 Eskom	<p align="center">Work Instruction</p>	<p align="center">Generation Peaking Ingula Pumped Storage</p>
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Area of Applicability: **Eskom Ingula Pumped
Storage Scheme**


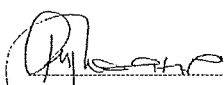


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1. Introduction

Coronavirus are a large family of viruses that cause illness ranging from the common cold to more severe diseases like pneumonia, Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Coronavirus Disease of 2019 (COVID-19) is an infectious disease caused by a new type of coronavirus transmitted through the spread of infected droplets, which can remain on surfaces for up to an average period of two hours within 1m to 2,5m distances from the source. The virus is predominantly transmitted through coughing, sneezing, exhaling with an open mouth and touching one's face, an infected person or contaminated surfaces. Ingula Pumped Storage Scheme (IPSS) is committed to make valuable contribution in preventing and containment of COVID-19 while Employees are working and/or travelling to and from site. Moreover, IPSS strives to support, protect and empower employees while managing exceptional customer satisfaction and operational performance of the organisation.

2. Supporting Clauses

2.1 Scope

This document outlines a return to work process during COVID-19 pandemic period.

2.1.1 Purpose

To protect, empower, manage the health and safety of personnel effectively during COVID-19 pandemic period.

2.1.2 Applicability

This document is applicable to all personnel who are working and travelling to or from Ingula Pumped Storage Scheme.

2.1.3 Effective date

The effective date of this document is on the same date as the date of the authoriser indicated on the cover page of this document.

2.2 Normative/Informative References

2.2.1 Normative

- [1] ISO 9001 Quality Management Systems
- [2] Public Finance Management Act 1 of 1999
- [3] 240-62196227 The Eskom Life Saving Rules
- [4] 32-727 Safety, Health, Environment and Quality (SHE) Policy

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- [5] 240-51017584 P&SCM Documentation Management Procedure
- [6] Disaster Management Act -Regulation issues in terms of Section 27(2) of the Disaster Management Act, 2002.No. R.480, 29 April 2020
- [7] 240-1546211757 Guideline for human body temperature measurement devices
- [8] 240-155373927 Eskom COVID-19 Health and Safety Policy Statement
- [9] COVID-19 Eskom Employee Engagement Toolkit
- [10] COVID-19 Occupational Health and Safety measures in workplaces, COVID-19 (C19 OHS), 2020. Department of Employment and Labour
- [11] 240-155326818 Vulnerable groups of employees

2.2.2 Informative

- [12] Message from the Group Chief Executive and Updated Engagement Toolkit
- [13] Update Eskom Response Plan
- [14] Eskom internal communications.
- [15] Eskom COVID-19 Awareness Site

2.3 Definitions

- (a) **Casual Contact** – refers to a person who has been near a person with **COVID-19** while they were infectious but who is at lower risk of being infected than a close contact. During their interaction, both persons adhered to the COVID-19 requirements e.g. wearing of a three layered face mask, regular washing of hands with soap or using sanitizers, maintaining of social distance etc.
- (b) **Cleaning** – refers to removal of dirt or contaminants with soap and water on objects, surfaces and vehicles.
- (c) **Close contact** – refers to a person who had face-to-face contact within 1 metre or were in enclosed space for more than 15 minutes with a person with COVID-19. This contact happened while the person with COVID-19 was still infectious. Also, during the face-to-face contact, both persons were not adhering to the COVID-19 requirements e.g. wearing of a three layered face mask, regular washing of hands with soap or using sanitizers etc.
- (d) **Coronaviruses (COVID-19)** - are a large family of viruses that cause illness ranging from the common cold to more severe diseases like pneumonia, MERS and SARS.
- (e) **COVID-19 Vaccine** - is a vaccine intended to provide acquired immunity against COVID-19
- (f) **Confirmed COVID-19 case** - is a person with a positive laboratory confirmation of SARS-CoV-2 infection, irrespective of clinical signs and symptoms.
- (g) **Disinfection / Sanitization** – using chemicals to kill germs on surfaces, objects or vehicle
- (h) **Employee vulnerable to COVID-19** is a person who due to their health and medical conditions is at high risk of contracting COVID-19.

