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ISIXEKO SASEKAPA
STAD KAAPSTAD

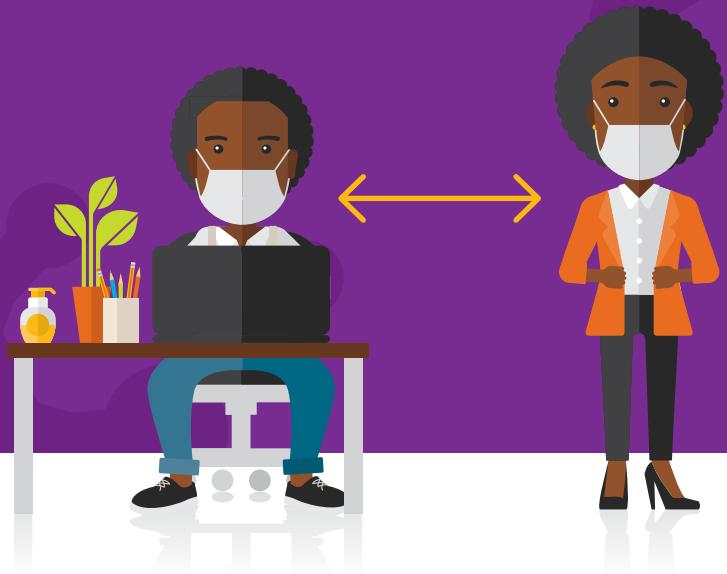


Western Cape
Government

BETTER TOGETHER.

ISIKHOKELO SOKHUSELEKO EMSEBENZINI SECOVID-19

NCEDA UKUNQANDA UKUSASAZEKA

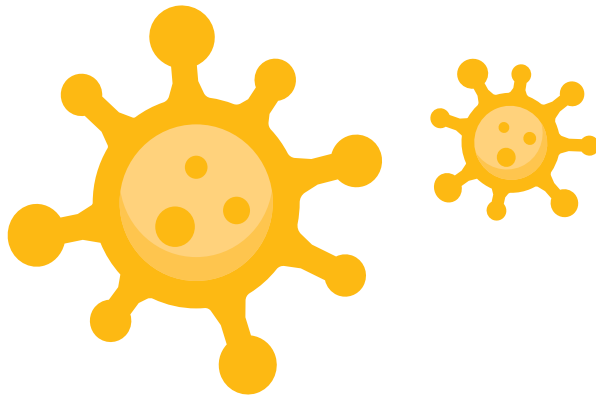


Senza inkqubela yenzeke. Sisonke.

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1. Imigaqo emihlanu esisiseko yokwehlisa ukuba sesichengeni kwiCovid-19 emsebenzini



1. Ukuzikhwebula kwabanye abantu.

- Ukusebenzela ekhaya apho kwenzekayo.
- Hlala ekhaya ukuba awuphilanga.



2. Ziqhelanise nokuma qelele kwabanye abantu.

- Gcina ubuncinane bomgama oyi-1½ yemitha (ubude beengalo ezimbini) kude nabanye abantu xa kufuneka usebenze okanye ubancede.
- **MUSA** ukuxhawula izandla, ukuhaga okanye ubethanise inqindi okanye ubethanise ingqiniba. Zigcine uvule umgama.



3. Ziqhelanise nococeko olulungileyo.

- Khohlelela okanye uthimlela kwinqiniba yakho okanye kwithishu. Faka ithishu ngoko nangoko emgqomeni otywiniweyo uze uhlambe izandla zakho.
- Ungaphathi ubuso bakho ngezandla ezingahlanjwanga.



4. **Ukuhlamba okanye ukubulala iintsholongwane ezandleni zakho rhoqo.**

- Hlamba izandla zakho ngesepha namanzi imizuzwana engama-20.
- Xa ingekho isepha namanzi, hlikihla izandla zakho ngesibulala ntsholongwane sezandla esine-70% ye-alkoholi.
- Hlamba izandla zakho rhoqo emva kokuphatha abantu kunye nemiphezulu nezinto eziphathwa rhoqo.



5. **Faka imaski yobuso yelaphu.**

- Faka imaski yobuso eyogquma impumlo nomlomo wakho.
- Ungayiphathi imaski wakube uyifakile.
- Yiyeke imaski ngalo lonke ixesha, ngaphandle kwaxa kufuneka utye okanye usele. Xa usitya okanye usela, yisuse ngononophelo imaski ngokusebenzisa imitya uze uyibeke kwibhegi yephepha okanye yepplastiki ecocekileyo.

2. Amanyathelo anokusetyenziswa ukulungisa indawo yokusebenza

2.1. Qhuba uvavanyo lomngcipheko kwindawo yokusebenza

- Fumana uncedo lwabasebenzi bempilo nokhuseleko emsebenzini benkampani, apho bakhoyo. Ukuba abekho, cinga ngokonyula amalungu abasebenzi ukuba basebenze kwesi sikhundla ukuqinisekisa ukuba unxibelelwano nokuthatha uxanduva okucacileyo.
- Misela iindawo ekunokwenzeka ukuba abantu badibane kuzo, kunye neendawo ukudibana kwabantu kunye nezinto kunokwenzeka kuzo.
- Kwindawo nganye, cinga ngamanyathelo anokusetyenziswa ukunyina ukudibana kunye nokubulala intsholongwane emva kokudibana.
- Cinga ngemimandla engundoqo elandelayo:
 - Iindawo zokungena abasebenzi
 - Amagumbi okutshintshela namagumbi aneelokhari
 - Iindawo zokungena abathengi
 - Indawo zokusebenzela
 - Iipaseji
 - Indawo zeeshelfu
 - Iimimandla yeenkonzo zabathengi
 - Iindawo zeentlawulo
 - Iinkantini okanye amagumbi ekhefu abasebenzi
 - Izindlu zangasese zabasebenzi
 - Izindlu zangasese zabathengi
 - Iimimandla eyamkela impahla
 - Iimimandla egcina inkunkuma
- Thathela ingqalelo amanyathelo angundoqo alandelayo:
 - Ukuhlela ngokutsha iindawo zokusebenzela (imiphezulu, iidesika, iizitulo oomatshini)
 - Ukubeka iziphawuli emgangathweni ngeteyiphu okanye ipeyinti ukohlula amakhefu e-1½ yemitha
 - Ukwenza kufumaneke isibulala ntsholongwane sezandla kunye nezikhulul zokuhlamba.
 - Ukubeka izikhombisi
 - Ukohlula amakhefu ezidlo zasemini kunye naweti abasebenzi ukwenza ukuba kwenzeke ukuqelelana

