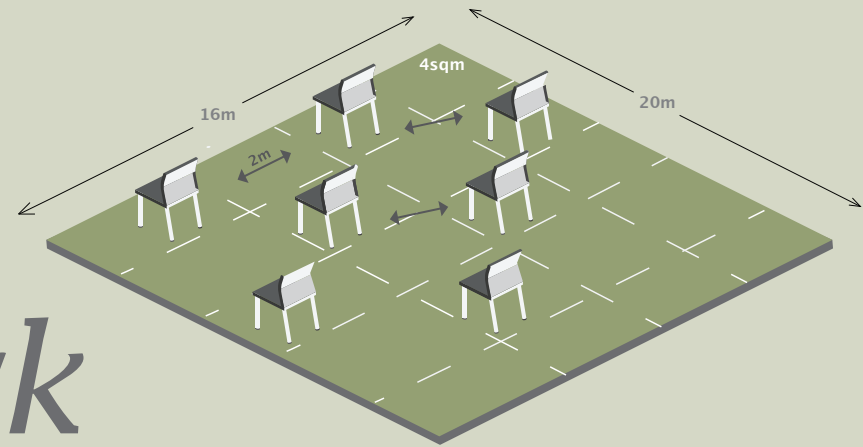


CSIR ICC

Safe Operating Framework



The CSIR ICC has considered global best practises, national legislation as well as provincial and municipal government engagement, which will allow for inter cooperation between public and private industry in providing best practises 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 and cellphone numbers of employees/and persons who enter their premises.
- All records will be kept for six months after the end of the national state of disaster and will not be released as per the POPIA.



2 Screening



- An online 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 safety and security measures.

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 your convenience.
- Door handles, tables and chairs will be cleaned and sanitised frequently.
- Where possible, the entrance/exit door should be kept open for guests.



- Informational signage on improved personal hygiene methods are displayed in all toilet facilities.

Medical facility

4

- 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.



5

Physical distancing



6

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.

7

Staff training

- 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.
- Any staff member or contractor experiencing or exhibiting negative health symptoms will not report for duty and will report to their doctor for testing. Clearance from a medical practitioner to be produced prior to resuming duty.



CSIR ICC
Safe Operating
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