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- (i) **Isolation** – a process that separates sick people with a contagious disease from people who are not sick.
- (j) **Isolation Room** – a room on site that is available for persons who may show signs of COVID-19 and need to be isolated while waiting to be transported to the nearest medical facility.
- (k) **Isolation Bathroom** – bathroom(s) on site designed for persons who may show signs of COVID-19 and has been isolated in the Isolation Room while waiting to be transported to the nearest medical facility.
- (l) **Pandemic** – declaration done by the World Health Organization when a new disease for which people do not have immunity spreads around the world beyond expectations.
- (m) **Quarantine** – a process that separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. Medical Health Practitioners recommends a quarantine period of a minimum of fourteen (14) days.
- (n) **Screening** - is a series of questions that are asked and to scan a person's forehead for body temperature to determine a person's risk for COVID-19. Screening includes body temperature, questions about symptoms being experience, travel history in recent weeks and exposure to someone who has been confirmed to have COVID-19. After screening is conducted, a decision is made on whether or not a person should gain access to site.
- (o) **Site** – Premises at Ingula Pumped Storage Scheme.
- (p) **Social Distancing** - deliberately increasing the physical space between people to avoid spreading of COVID-19. Staying at least six feet (2m) away from other people to lessen the chances of catching COVID-19.
- (q) **Testing** - conducting laboratory analysis to identify COVID-19 in respiratory specimens. Such tests are conducted by the Medical Practitioners at the designed laboratory in Lenmed La Verna Private Hospital.
- (r) **Vehicle(s)** – including Eskom cars, Scheme cars, Eskom subsidiary cars used by Eskom Guardians.

2.4 Abbreviations

Abbreviation	Explanation
EAP	Eskom Assistance Program
COVID-19	Coronavirus Disease of 2019.
MERS	Middle East Respiratory Syndrome
SARS	Severe Acute Respiratory Syndrome

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2.5 Roles and Responsibilities

(a) Plant Manager

- Ensure compliance with Clauses 16.5 and 16.6 of the Directive: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020.
- Manage and address employee or workplace representative concerns and to keep them informed and, in any workplace in which a health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken
- Ensure that measures required by the Directive: COVID-19 Occupational Health and Safety Measures in workplaces COVID-19 (C19 OHS), 2020 and its risk assessment plan are strictly complied with through monitoring and supervision.
- Submit a written report on the level of compliance with the Directive: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020 and the risk assessment plan as well as include the measures to be taken to rectify non-compliances identified.
- Adhere to social protection measures and instructions provided by Eskom.
- Monitor and follow national advice from National, Local and Eskom authorities.
- Ensure efficient communication is managed at workplace.
- Conduct or Review site specific risk assessments, take necessary measures to mitigate these risks and ensure that is submitted to H&S Committee and DEL
- Effectively manage the COVID-19 pandemic as per Eskom procedures and guidelines.
- Strengthen occupational safety and health measures, including with guidance and training on occupational safety and health and hygiene.
- Encourage employees to seek appropriate medical care and support from Eskom Assistance Program (EAP).
- Convene daily-site meetings with respective stakeholders.
- Chair daily meetings for review and monitor progress in terms of safety compliance.
- Ensure that measures required by OHS COVIS-19 Directive and its risk assessment plan are strictly complied with
- Ensure workplace is well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load
- Provide information, instruction and training on COVID-19 management.

(b) Line Managers/Supervisors

- Adhere to social protection measures and instructions provided by Eskom.
- Provide and maintain, as far as reasonable practicable, a working environment that is safe and poses no risks to the health of employees.