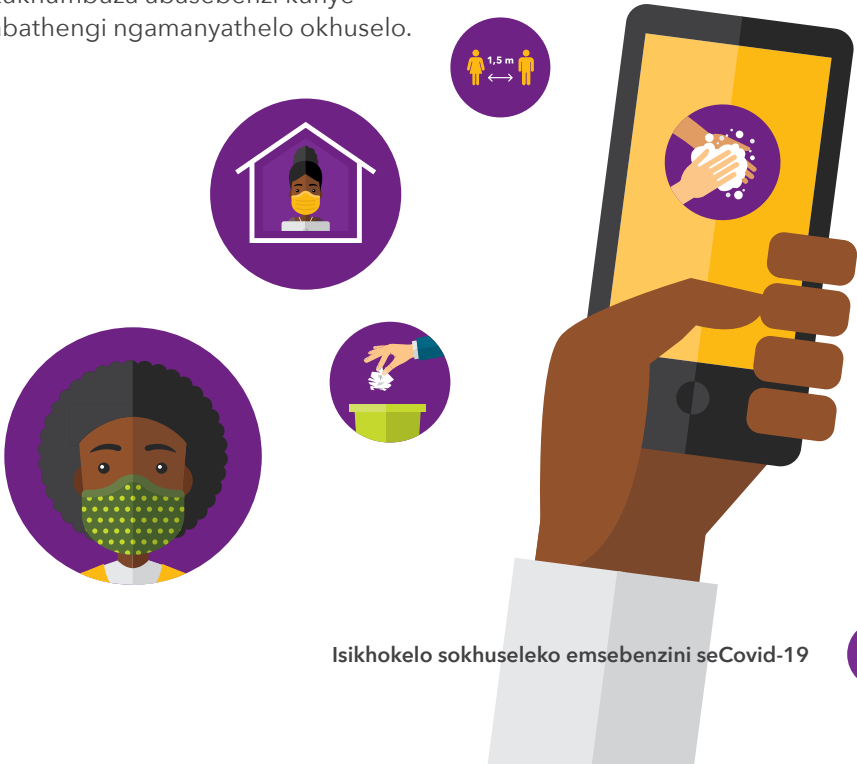
2.2. Qhuba uvavanyo lomngcipheko kubasebenzi

- Fumana inkxaso yabasebenzi bempilo nokhuseleko emsebenzini benkampani yakho kwaye kwenziwe uvavanyo lomngcipheko kubasebenzi. Injongo kukukhangela abasebenzi abasemngciphekweni ophezulu wokufumana ukugula ngokuxhalabisayo, abangaba:
 - abaneminyaka engama-60 nangaphezulu ubudala;
 - abafunyaniswe beneswekile okanye uxinzelelo oluphezulu lwegazi;
 - abanesifo sephepha esinokosulela (TB);
 - abane-HIV engalawulwayo;
 - abanesifo semiphunga abaphila naso (umzekelo isifuba, izingxobo zemiphunga ezonakeleyo, isifo semiphunga esingapheliyo eso imibhobho yomoya yonakeleyo (chronic obstructive pulmonary disease) (COPD), isifo semibhobho yomoya esingapheliyo);
 - onezinye izifo aphila nazo; okanye
 - okunyangoku lokucinezela amajoni omzimba.
- Yenza amalungiselo wokuba ababasebenzi mhlawumbi basebenzele emakhaya, kwimimandla engekho semngciphekweni ophezulu okanye babekwe kwikhefu elikhethekileyo.
- Chonga abasebenzi abanokusebenzela emakhaya, ubenze bakwenze oko.
- Lungisa iinkqubo zokusebenza kunye noyilo lwesithuba sokusebenzela ukunciphisa ukudibana phakathi kwabasebenzi ngokunjalo naphakathi kwabathengi nabasebenzi.
- Beka abasebenzi kumaqela okanye kwiishifti, kwaye unciphise ukudibana namanye amaqela kunye neeshifti.
- Ungasusi abasebenzi phakathi kwamaqela neeshifti.
- Nyula abaphathi okanye iimanejala zihlole bonke abasebenzi okanye iimpawu kunye nokuba sesichengeni kwintsholongwane yecorona xa bengena emsebenzini.

