGA LIST OF MANAGERS/ MUNICIPAL ENVIRONMENTAL HEALTH SERVICES

PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
EASTERN CAPE	CHRIS HANI DM	Siyabulela Vellem	Manager Municipal Health	svellem@chrishanidm.gov.za 045 807 9400 076 631 3107
		Vuyeka Banisi	Manager Municipal Health Services	vbanisi@chrishanidm.gov.za 084 502 3121
	NELSON MANDELA BAY METRO	Dr Patrick Nodwele	Director Municipal Health Services	pnodwele@mandelametro.gov.za 079 490 0361
	SARAH BAARTMAN DM	Kelello Makgoka	Manager: Environmental Health Services	kmakgoka@sbdm.co.za 063 059 2244
	BUFFALO CITY METRO	Andile Falati	Programme Manager: Municipal Health Services	AndileF@buffalocity.gov.za
ALFRED NZO	Tembisa Manciya	Manager Municipal Health Services	ManciyaT@andm.gov.za 071 604 2423	



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
	AMATHOLE	Yolisa Mniki	Director Community Services (no MHS Manager)	yolisam@amathole.gov.za 072 373 3045
EASTERN CAPE	JOE GQABI	Malefu Saule	Manager: Municipal Health Services	malefu@jgdm.gov.za 072 301 2498
	O.R. TAMBO	Sabelo Mkentane	Manager: Municipal Health Services	tandiemkentane@yahoo.com 060 452 4533
FREESTATE	THABO MOFUTSANYANA DM	Pierre Swart	Manager Municipal Health	pierre@tmdm.gov.za 058 718 1006 084 513 3100
	FEZILE DABI DM	Andre van Zyl	Manager: Municipal Health Services	andrevz@feziledabi.gov.za 016 970 8600 082 293 8901
	MANGAUNG METRO	Nozenziwe Moroka	Acting Manager: Environmental Health	nozenziwe@mangaung.co.za/ nozenziwe.moroka@mangaung.co.za 051 400 5343 083 977 1241
	LEJWELEPUTSWA DM	Mr Dewald Kirsten	Manager: Municipal Health Services	dewald@lejwe.co.za 057 391 8959 083 774 7979
	XHARIEP DM	Me Morakane Keswa	Manager Environmental Health	xhariepehp@gmail.com 072 147 8618



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
GAUTENG	CITY OF TSHWANE	Jerry Motsamai	Director Municipal Health Services	jerrym@tshwane.gov.za 082 255 0248
	CITY OF JOHANNESBURG	Peter Manganye	Director Environmental Health	PeterManganye@joburg.org.za 082 461 8273
GAUTENG	CITY OF EKURHULENI	Jerry Chaka	Divisional Head: Environmental Health	Jerry.Chaka@ekurhuleni.gov.za 082 454 7090
	SIDIBENG DM	Zies van Zyl	Manager Municipal Health	ZiesvZ@sedibeng.gov.za 082 905 6004
	WESTRAND DM	Themba Makhoba	Manager Municipal Health	tmakhoba@wrdm.gov.za 071 351 0331
LIMPOPO	SEKHUKHUNE DM	Bridget Pilusa	Manager Municipal Health Services	pilusab@sekhukhune.gov.za 083 399 5105
	VHEMBE DM	Michael Mukwevho	Manager Municipal Health services	mukwevhon@vhembe.gov.za 083 276 3649
	MOPANI DM	Dumisani Shitlhangu	Director: Community Services	shitlhangu@mopani.gov.za 083 276 3649
	WATERBERG DM	Tebogo Tshabalala	Head: Health Services	ttshabalala@waterberg.gov.za (014) 718-3327 0810465477



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
	CAPRICORN DM	Patience Mboweni	Manager: Municipal Health Services	mbowenip@cdm.org.za 073 003 3396
KWAZULU-NATAL	UMGUNGUNDLOVU DM	Sbusiso Mkhize	Manager: Municipal Health Services	Sibusiso.mkhize@umdm.gov.za 082 801 8099
KWAZULU-NATAL	AMAJUBA DM	Bhekani Mhlungu Sibogile Mdakane		083 713 9023 bhekanim@amajuba.gov.za 073 281 9041 sibongilem@amajuba.gov.za
	NEWCASTLE LM	Bhekani Mswane Siya Zuma		082 904 0333 simphiwe.mzila@newcastle.gov.za 072 109 3013 siyaz@newcastle.gov.za
	eTHEKWINI METRO	Nono Lugongolo Sanjay Naraindass		073 177 5341 Nono.Lugongol@durban.gov.za 073 922 9813 SANJAY.Naraindass@durban.gov.za
	HARRY GWALA DM	E M V Mlomo Bulelwa Mchunu		060 437 3283 moloe@harrygwaldm.gov.za 072 109 3013 mchunum@harrygwaldm.gov.za
	iLEMBE DM	Zweli Khawula		082 577 7400