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- Conduct COVID-19 induction to all employees when returning to work prior to resuming their normal duties.
- Ensure that workplace support measures are available to all.
- Ensure efficient communication is managed at workforce.
- Conduct or Review department risk assessments and take mitigation measures promptly.
- Review existing workplace policies to ensure sufficient support is provided to employees.
- Combat discrimination and social stigma at work by supporting training, and confidential and safe reporting mechanisms.
- Effectively manage the COVID-19 pandemic as per Eskom guidelines
- Provide hygienic products to combat the spread of COVID-19.
- Provide appropriate Personal Protective Equipment (PPE) and ensure compliance.
- Encourage employees to seek appropriate medical care and support employees coping with stress through Eskom Assistance Program (EAP).
- Make necessary arrangement with Contract Management if disinfection cleaning of work-area is required.
- Arrange with Contract Management Manager to disinfect and deep clean the isolation room after use.
- Establish the possibility of securing additional vehicles, hiring additional vehicles, employees using personal vehicles or keep 50% shift at work and other shift to remain at home on a rotational basis.
- Arrange with Contract Manager for additional office space.
- Arrange with IT for additional desktops or laptops if required.
- Initiate emergency procurement order as per 32-1034 Eskom Procurement and Supply Chain Management Procedure when the COVID-19 is contacted at workplace to ensure that the sections are disinfected.
- Identify statutory and mandatory training needs in their respective departments.
- Ensure that employees are informed, instructed, trained on correct use of PPE.

(c) Contract Management Manager

- Manage the disinfecting, normal and deep cleaning routines on site.
- Keep Suppliers informed on COVID-19 processes, standards and procedures at IPSS.
- Ensure Suppliers adhere to the Return to Work during COVID-19 Pandemic procedure.
- Co-ordinate the procurement process of the appropriate PPE and hygiene products with the National contract to control the spread of COVID-19.

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(d) COVID-19 Compliance Officer

- Ensure that the COVID-19 prevention measures are complied with as set out in the Directive: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020.
- Ensure that the COVID-19 health and hygiene protocols at the workplace are complied with.
- Ensure that the workplace plan is complied with.
- Ensure that the designation as the Compliance Officer is displayed in visible areas in the workplace or is communicated to employees.
- Submit written reports on the level of compliance with the Directive: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020; the COVID-19 health and hygiene protocols at the workplace and the workplace plan.
- Submit a written report of measures to be taken to rectify non-compliances identified.

(e) Employees

- Attend COVID-19 induction when returning to work, prior to resuming to normal duties.
- Adhere to all COVID-19 measures implemented by Government and Eskom.
- Conduct self-screening daily before coming to work, if you are sick do not come to work, seek medical advice and inform your manager.
- Consults the Line Manager and Medical Health Practitioner prior to return to normal routines at work.
- Take reasonable care for their own health & safety and that of other persons who may be affected on site.
- Report any incident or conditions linked to COVID-19 that poses a threat to personnel.
- Use appropriate Personal Protective Equipment provided
- Keep workstations (frequently touched objects/ equipment) clean and sanitized at all times.
- Make necessary arrangement with Contract Management department if disinfection or routine cleaning of Eskom vehicles is required.
- Report any incident or conditions that may pose as a threat with regards to COVID-19 on site.
- Guard against discriminating others who may be infected or affected.
- Comply with measures introduced by the Employer as required by OHS Act, Government Directive and/or Eskom.

(f) Material Management Department

- Manage adequate stock level of PPE and hygiene products (including the disinfection products).

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- Ensure that all PPE and hygiene products are purchased promptly.

(g) Protection Security Department

- Conduct thermal body and questionnaire screening at the access gate (s) to all personnel who are entering site.
- Manage the access key to the Isolation room and Isolation Bathroom.