2.3. Qeqesha abasebenzi

- Qeqesha kwaye ufundise abasebenzi (ubuncinane) oku kulandelayo:
 - Isasazeka njani iCovid-19
 - Iimpawu zosulelo lweCovid-19
 - Into omawuyenze xa ukrokrela ukuba uneCovid-19, ubakhuthaza ukuba babazise emsebenzini ukuba baneempawu okanye bebesesichengeni kumntu onentsholongwane
 - Ngawaphi amanyathelo ekufuneka athathwe ukuthintela ukusasazeka kweCovid-19
 - Bazifaka, bazikhulule, kwaye bazicoce njani iimaski zabo zobuso zamalaphu kunye nayo yonke enye impahla yobuqu yokuzikhusela (personal protective equipment) (PPE) abanokuba bayayisebenzisa
 - Bangaze basebenzise kunye i-PPE
- Nyanzelisa uqeqesho kunye nemiyalezo yarhoqo kunye nokuboniswa kweempawu neeposta ezifanelekileyo.
- Imathiriyeli yonxibelelwano ngothintelo lweCovid-19 kufuneka iboniswe ngokubonakalayo kwindawo ezininzi. Ukuba awunayo nayiphi imathiriyeli, yiya ku- [https:// coronavirus.westerncape.gov.za/ resources](https://coronavirus.westerncape.gov.za/resources) ukudawunloda kwaye uprinte izinto ezithile eziluncedo.
- Iwebhusayithi engentla inika imathiriyeli yonxibelelwano kuluhlu lwemisebenzi yothintelo - ukusuka eskusetyenzisweni kweemaski ukuya ekucocweni kwemimandla, ukuba wenzani xa ugula, uzihlalela njani wedwa, uziqhelanisa njani nokuqelela, ukusetyenziswa kwezitika ukohlula amakhofu e-1½ yemitha, ukuhlanjwa kwezandla kunye nokunye okungaphaya. Imathiriyeli eninzi ifumaneka ngesiNgesi, isiXhosa nesiAfrikaans, kwaye eninzi ingohlobo lwe-PDF okanye i-JPEG ukuze iprinteke ngokulula kunye nokusetyenziswa.

- Ukusetyenziswa kwemathiriyeli enophawu lukarhulumente kuyakhuthazwa, nokuba kunye nayo imathiriyeli enophawu lwenkampani.
- Ukuba unesibhengezo sikawonke-wonke, isipikha okanye enye inkqubo enokuviwa efakiwe (umzkl. unomathotholo osevenkileni okanye inkqubo yesandisi-zwi), yisebenzise ukukhumbuza abasebenzi kunye nabathengi ngamanyathelo okhuselo.
- Imiyalezo yarhoqo esebenza njengesikhumbuzi kubasebenzi nakubathengi, kwaye ebonisa ukuba bancede indawo yokusebenza ithobele amanyathelo okhuseleko.
- Ukukhuthaza ngamandla indlela ekhathalayo nenovelwano ukwehlisa ingozi yokubekwa ibala emsebenzini.



2.4. Qiqinisekisa ukuba okulandelayo kuyafumaneka:

- Isibulala ntsholongwane sezandla esine-70% ye-alkoholi kwindawo ezikhethiweyo.
- Apho kwenzekayo, isibulala ntsholongwane sezandla esisekelwe kwialkoholi kumsebenzi ngamnye ukuba ngaba kufuneka bajikeleze ngaphakathi okanye kufuneka bahambe emsebenzini (umzkl. abaqhubi).
- Ubuncinane imaski zobuso ezimbini ngomsebenzi.
- Isitokhwe esoneleyo sesibulala ntsholongwane sezandla, isepha, iitawuli zamaphepha, umgqomo wokulahla amaphepha kunye nenye imathiriyeli yokucoca.
- Iiyunifom ezongezelelekileyo okanye impahla yasemsebenzini kubasebenzi.
- Igumbi lokutshintshela elibukhulu boneleyo lokuba abasebenzi bakhulule impahla yabo yokusebenza kwaye bayibeke ngokwahlukileyo kwenye.





3. Ukuthintela usulelo lwentsholongwane yecorona ngexesha lokusebenza emsebenzini

3.1. Ukuhlolwa yonke imihla kwabasebenzi njengoko befika emsebenzini

- Ngokufanelekileyo, abasebenzi kufuneka bazihlole ngokwabo emakhaya phambi kokuphuma baye emsebenzini. Ukuba baneempawu, kufuneka batsale umnxeba besazisa imanejala okanye umphathi wabo.
- Iimpawu zikuquka umkhuhlane okanye ingqele, ukhohlokhohlo olutsha, umqala obuhlungu, iphika, iingqaqambo zomzimba, ukungaliva ivumba okanye inkcasa, ubucaphucaphu, ukugabha kunye nokuhambisa.
- Ukuba baneempawu, abasebenzi kufuneka baqhagamshelane nomsebenzi wokhathalelo lwempilo ukuze bahlolwe, okanye batsalele umnxeba woncedo wephondo kwiCovid-19 ku-**021 928 4102**.
- Ekufikeni kwindawo yokusebenza, bonke abasebenzi kufuneka bahlolwe yonke imihla ukuchonga abo banokuba bavele naziphi zeempawu ezingentla.
- Nabani na onezi mpawu kufuneka angavunyelwa ukuba aqalise ukusebenza. Kufuneka bohlulwe kwabo basebenza nabo babekwe kwigumbi elingena kwaye liphume umoya ngokufanelekileyo, banikwe imaski yezonyango okanye yelaphu kwaye bacelwe ukuba bahlambe izandla zabo, banikwe ulwazi ngokuzihlalela bebodwa emakhaya kwaye kuhlolwe ukuba bayakunda na oko, ekugqibeleni, bahanjiswe baye emakhaya ngokukhuselekileyo.
- Abasebenzi kufuneka babuzwe ukuba bebekhe basondelelena (umgama ongaphantsi kwe-1m imizuzu engaphezulu kwe-15) nomntu oneCovid-19. Ukuba ewe, akufanelekanga ukuba basemsebenzini, kodwa kufuneka bahlale bodwa bucala.