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
				Zweli@ilembe.gov.za
	UGU DM	Vella Gramoney	Manager: Municipal Health	083 370 6715 Vella.gramoney@ugu.gov.za
	UMSUNDUZI LM	Clive Antony	Manager: Municipal Health	083 577 9171 Clive.antony@umsunduzi.gov.za
	Umzinyathi DM	S E Malinga		072 358 7354 malingas@umzinyathi.gov.za
KWAZULU-NATAL	UTHUKELA DM	D Ramlingum		082 802 1630 dan@uthukeladm.co.za
	KING CETSWHAYO DM	B Dlamini M J Radebe Z mnguni		072 771 6119 dlaminib@kingcetshwayo.gov.za 083 625 0584 radebej@kingcetshwayo.gov.za 035 787 2682 mnguniz@kingcetshwayo.gov.za
	ZULULAND DM	M E Dlamini		076 663 7993 mdlamini@zululand.org.za
	uMKHANYAKUDE DM	Bheki Makhoba Mlungisi Mbambo		060 960 9375 makhobab@ukdm.gov.za 060 960 9364 mlungisim@ukdm.gov.za
MPUMALANGA	GERT SIBANDE DM	Dan Hlanyane	SENIOR MANAGER MHS & ENVIRONMENTAL HEALTH SERVICES	dan.hlanyane@gertsibande.gov.za 082 904 0736



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
	EHLANZENI DM	Esther Mahlalela	Senior Manager: Municipal Health Services	emahlalela@ehlanzeni.gov.za 060 508 8276
	Nkangala DM	Solly Links	Nkangala DM	linkss@nkangaladm.gov.za 072 075 1738 013 249 2161
NORTHWEST	BOJANALA PLATINUM DM	Nozi Masekwane	Bojanala Platinum D M	nozim@bojanala.gov.za 082 806 4345
NORTHWEST	NGAKA MODIRI MOLEMA DM	Kgatlane Moleofane	Manager Municipal Health Services	mleofanek@nmmdm.gov.za 082 281 5540
	Dr KENNETH KAUNDA DISTRICT MUNICIPALITY	Mr Tumelo Mosebi	Acting Director Environmental health Services	mosebit@kaundadistrict.gov.za 073 026 3374
	Dr RUTH SEGOMOTSI MOMPATI DISTRICT MUNICIPALITY	Mr Bos Mosiapoab	Manager Municipal health Services	mosiapoab@bophirima.co.za 082 866 8923 053 928 4700
NORTHERN CAPE	SOL PLAATJIE LM	Keith Williams	Senior Manager: Municipal Health	KWilliams@solplaatje.org.za 053 830 6605 082 337 4475
	PIXLEY KAS SEME DM	Mashudu Makoma	Manager Municipal Health	mashudulucy@gmail.com 053 631 0891 079 438 3507
	NAMAKWA DM	Denver Smith	Manager: Municipal Health Services	denvers@namakwa-dm.gov.za 084 216 9911



PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
	JOE TAOLO GAETSEWE DM	JOHNY SWART	Manager: Municipal Health Services	swartj@taologaetsewe.gov.za 082 593 1331
	FRANCES BAARD DM	Kenneth Lucas	Manager: Municipal Health Services	Kenneth.lucas@fbdm.co.za 082 309 4870
	ZF MGCAWU DM	Godfrey Kuun	Manager: Municipal Health Services	gkuun@zfm-dm.gov.za 082 323 1468
NORTHERN CAPE	GAMAGARA LM	Pierre Burger	Senior EHP	pierreb@gamagara.gov.za 084 090 6650
WESTERN CAPE	EDEN DM	Clive Africa	Executive Manager: Community Services	clive@edendm.gov.za 061 445 3012 044 803 1300
	WEST COAST DM	Nico de Jongh	Manager: Municipal Health Services	ndejongh@wcdm.co.za 082 567 6654
	CAPE WINELANDS DM	Randal Humphreys	Deputy Director: Municipal Health Services	humphreys@capewinlands.gov.za 082 824 2010
	CENTRAL KAROO DM	Gerrit Van Zyl	Manager: Environmental Health Services	gerrit@skdm.co.za Tel: 023 449 1000
	CITY OF CAPETOWN	DR Andile Zimba	Manager: Municipal Health Services	Andile.zimba@capetown.gov.za 084 627 2425

PROVINCE	DISTRICT/METRO	NAME OF THE OFFICIAL	DESIGNATION	CONTACT DETAILS
SALGA	South African Local Government Association SALGA	Mr. Sikhetho Nector Mavundza	Specialist: Municipal Health	smavundza@salga.org.za Tel: 012 369 8000 Cell: 082 644 8276

ANNEXURE D: DEPARTMENT OF LABOUR AND EMPLOYMENT CONTACTS

Submission of Risk Assessment: Provincial Chief Inspector

Department of Labour and Employment Contact Details
<http://www.labour.gov.za/Contacts/Provincial-offices>

Please note: This sector guidelines was developed by the Consumer Goods Council of South Africa and its members in accordance with the directives under the Disaster Management Act with the purpose to prevent further covid-19 transmissions in the sector to save lives and protect livelihoods. The CGCSA is a voluntary industry association and acts on an advisory and support basis. Further unauthorised distribution is prohibited.

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