(h) Senior Occupational Health Practitioner

- Provide medical advice to personnel.
- Provide assistance for medical surveillance or screening for employees who suspect to be infected with COVID-19.
- Provide adequate training and awareness sessions to all personnel.
- Prepare and keep up the isolation area.
- Assist in identifying vulnerable groups of employees as per document 240-155326818.

(i) SHERQ Department

- Review all COVID-19 Risk Assessments and ensure COVID-19 compliance to mitigation actions identified.
- Manage adequate stock level of PPE and hygiene products in the Isolation Room.
- Conduct daily routines in the Isolation Room to ensure compliance.
- Label all the medical waste bins with COVID-19 signage.
- Manage the handling and disposal of medical waste bins on site.

(j) Stakeholder and Communication Department

- Manage strong and sustainable COVID-19 communications with stakeholders on site.

(k) Training Department

- Develop and communicate a training plan based on the needs identified by departments.
- Ensure hygiene precautions are adhered to during training durations.

2.6 Process for Monitoring

The effectiveness and relevance of this document will be

- Audited every year or as and when required.
- Reviewed quarterly by SHERQ department to ensure compliance.

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2.7 Related/Supporting Documents

Not Applicable.

3. Return to Work Process

Eskom Guardians are encouraged to empower themselves with accurate and reliable information to avoid undue panic and manage the risk of exposure during the COVID-19 pandemic.

3.1 Resuming Work During COVID-19 Pandemic

- The COVID-19 induction packages will be distributed to Line Managers/Supervisor to conduct induction to their respective department(s).
- All personnel shall attend the COVID-19 safety induction prior to reporting to their normal duties on site.
- COVID-19 safety inductions shall be conducted virtually and/or in small groups (maximum of seven people) to ensure that social distancing is observed.
- The induction is intended to support line managers and team leaders as they connect with and engage employees returning to work as the COVID-19 lockdown are being eased.
- This will ensure that all personnel are empowered, aligned and are able to act responsibly in accordance with the Eskom Response Strategy.
- All departments shall develop and communicate a weekly roster to all stakeholders on how their team members will be reporting for duty on site during the pandemic.

3.2 Signs and Symptoms of COVID-19

Common symptoms for COVID-19 are fever (body temperature higher than 38°C), tiredness, dry cough, aches, pains, nasal congestion, eye pain, lack of taste and smell, runny nose, sore throat and diarrhoea.

3.3 Travelling Guideline

Vehicles loading capacity shall be determined by the site COVID-19 risk assessment as a mitigation measure of the spread of the virus. For example:

- The 50% of vehicle loading capacity means a vehicle licensed to carry up to four (4) passengers is only permitted to carry one (1) passenger and the driver, A ten-seater bus (Combi) shall carry five people including a driver and A single cab bakkie shall carry one person (driver only).

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- All COVID-19 requirements should be adhered to in order to limit exposure of transmission.

Adhere to travelling and maintain social distancing, the following rules shall be considered:

- All vehicles shall be sanitized daily when people get off on site (Ingula) and Distribution parking (Ladysmith town).
- All persons shall wear the three layered face masks and sanitize their hands before getting into the vehicle.
- Vehicle windows shall always be kept open when in use by employees.
- When collecting equipment or materials from Suppliers, the equipment and material packages should be sanitized prior to storage. There Supplier collection form should always be completed in full when spares or goods are collected from Suppliers.
- Be your brother's keeper.

3.4 To maintain social distance while travelling

The following options were investigated and recommended as the most suitable option using cost comparison feasible study.

- Option A: To lease with fleet to establish the possibility of securing additional vehicles. This option was eliminated since Fleet Department does not have additional vehicles available to cater for this pandemic.
- Option B: To investigate the possibility of hiring additional vehicles. See cost comparison study in table 1.
- Option C: To investigate the possibility of employees using personal vehicles. See a cost comparison study in table 1.
- Option D: Staggering starting and knock off times to minimise risk of transport social distance violation. This option was eliminated since it will require additional vehicles and drivers for travelling.
- Option E: To keep 50% shift at work and other shift to remain at home on a rotational basis. This is currently in place and effective, however it will be reviewed as the lockdown levels are eased.
- Option F: Consider shift work – 8 hours day/night shifts. This option was eliminated due to overtime management.