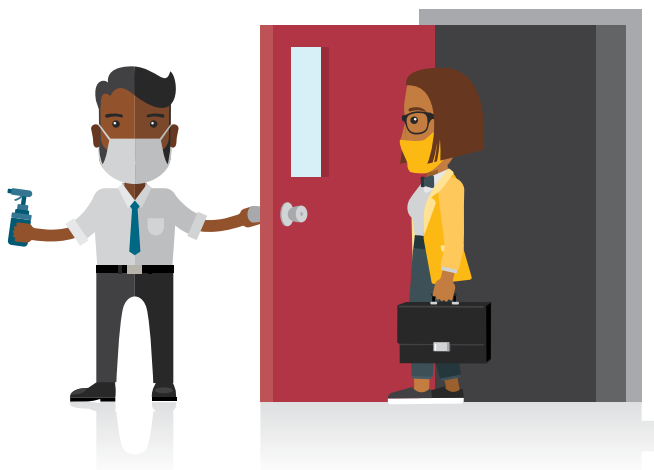
3.2. Ukuya emsebenzini

- Abasebenzi abahamba ngesithuthi sikawonke-wonke okanye ngesithuthi sabasebenzi, esifana neteksi eyikhumbi okanye ibhasi, kufuneka bahlale kude kangangoko kwabanye abakhweli.
- Ngokwemigaqo yakutsha nje, izithuthi zikawonke-wonke zingagcwaliswa zifikelele kumthamo ongu-100% ukuba uhambo lungaphantsi komgama oyi-200 km kunye ne-70% ukuba uhambo lungaphezulu kwe-200km.
- Abasebenzi kufuneka bafake iimaski zamalaphu maxa onke xa behamba ngesithuthi sikawonke-wonke.
- Kufuneka bahlikihle izandla zabo ngesibulala ntsholongwane esisekelwe kwialkoholi phambi ngokungena kunye nasemva kokwehla kwisithuthi.
- Abasebenzi kufuneka bakhuthazwe kanaanjalo ukuba balandele indlela "yokungaphathi" xa bengena kwaye bephuma kwisithuthi ngokudibanisa izandla zabo zibe ngaphambi kwabo.



3.3. Iindawo zokungena/zokuphuma emsebenzini zabasebenzi

- Sebenzisani indawo yokungena/ yokuphuma enye kangangoko kunokwenzeka.
- Ungavumeli abasebenzi bahlangane kwindawo yokungena/yokuphuma abasebenzi.
- Ukuba iminyango ayizihambeli, yigcine ivuliwe apho kwenzekayo. Oku kuza kunciphisa ukuphatha amaqhaga eengcango. Apho oku kungenzekiyo, cinga ngokubeka umsebenzi (umzkl. unogada) emnyango ukuba avulele bonke abasebenzi kunye neendwendwe.
- Abasebenzi neendwendwe abangena emsebenzini kufuneka babulale iintsholongwane ezandleni zabo kunye naxa bephuma kwakhona, ingakumbi ukuba baphathe amaqhaga eengcango.
- Iimfuneko zokungena ngokusebenzisa iimpawu (uphawu lokuba lomnwe) kufuneka zigasetyenziswa okanye zifakwe isanithayiza ngaphambi nasemba kokusetyenziswa.

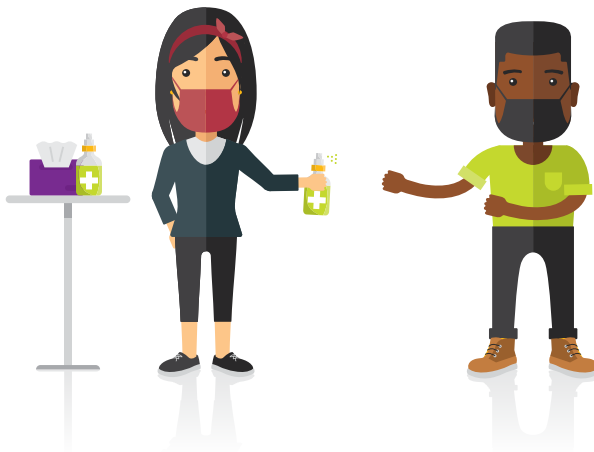


3.4. Ukuqelelana emsebenzini

- Cutha inani labantu emsebenzini (kuquka abasebenzi nabaxumi) ibe ngumntu omnye nge- 6 m² (ummandla opholeleyo womgangatho wohlulwe ngesi-6). Eli nani liyavumela kuwo nawuphi ummandla womgangatho onokufakwa oneeshelufa, oomatshini nokufakelweyo evenkileni.
- Kwakube kufikiwe kwisininzi senani (njengomntu omnye kwi-6 m²), abantu abongezelelekileyo kufuneka bavunyelwe ukungena kuphela xa abanye bephuma.
- Zilungise kwakhona iindawo zokusebenza ukuze umsebenzi ngamnye abe nokugcina umgama we-1½ yemitha kwabanye (abanye abasebenzi kunye nabathengi).
- Ukuba ngeke zihlelwe kwakhona izithuba zokusebenzela, nyina inani labasebenzi kwisithuba sokusebenza ngokuvumela bonke abasebenzi abangakwazi ukusebenzela emakhaya ukuba benze njalo, kunye/ okanye ukuhlela kwakhona iipateni zokusebenza ukuze abasebenzi babe nokusebenza iishifti okanye iintsuku ezizezinye.
- Xa kusenzeka, abasebenzi kufuneka bangasebenzisi kunye imiphezulu yokusebenzela okanye basebenzise oomatshini abanye. Nceda ukhumbule ukuba iindawo zokusebenzela kunye noomatshini ekusebenza kubo abantu abaninzi kufuneka bacocwe phakathi kweeshifti okanye emva kokusebenzisa ngakunye.
- Khusela abasebenzi ekubeni badibane namaqela amakhulu abo basebenza nabo ngokugcina amaqela amancinane kwaye bangatshintshi phakathi kwabo.
- Kuphephe ukuxhawulana, iihagi kunye nokudibana kokuqu nabantu. Bulisa abantu ngoncumo, unqwale, ugobe okanye uweyive.
- Hlisa intshukumo yeemanejala nabaphathi phakathi kwendawo zokusebenzela nanini kusenzeka. Xa kufunwa ukuba batyelele indawo yokusebenzela, kufuneka baphephe ukuphatha imiphezulu.

