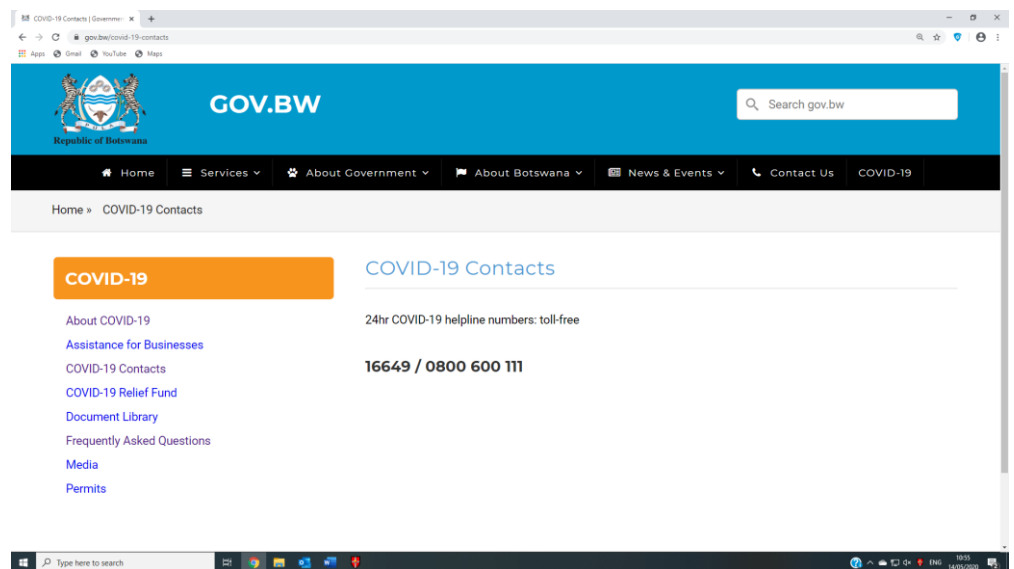


# Ecosurv Covid-19 Guidelines

2020



# 1. INTRODUCTION

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In light of the health risk posed by Covid-19 virus, Ecosurv has developed guidelines to ensure the safety of its staffs and patrons at all times when undertaking work on for the company. The guidelines are a sign of Ecosurv commitment and contribution towards the fight against the pandemic.

## 1.1 COMMITMENT TO COMPLIANCE

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Ecosurv is committed to complying with the regulations under the Emergency Powers (Covid-19) (Amendment No.4) Regulation (2020) and to any health directives that may arise. Ecosurv will provide the following

- Water and soap to ensure frequent hand wash is possible in the office
- Hand sanitizers (whenever available)
- A temperature gun(s) to ensure efficient recording of temperature at the workplace
- A register to record all visitors and temperature checks
- A safe place for any employee or visitors who display signs and symptoms to await health officials

## 1.2 ENTRY INTO THE OFFICE

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### 1.2.1 Employees

- All employees shall have their temperature taken and recorded twice in a day or before entry into the office
- Temperature shall be taken in the morning and the afternoon after lunch or in the event the employee leaves the office for a period exceeding 2hrs
- Any employee who records a temperature above 37.4 degrees Celsius shall be denied entry into the office following the Emergency Regulations (2020)
- A register with temperature recordings shall be kept at the office and available for inspection by relevant authorities at any time

### 1.2.2 Visitors

- All visitors should not proceed beyond the reception area until instructed to do so.
- All visitors shall sign-in in the register available at the reception and shall have their temperature taken and recorded before entry into the main office
- Any visitor who records a temperature above 37.4 degrees Celsius shall be denied entry into the office following the Emergency Regulations (2020)
- A register with names, contact details and temperature recordings for all visitors shall be kept at the office and available for inspection by relevant authorities at any time
- Also, visitors shall be required to wear a face mask at all times when there are in the office

## 1.3 SOCIAL DISTANCING

Employees are encouraged to keep a minimum of 1-2 meters of space between them. The following are guidelines to help employees maintain social distancing;

- Staff meetings or meetings which cannot be held in the board room due to a large number of attendees shall be held in an area where social distancing can be maintained. The identified areas are the socio workspace for staff meetings and open space in B2
- There shall be a maximum of two employees in the kitchen at any time
- There shall be another tea serving station in B2, therefore, employees are encouraged to make use of the area to avoid congestion in the kitchen
- Employees are encouraged to maintain social distancing when in discussion or working together on one workstation
- Employees are encouraged to continue maintaining an acceptable social distance during the lunch break

### 1.3.1 Face Masks

All members of the public must put on face masks in public places. The following guidelines are recommended with regards to face masks in the office;

- All employees shall be required to put on face masks whenever they leave their workstation into communal office areas
- All employees shall put on face masks whenever they are using company vehicles
- All employees must ensure proper use of the face masks as advised by the health officials

### 1.3.2 Company Vehicles and Equipment

- There shall be a maximum of four occupants in Ecosurv vehicles at any one time
- All occupants in the vehicle shall always put on face masks when inside the vehicle
- Employees must disinfect frequently touched areas before entry and exit of vehicles
- All vehicles shall at all times be equipped with a 2L water mixed with soap (at minimum) and hand sanitizers (if available)
- All field equipment must be disinfected before and after use
- All field equipment must be safely stored in such a way that there is minimum contact with other employees in the office
- All laptops should be disinfected before and after use. Each sector must use laptops designated to them unless the additional laptop is necessary
- All workstations shall be disinfected by the user as frequently as possible (every morning if possible)

### 1.3.3 Field Work

- All employees are encouraged to continue the use of face masks at all times during fieldwork
- Employees must make sure vehicles departing for the field have water, soap and sanitizers
- Employees should ensure that company vehicles are taken for a full wash after every field trip and seats, handles and steering wheel cleaned with disinfectant

- Employees should ensure that social distance, use of face masks, temperature recording is carried out during public and FDG meetings
- Employees undergoing field visit must make sure they have necessary permits in cases where there is a need to cross Covid-19 zones

### 1.3.4 General

- All employees are encouraged to frequently wash or sanitize their hands with water and soap
- Employees should ensure that they disinfect their workspace as frequently as possible (in addition to regular disinfecting)
- Ecosurv will nominate an employee who will be responsible for ensuring implementation of the guidelines
- All employees are expected to comply with and support the implementation of the guidelines at all times. Failure to do so will place the business and fellow employees at risk.

### 1.3.5 Isolation of suspected cases

- Unit B5 shall be used as an isolation area for employees that have a temperature of 37.4 or more
- When a suspected individual is isolated in B5, the authorities shall be called to assist for further guidance
- Immediately a suspected case is confirmed, all necessary measures shall be taken to prevent the spread of the disease
- Unit B5 shall be thoroughly disinfected after all isolation incidents and before further use by other staff members
- If a suspected case is registered during fieldwork, the authorities shall be called to assist for further guidance
- Similarly, the vehicle used to transport the suspected case shall be thoroughly disinfected before further use by other staff members

### 1.3.6 Remote Work

- Staff to check their temperature at home (using an armpit thermometer) before coming to the office. Where temperatures exceed 37.4°C, the employee will remain at home and inform the office
- Upon recording a temperature of 37.4 degrees Celsius or higher, the staff member shall contact the authorities for further guidance
- Where the office has to be thoroughly disinfected after registering a suspected case, other staff will be required to work remotely until the authorities confirm that it is safe to return to the office/vehicle

## 2. COVID-19 HELPLINE

Contact the authorities at 16649 or call 0800 600 111 for assistance.