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<p>Option B. Hire four Minibus Combis</p> <p>Monthly rental is R30 000 per kombi. Total per month (4 x 30 000) = R120 000. NB : This will only accommodate 20 employees as per the agreed loading capacity.</p> <p>Therefore, cost for this option is <u>R120 000</u> a month.</p>	<p>Option C. Employees using private vehicles</p> <p>To and from site 100km a day Rate per km (3.18 x 100) = R318/day R318 x 5 = R1 590/week R1 590 x 4 = R6 360/month</p> <p>Now the benchmarked figure or amount for employee travelling allowance is R3400.00 per month.</p> <p>Consider of number of employees: (20 x 3400) = R68 000.</p> <p>Therefore, cost for this option is <u>R68 000</u> a month.</p>
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Table 1: Cost comparison on the preferred or viable options.

3.5 Communication

- All personnel are prohibited to distributed unlawful or unverified information about COVID-19.
- Only information from Eskom communication channels shall be shared to personnel.
- Fake news distributed shall be reported immediately to the Line Manager/Supervisor.

3.6 Disposal of PPE

- PPE provided for COVID-19 containment shall be disposed in the designed medical bins provided on site.
- PPE shall not be left on the table, vehicle, work area (plant) or lying on the floor.
- Medical waste will be handled as per medical waste disposal procedure.

3.7 Respiratory Hygiene Precautions of preventing the spread of COVID 19

There is no cure for COVID-19, IPSS is committed in putting hygiene precaution measures to contain Covid-19 pandemic.

- Stay at home when feeling sick.
- Practice Hand hygiene: (No shaking of hands, frequent washing of hands with soap and water for 20 seconds and using a Hand sanitizer)
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Practice respiratory etiquette (do not cough into your hands, cough in bent elbow or tissue and dispose the used tissue appropriately).

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- Notify the Line Manager or Supervisor immediately when developing symptoms at work and adhere to 3.11 of this document.
- Physical (social) distancing of two meters (2m) should be practiced at all times.
- Sanitization of frequently touched objects, surfaces and use of common facilities.
- Wearing of three layered face mask in public and when travelling to and from site as identified in a Risk Assessment process.
- Social distance to be maintained while using common facilities.
- Always sanitize before and after use of common appliances (Kettle, Microwave, Fridge handle, Cupboard doors and handle, Printers, PC's and Workstations).
- Ensure that hands are washed or sanitized after handling shared documents e.g. files, Permit to Work, money, work orders, spares etc.
- Consult a Medical Practitioner on how best to boost the immune system and well-being.

3.8 Management Isolation Room and Bathroom

- The Isolation Room and Isolation Bathroom shall be clearly marked and visible to all personnel. Also, the facilities shall be used for COVID-19 management only.
- The Isolation Room and Isolation Bathroom shall be equipped with appropriate PPE and hygiene products.
- The Isolation Room and Isolation Bathroom shall be cleaned and/or disinfected after use provided there was a COVID-19 case present in those rooms.
- All personnel who develop symptoms of COVID-19 on site shall be moved to the Isolation Room while waiting for the medical advice.
- It is the responsible of the Line Manager/Supervisor for the affected employee to arrange for disinfection and deep cleaning of the Isolation Room with the Contract Management Manager.