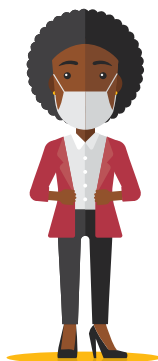
3.5. Indawo yokungena yabaxumi

- Sebenzisani indawo yokungena/ yokuphuma enye ekude kangangoko kunokwenzeka ukuququzelela ulawulo lokungena. Ukuba iminyango ayizihambeli, yigcine ivuliwe.
- Nabani na ongena kwizakhiwo kufuneka afake imaski yelaphu.
- Nabani na ongena kwizakhiwo (abathengi nabasebenzi kufuneka babulale iintsholongwane ezandleni zabo kunye naxa bephuma kwakhona.
- Umsebenzi obekwe kwindawo yokungena unokuyalelwa ukuba atshize isibulala ntsholongwane ezandleni zabantu abangenayo/ abaphumayo kwizakhiwo. Oku kuza kuthintela abantu abaninzi ekubeni baphathe ibhotile yesibulala ntsholongwane sezandla.
- Thintela abantu ukuba bangene kwizakhiwo ukuba sebebaninzi kakhulu abantu abangaphakathi. Vumela isininzi somntu omnye (kuquka abasebenzi nabathengi) nge-6 m².



3.6. Imigca okanye iindawo zokulinda zabaxumi

- Cutha imigca ngokuthi umisele inqubo yokwenza i-apoyintimenti xa kusenzeka.
- Apho imigca ingaphephekiyo, qiniseka ukuba abaxumi bagcina umgama wokuqelelana ngokubeka iziphawuli emgangathweni ukuhlula amakhefu e-1½ emitha. Nyanzelisa oku ngokubonisa ngemiqondiso efanelekileyo kunye nokubeka umsebenzi obeka iliso ekubeni kugciniwe na ukuqelelana.
- Ukuba kusetyenziswa indawo yokulinda ekuhlalwa phantsi kuyo, hlalisa abantu kude kwabanye kwaye unyine inani labantu abanokuhlaliswa kwindawo yokulinda. Ukuba igcwele, khuthaza iiklayenti ukuba zenze i-apoyintimenti zibuye mva endaweni yokuma emgcezi ngaphandle kwindawo yokulinda.
- Sula izitulo kwindawo yokulinda ngomxube onama-70% e-alkoholi emva kokusetyenziswa ngakunye.
- Kumadederhu eevenkile nakwiimoli, thetha nabalawuli bodederhu okanye beemoli kunye/okanye iivenkile ezithengisayo ezikufutshane ukuba imigca iqala ukuba mide ngaphandle kweevenkile ukuqinisekisa ukuba kukho isithuba esoneleyo phakathi kwemigca.



3.7. Iipaseji neendawo zokuhamba phakathi kwezithuba zokusebenza

- Thintela ingxinano yabasebenzi nabathengi (umzkl. iivenkile neendawo ezigcina impahla) ngokuphawula amakhefu e-1½ emitha emgangathweni kwiipaseji nakwizithuba zokuhamba ngokuqhelekileyo ezixakekileyo.
- Khetha icala lokuhamba epasejini kunye nakwizithuba zokuhamba (njengokwenza ipaseji iye “kwicala elinye”) ngokubeka iintolo, ukuba kuyenzeka.
- Thintela ukugcwala okugqithisileyo ezipasejini ngokunyina ukugcaliswa kweeshelufa ngexa leeyure zorhwebo, okanye ngokuvala iipaseji xa kufakwa isitokhwe.
- Ungavali iipaseji kunye nezithuba zokuhamba ngeebhokisi okanye oomatshini.

3.8. Ukuhlanjwa rhoqho kwezandla kunye namanyathelo ezococeko

- Qinisekisa ukuba izibonelelo ziyafumaneka kubo bonke abasebenzi kunye nabathengi/iindwendwe ukuba bahlambe izandla zabo okanye basebenzise isibulala ntsholongwane sezandla esisekelwe kwialkohli qho.
- Khuthaza abasebenzi ukuba baphathe ezabo izibulala ntsholongwane zezandla, okanye babanike, ukuthintela abantu abaphatha isiqulathi esinye.
- Apho kungeke kuphetshwe ukudibana buqu phakathi kwabasebenzi nabathengi, njengokuthatha okanye ukunika imali okanye amakhadi ekhredithi, abathengi kufuneka banikwe isibulala ntsholongwane sezandla esisekelwe kwialkoholi ukucoca izandla zabo phambi kokuba bancedwe. Tshiza isibulala ntsholongwane sezandla ezandleni zabo - ungabaniki isiqulathi sesibulala ntsholongwane.
- Abasebenzi kufuneka bahlambe kananjalo izandla zabo emva kokuphatha abantu kunye/okanye imiphezulu nezinto.

3.9. Ukusebenzisa imaski zobuso zamalaphu

- Nabani na ophumayo (kuquka neendawo zokusebenzela) kufuneka afake imaski yobuso yelaphu.
 - Umsebenzi ngamnye kufuneka anikwe iimaski zobuso zamalaphu ezimbini ukuba abe nanayo anokuyisebenzisa ngexa enye ihlanjiwe kwaye iayinwa.
 - Ngaphandle kokufaka imaski, onke amanyathelo kufuneka kubanjelwe kuwo, afana ne-1½ yemitha kude nabanye kunye nokuhlamba izandla zakho qho.
 - Ukuze zisebenze iimaski zamalaphu kufuneka zifakwe kakuhle, xa zifakwa kunye naxa zikhululwa. Oku kwenziwa kanje:
 - Hlamba izandla zakho phambi kokufaka imaski.
 - Beka imaski ngecala elichanekileyo lijonge kwimpumlo nasemlonyeni wakho, uqinisekisa ukuba zombini zogqumeke ngokupheleleyo.
 - Bopha imitya ngasemva kwentloko yakho okanye, ukuba imaski inemitya yelastiki, qiniseka ukuba ilingana ngokuqinileyo.
 - Wakube uyifakile imaski yobuso yelaphu kwaye ukhululekile ngokukulingana kakuhle kwemaski,
- UNGABUPHATHI UBUSO BAKHO OKANYE IMASKI de uyikhulule imaski.
- Yigcine uyifakile imaski ngalo lonke ixesha, ngaphandle kwaxa kufuneka utye okanye usele.
 - Khulula imaski ngokukhulula imitya okanye imitya yelastiki, bamba imaski ngemitya okanye ngeebhendi, uze uyibeke kwisiququlathi ize ihlanjwe.
 - Ungayiphathi imaski ngqo ngokwayo xa uyikhulula.
 - Ungayibeki ijikeleze intamo yakho imaski ngexa uqhuba, usitya okanye usela.
 - Hlamba izandla zakho kakuhle phambi kokuyikhulula imaski.
 - Hlamba imaski yakho yelaphu ngamanzi ashushu, uze uyiayine yonke imihla.
 - Ukuba ngaba kufuneka uyikhulule imaski yakho ngexa losuku lokusebenza (umzkl. ngexa lamakhefu eti kunye nelesidlo sasemini) uze uyifake kwakhona, yiphathe ngemitya okanye ngeebhendi zayo zelastiki kuphela. Beka imaski yakho kwiphepha bhegi okanye kwiplastiki ecocekileyo (eneleyibhile ecacileyo yegama lakho) xa ungayisebenzisi.

