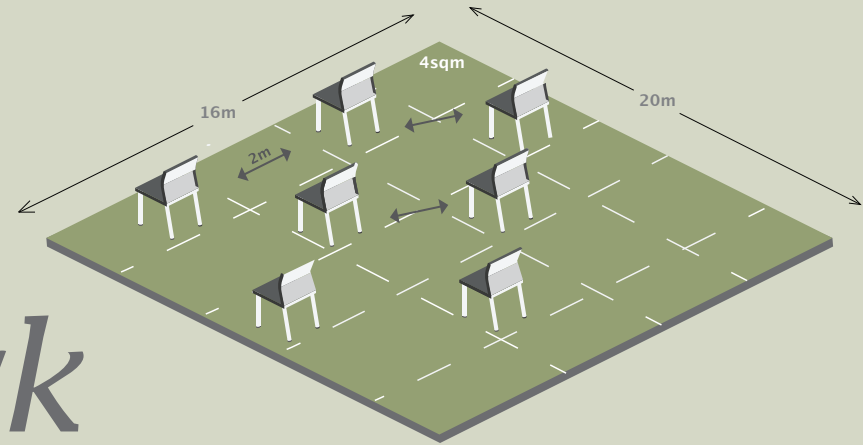


CSIR ICC

Safe Operating Framework



The CSIR ICC has considered global best practices, national legislation as well as provincial and municipal government engagement, which will allow for inter cooperation between public and private industry in providing best practices in implementing prevention measures against COVID-19 exposure.

Data management and Screening

1

The CSIR ICC as the meeting or conference venue will;

- keep a daily record of the full names, identity number or passport number, nationality, nature of position residential address, and cellphone numbers of employees/and persons who enter their premises.
- make such record available, should it be required in terms of the Direction on Risk Adjusted Strategy for Tourism Facilities, Services and Product Regulations; and



- keep the record for the duration of the national state of disaster and retain the record for a period of six weeks after the end of the national state of disaster.

2 Screening

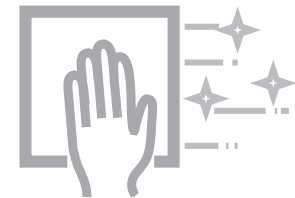


- An online COVID-19 self-screening questionnaire will be shared with the event organiser to share with all guests attending the event. The screening questionnaire is mandatory for every delegates/visitors/contractors as a precautionary measure to protect each person visiting the CSIR ICC. Access may be denied to guests based on information provided through this screening questionnaire.
- Mandatory temperature screening of all arriving delegates/visitors/contractors daily and refer those within criteria for escalation to an isolation facility CSIR Medical Centre.
- No person shall be allowed into premises if that person is not wearing a cloth mask, or homemade item that covers the nose and mouth. Disposable masks will be made available for guests who arrive at the building without wearing masks.
- The Event Coordinator will communicate all COVID-19 specific Health and Safety requirements to the event organiser prior to the event.

3

Sanitising and disinfecting protocols

- Well marked and visible hand sanitising stations are available at the front entrance as well as back of house areas for mandatory use by all delegates/visitors/staff/contractors entering the building. Hand sanitiser is available to all staff for mandatory use at specified intervals over and above regular hand washing protocols.
- All tables and chairs will be cleaned and sanitised before and after each seating.
- Table linen will be replaced throughout the day. Introduction of disposable paper table covers.
- Where possible, the entrance/exit door should be kept open for guests.



- Door handles to be cleaned and sanitised every 30 minutes where doors cannot be left open for guests.
- Informational signage on improved personal hygiene methods are displayed in all toilet facilities.
- All equipment, surfaces and facility to be cleaned and disinfected after every shift.

Venue capacity

4



- Conference or meeting style seating will be in accord with physical distancing requirements.
- The key requirement at present is a 2 meter set distance.
- The re-calculated venues capacity information is available on request.

Isolation facility

6



- The isolation room shall be used when an individual / delegates / visitors / contractors displays flu-like symptoms or exhibiting COVID-19 symptoms and needs to obtain further medical assistance.
- According to the World Health Organisation (WHO) the common signs of infection include: mild to severe respiratory symptoms; fever; chills; muscle pain; coughing; sore throat; fatigue; tiredness; loss of taste and smell; redness of eyes; nausea or vomiting; diarrhoea; shortness of breath; breathing difficulties.
- The isolation room is located outside close to the screening points. This ensures minimal contamination, as well as natural airflow.

5

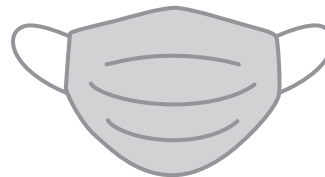
Physical distancing



- Physical distancing to be adhered to when in the ICC building starting at Reception, venues, bathrooms and dining areas.
- Visible barriers and social distancing floor markings are available throughout the building for guidance.

7

Operational measures



- Each shift will begin with a Compliance Officer briefing and checking that all staff adhere to wearing their PPE and all hygiene protocols.
- Individual set-up conference material will be provided including notepad, pen and mints and delegates must keep any such material in their possession.

- Water jugs for group use is discontinued. Only individual bottled water and individual mints will be provided.
- Microphone and podium to be sanitised after use by each person.
- Conference organisers to allocate designated seat for each delegate and delegates should not be allowed to change the seat.
- Restrooms will now have limited number of cubicles and urinals to control the number of users.

8

Staff training

- All staff and permanent contractors have been inducted regarding the use of a thermometer and COVID-19 preventative anti-virus transmission hygiene.
- A significant number of staff has been appointed as compliance officer responsible for the organisations risk assessment and implementation of the control measures.
- PPE and hand sanitisers are issued to all staff for mandatory use at specified intervals of the day over and above regular hand washing protocols.
- All staff wear a face mask to work with. To limit exposure work teams has been formed in which people routinely work together in small groups, but at a safe distance apart.
- Any staff member or contractor experiencing or exhibiting symptoms (high fever, cough, shortness of breath) will not to report for duty and will report to their doctor for testing. Clearance from a medical practitioner to be provided prior to resuming duty.



CSIR ICC
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