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3.9 Process of testing for COVID 19

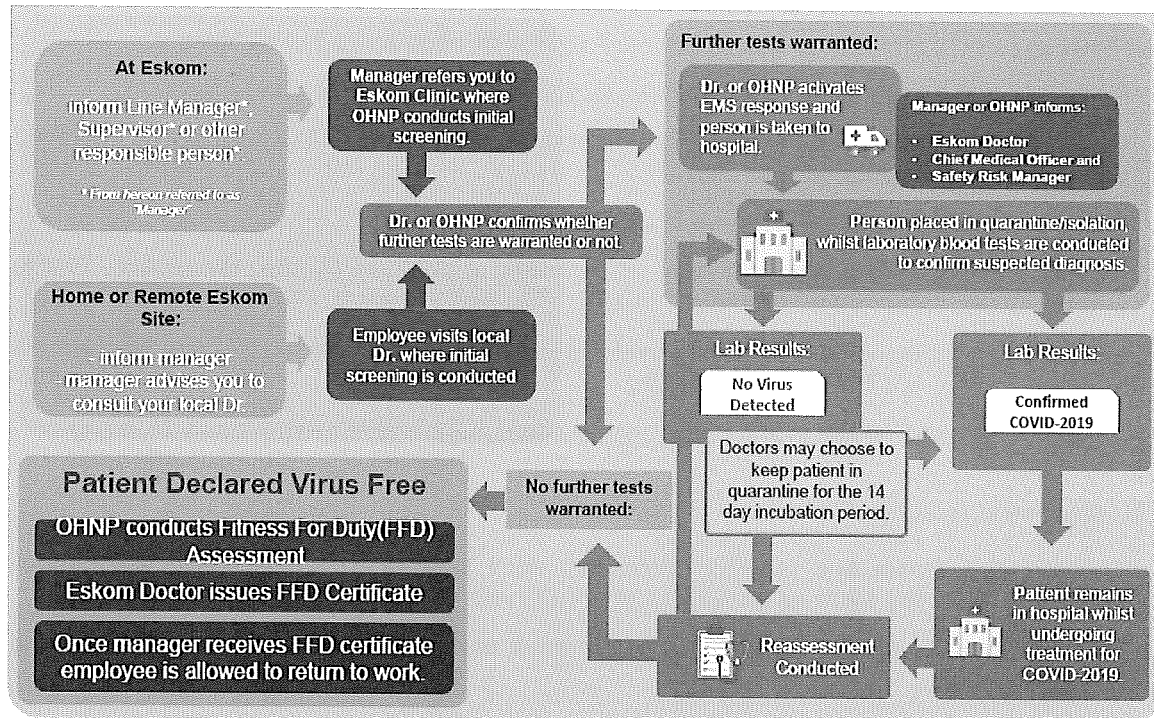


Figure 1: Process of testing for COVID-19.

3.10 Process to follow during screening at the entrance gate(s).

- Adhere to the screening process at the entrance gate(s) and respect the officials that are conducting screening process.
- The results of the screening process shall declare if a person gains access to site or not.
- If a person is denied access to site, he or she shall contact the respective Line Manager or Supervisor.
- The employees shall then follow the testing process mentioned in section 3.9 above.

3.11 Process to follow should an Employee develop symptoms on-site

- Withdraw yourself from the team swiftly and inform the respective Line Manager/Supervisor.
- Line Manager/Supervisor shall arrange access for the affected employee to the Isolation Room.
- An employee shall wait at an Isolation Room while the Line Manager/Supervisor is making transport arrangements.
- An Employee shall contact his/her Medical Doctor for further medical assessment and follow the testing process mentioned in section 3.9 above.