3.10. Ukusetyenziswa kwezogqumi zobuso okanye iihelmethi

- Okwangoku abukho ubungqina obuxhasa ukusetyenziswa kwezikhuseli zobuso okanye iihelmethi kwimo engqonge umsebenzi. Ezi zinkulu kwaye kungelula ukuba zisebenziseke, ngoko ke abasebenzi bangaziphatha rhoqho, kwaye kunokwenzeka zosulele izandla zabo.
- Ngokwethiyori, nakuba kunjalo, ziyalunika ukhuselo. Ngoko ke, abasebenzi abanqwanela ukuzisebenzisa, kufuneka bavunyelwe ukuba benze njalo, KODWA kufuneka bazisebenzise ngokufanelekileyo.
- Naxa besebenzisa iihelmethi, abasebenzi kufuneka bafake imaski ngokunjalo ukubamba nawaphi na amathontsana avela kwiimpumlo kunye nemilomo yabo.
- La manyathelo afanayo naweemaski zobuso zamalaphu kufuneka asebenze kwizikhuselo zobuso okanye iihelmethi:
 - Hlamba izandla zakho phambi kokufaka iihelmethi.
 - Wakube uyifakile iihelmethi kwaye ukhululekile ngokukulingana kakuhle kwayo, UNGABUPHATHI UBUSO BAKHO OKANYE IHELMETHI de uyikhulule iihelmethi.
 - Yikhulule ngebhendi esesiphongweni.
 - Ungayiphathi iihelmethi ngqo ngokwayo xa uyikhulula.
 - Ungayibeki ibe phezu kwentloko yakho iihelmethi xa usitya okanye usela.
 - Hlamba izandla zakho kakuhle phambi kokuyikhulula iihelmethi.
 - Yicoce iihelmethi ngokuyosula macala omabini ngesibulala ntsholongwane esisekelwe kwialkoholi.
 - Ukuba ngaba kufuneka uyikhulule iihelmethi ngexa losuku lokusebenza (umzkl. ngexa lamakhefu eti kunye nelesidlo sasemini) uze uyifake kwakhona, khathalelanonophela uyiphathe ngebhendi yentloko kuphela.
 - Beka iihelmethi kwindawo ekhethiweyo (ineleyibhile ecacileyo yegama lakho) xa ungayisebenzisi uze uyosule ngesibulala ntsholongwane esisekelwe kwialkoholi phambi kokuyifaka kwakhona.

3.11. Ukusebenzisa iiglavu

- Iiglavu AKUKHUTHAZWA ukuba zisetyenziswe rhoqho ngaphandle kwemo engqonge ukhathalelo lwempilo.
- Ukuba iiglavu ziyafuneka njenge-PPE phantsi kweemeko eziqhelekileyo (ngokuxhomekeke kuhlobo lomsebenzi owenziwayo kwindawo yokusebenzela), kufuneka zihlale zinxitywa.
- Bonke abanye abasebenzi abangazifuniyo iiglavu njenge-PPE phantsi kweemeko eziqhelekileyo kufuneka bahlambe izandla zabo qho okanye basebenzise isibulala ntsholongwane sezandla esisekelwe esine-alkoholi.

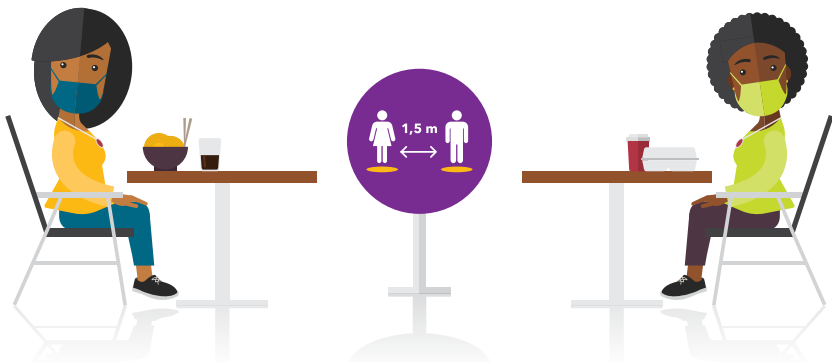


3.12. Indawo zeenkonzobathengi

- Abasebenzi kufuneka babulale iintsholongwane ezandleni zabo phambi nasemva kokunceda umthengi ngamnye.
- Abathengi ngokunjalo kufuneka babulale iintsholongwane ezandleni zabo phambi kokudibana nomsebenzi.
- Kuyakhethwa ukuba umsebenzi atshize isibulala ntsholongwane ezandleni zomthengi endaweni yokumnika ibhotile yesibulala ntsholongwane.
- Izikhuseli zeplastiki okanye zeglasi zinokusetyenziswa kwindawo zeenkonzobathengi ukudala umqobo phakathi komthengi nomsebenzi. Oku kufuneka kuhambe nomqondiso oyalela ukuba kungaphathwa naliphi icala lesikhuseli. Omabini amacala ezikhuseli kufuneka acocwe kananjalo qho ngesepha, amanzi nesibulala zintsholongwane.
- Ikhawuntala, oomatshini bamakhadi ekhredithi kunye nezinye izinto ezisetyenziswa kwaye eziphathwa qho kufuneka zicocwe emva komthengi ngamnye.
- Apho kwenzekayo, abathengi kufuneka bazenzele ngokwabo iintlawulo zamakhadi, ngaloo ndlela benciphisa ukudibana nomhlawulisi.
- Iinkqubo ezingadibanisi ukuphatha kufuneka zikhuthazwe kwiindawo zeentlawulo.
- Iintlawulo zeletroniki kufuneka zingafuni ukusayina okungaphaya kuzo naziphi iirisiti zamaphepha.
- Cinga ngokuba nomntu omnye kuphela kwithili nganye obetha kwaye apakishe impahla yomthengi. Ngenye indlela, lungiselela iithili ukuze umhlawulisi kunye nompakishi bohluwane omnye komnye.

3.13. Ikhantini okanye amagumbi ekhefu abasebenzi

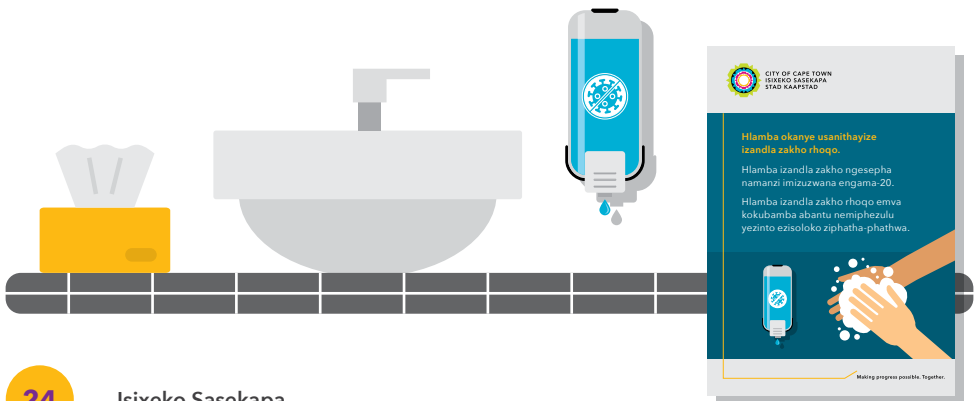
- Ishifti namaxesha ekhefu kufuneka zohlukaniswe ukunciphisa inani labasebenzi “kwigumbi lekhefu” okanye kwikhantini ngalo naliphi ixesha.
- Sebenzisa iziphawuli kwigumbi lekhefu ukuqinisekisa ukuba abasebenzi bohlulwe ubuncinane ngomgama oyi-1½ yemitha, nangexa lamakhefu eti na.
- Vula isithuba ezitafileni nasezitulweni ubuncinane be-1½ yemitha phakathi.
- Apho kwenzekayo (ngokuxhomekeke kwindawo ngqo yokusebenzela kunye nemozulu), khuthaza abasebenzi ukuba bachithe amakhefu abo ngaphandle, kwaye ubakhumbuze ukuba baqhube ukuziqhelanisa nokuqelelana.
- Bonisa iimpawu ezikhuthaza abasebenzi ukuba bahlambe izandla zabo kakuhle phambi kunye nasemva kokutya, kwaye bagcine ukuqelelana omnye komnye.
- Qinisekisa ukuba kukho isitya sokuhlambela nesepha kwigumbi lekhefu ukuze abasebenzi bazisebenzise.
- Cocisisa yonke imiphezulu kwaye qho.



Isikhokelo sokhuseleko emsebenzini seCovid-19

3.14. Amagumbi angasese abasebenzi nabaxumi

- Khuthaza abasebenzi nabaxumi ukuba bahlambe izandla zabo ngokubonisa uphawu olufanelekileyo.
- Qinisekisa ukuba kukho amanzi nesepha yokuhlamba izandla. linkqubo zeetephu ezingaphathwayo, okanye iitephu ezinokusetyenziswa ngeengqiniba, ziyakhethwa.
- Ungasebenzisi iitawuli zamalaphu kwindlu yangasese. Kunoko sebenzisa iitawuli zamaphepha ezinokulahlwa kumgqomo ovaliweyo (ovulwa ngephedali yonyawo).
- Qiniseka ukuba imigqomo mikhulu ngokwaneleyo ukuba igcine iitawuli zamaphepha ezininzi, uze uwuchithe qho umgqomo.
- Faka iplastiki ngaphakathi emgqomeni ukwenza kube lula ukuwuchitha.
- Abasebenzi abacocayo kufuneka bafake iiglavu xa bechitha imigqomo, kwaye bahlambe izandla zabo emva koko.
- Izindlu zangasese nezindlu zokuhlambela kufuneka zicocwe qho imini yonke – sebenzisa iphetshana lokurekhoda ukukhombisa ukuba kufuneka kucocwe rhoqo kangakanani.



3.15. Impahla yokusebenza

- Apho kwenzekayo, impahla yokusebenza kufuneka ishiywe emsebenzini ize ihlanjwe ngobuninzi, kulandela amanyatheko okhuseleko aqhelekileyo.
- Ukuba oku akwenzeki, cebisa abasebenzi ukuba bakhulule impahla yabo yasemsebenzini kwindawo yokusebenzela, bayifake eplastikini baze bahlambe izandla zabo. Impahla yasemsebenzini kufuneka ke ihlanjwe emanzini ashushu ekhaya.
- Apho zingekhoyo izibonelelo zokuba abasebenzi batshintshe impahla yabo emsebenzini, kufuneka bayikhulule impahla yabo msinyane nje ukuba bafike ekhaya, bayibeke kwibhaskiti yempahla ehlanjwayo evaliweyo baze bahlambe izandla zabo.
- Impahla kufuneka ingavuthululwa, kuba oku kunokususa amathontsana aqulethe intsholongwane.
- Inxenye engaphezulu yezihlangu kufuneka yosulwe ngesibulala ntsholongwane esinealkoholi.
- Ungaze uziphathe iisoli zezihlangu. Ukuba kukho imfuno yokuba zicocwe ezi, faka iiglavu. Khulula kwaye ulahle iiglavu wakube ugqibile ukuzicoca, uze uhlambisise izandla zakho.
- Abasebenzi kufuneka babe nempahla eyoneleyo yasemsebenzini okanye iyunifom ukwenza ukuba batshintshe impahla yonke imihla.