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3.12 Management of a confirmed positive COVID-19 case on site

Should an Employee who was at work (site) for the previous ten days (10) receives confirmed positive results from his/her Medical Doctor:

- The Employee shall submit the laboratory COVID-19 result to their immediate Supervisor/Line Manager so that reporting to all stakeholders of the Eskom business can be initiated. All COVID-19 cases must be reported with the laboratory results and not text messages.
- The Employee who tested positive for COVID-19 shall remain in the quarantine area for the duration advised by his/her Medical Doctor.
- The Supervisor/Line Manager shall identify all the areas where the employee worked or went and ensure that those areas are barricaded.
- The Supervisor/Line Manager shall arrange a Service Provider to disinfect the area through Emergency procurement order process.
- The Supervisor/Line Manager in conjunction with the Operating Support Manager will trace contacts on site and inform the Medical Health Practitioner.
- All employees who were in direct contacts with a positive tested Employee will be put on self-isolation and follow figure 1 on section 3.9 above.
- The Supervisor/Line Manager will conduct internal investigation to determine the root cause including any control failure and review risk assessment to ensure the necessary controls are in place

3.13 On-site training

- The preferred method for training during the pandemic shall be via electronic means, eg MS Teams or video conferencing.
- Training shall be prioritised according the direct impact on employee, plant and environmental safety.
- A risk assessment shall be conducted prior to any type of training taking place on site, and additional mitigation measure may be instituted where required.
- External training service providers shall have their COVID-19 processes in place prior to accessing site.
- All employees and service providers shall adhere to the COVID-19 protocols outlined in this document.
- Training venues / areas shall comply with the COVID-19 protocols outlined in this document.

3.14 Management of Vulnerable Employees

All Employees who are regarded as vulnerable shall be managed according to the Guidelines on Management of Vulnerable Employees during Covid-19 Pandemic, document number: 240-155326818

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3.15 Coping with COVID-19 during Pandemic

- Eskom has provided services to assist employees cope with stress, fear and anxiety during COVID-19 pandemic. Eskom Guidance are encouraged to contact the Employee Assistance Programme (EAP), contact number: 0800 037 566.
- Furthermore, the National Institute for Communicable Diseases (NICD) general public hotline is 0800 029 999.

3.16 Managing COVID-19 Investigations

- It is mandatory for all employees to report to their immediate Supervisors/Line Managers should they go for COVID-19 investigation (test), including those who are working from home.
- All persons who undergo self-isolation shall do so under the instruction of their Medical Doctor. No person shall decide to self-isolate and not report for duty without a written medical certificate from the Medical Doctor. For example: Attending a COVID-19 related funeral.
- All laboratory results (negative or positive) conducted for COVID-19 investigation should be submitted to the Supervisor/ Line Manager.

3.17 Eskom COVID-19 Workplace Strategy

To overcome this pandemic, we must firstly implement all COVID-19 protocols/ defences and secondly, undertake an extensive programme of vaccination to achieve immunity across our workplace. It is not compulsory to be vaccinated against COVID-19, no one will be forced. However, it is strongly recommended that employees are vaccinated in order to help control the spread of COVID-19. Eskom does have a comprehensive and approved COVID-19 Vaccine Workplace Strategy, detailed as follows:

- Alignment to the National Vaccine Strategy and Roll Out Plan.
- Education, Awareness and Communication.
- Public Private Partnership Engagement and Alignment
- Adherence to the Regulatory Framework
- Roll Out Plan of the vaccine.

3.18 Emergencies during COVID-19

- First Aiders on site shall NOT conduct first aid practice to someone who has developed COVID-19 symptoms.
- All emergency services should be routed to the Ladysmith Ambulance contact number: 036 638 4800

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4. Acceptance

This document has been seen and accepted by:

Name	Designation
Jabulani Hlophe	SHE Manager
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5. Revisions

Date	Rev.	Compiler	Remarks
April 2020	1	S. Nkosi	Development of Return to Work During COVID 19 Pandemic.
March 2021	2	S. Nkosi	3.16 Managing COVID-19 Investigations 3.17 Eskom COVID-19 Workplace Strategy

6. Development Team

The following people were involved in the development of this document:

- Samkelisiwe Nkosi

7. Acknowledgements

- Eskom internal communications.
- Eskom COVID-19 Awareness Site.
- Sibusiso Dlongolo
- Ashnee Kumar
- Tholisile Mjilo
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