3.16. Ukungena nokuphuma komoya

- Yandisa ukuphuma nokungena komoya kwendalo kwindawo yokusebenza, njengokuba, kushiye umnyango ongasemva uvuliwe (ngaphandle kokuba ukhuselwe ngeebhagla okanye isango lokhuseleko) okanye kuvulwe iifestile.
- Ukuba oomatshini bomoya bayasetyenziswa, kufuneka kube khona ubuncinane bokutshintshwa komoya kali-12 ngeyure, kwaye kungabikho kujikeleza.

3.17. Ukucocwa yonke imihla kwesiqhelo nolawulo lwenkunkuma

- Imiphezulu nezinto ezisetyenziswa kwaye ziphathwe rhoqho kufuneka zicocwe kwaye zibulawe iintsholongwane yonke imihla.
- Sebenzisa isepha namanzi ukucoca iindawo nemiphezulu nanini kusenzeka. Uze ke ubulale iintsholongwane ngomxube oxutyiweyo weblitshi (ama-30 ml eblitshi ngelitha e-1 yamanzi).
- Ukuba indawo ayicoceki ngamanzi, sula indawo ngononophelo ngama-70% omxube we-alkoholi.
- Izibulala ntsholongwane eziqhelekileyo ezinokusetyenziswa ziquka:
 - ibhilitshi, njenge-sodium hypochlorite (0,1%);
 - iialkoholi, njenge-ethanol (70%);
 - iikhompawundi ze-quaternary ammonium;
 - i-hydrogen peroxide (3%);
 - i-peroxyacetic acid (0,5%);
 - i-phenol, njengesepha ye-carbolic; kunye nee-iodophors, njengee-iodines (1%).
- Oomatshini abasetyenziswa ngabasebenzi kufuneka bacocwe emva kokusetyenziswa.
- Inkunkuma evela kwiziququlathini zenkunkuma kufuneka ilahlwe eplastiki ize itywinwe phambi kokuyilahla kwinkunkuma yonke ezokulandwa.
- Abasebenzi abaphethe inkunkuma kufuneka bafake iiglavu zokusebenza xa bechitha imigqomo yenkunkuma.
- Abo baphatha inkunkuma kunye nabacocayo kufuneka banxibe izihlangu ezivalekileyo.
- Coca indawo egcina inkunkuma yonke imihla.



3.18. Ukwamkela impahla eziphuma kubaboneleli

- Abaqhubi kufuneka bahlale kwizithuthi zabo kangangoko kunokwenzeka.
- Abaqhubi nabancedisi kufuneka bafake iimaski zamalaphu.
- Ukuqelelana kuyasebenza, naxa kusamkelwa impahla na.
- Abaqhubi nabancedisi kufuneka basebenzise isibulala ntsholongwane sezandla phambi kokuphatha nawaphi amaxwebhu okuhambisa impahla okanye iiphakheji kubasebenzi.
- Qinisekisa ukuhlanjwa qho kwezandla okanye ukubulawa iintsholongwane.



4. Ukulawula abasebenzi abosulelweyo okanye ekungenzeka ukuba bosulelwe yiCovid-19

- navirus.westerncape.gov.

Ukuba umsebenzi emsebenzini wakho wosulelwa yintsholongwane yecorona, kubaluleke kakhulu ukuhlola kwakhona ukuba yintoni enokwenziwa ukunqanda ukuba isasazeke ngokungaphaya intsholongwane, emsebenzini kunye nakwikhaya lomsebenzi owosulelekileyo kunye naye wonke umntu adibene naye.

Ukwenza oku ngempumelelo, okulandelayo kufuneka kwenziwe:

1. Ukuxhasa abasebenzi abosulelwe yi-Covid-19 kunye nokunceda ngobahlalisa bodwa
2. Ukuxhasa abanye abasebenzi kunye nokulungiselela ululeko ngqondo
3. Ukuxela usulelo kumasebe elezeMpilo neleMisebenzi
4. Ukufumanisa ukuba wosuleleke njani umsebenzi
5. Ukufumana abo anokuba ubosulele umsebenzi
6. Ukunceda ekulandelweni kwabo bekudityenwe nabo kunye nokuvalela bodwa abo bachaphazelekileyo
7. Uhlolo oluqhubayo lwabasebenzi ukubona ukubona iimpawu zosulelo lwentsholongwane yecorona olunokuba lukhona
8. Amanathelo okuthintela naluphi usulelo olungaphaya
9. Ukuvalwa kwexeshana okunokwenziwa kwindawo yokusebenza
10. Ukuvulwa kwakhona kwendawo yokusebenza
11. Ukucocwa kwendawo eyosulelekileyo

La manyathelo kuxoxwe ngawo kumacandelo alandelayo.

4.1. Ukuxhasa abasebenzi abosulelwe yi-Covid-19 kunye nokunceda ngobahlalisa bodwa

Kwiimeko ezininzi apho umntu eye wafunyaniswa osulelekile, angangabikho emsebenzini kwaye ugqirha okanye umongikazi kungenzeka ukuba umazisile umsebenzi owosulelekileyo ngesimo sakhe seCovid-19, kunye nesidingo sokuhlala yedwa iintsuku ezili-10. La manyathelo alandelayo ngawabo bafunyaniswe bosulelekile kunye nabo bathe bagula nekungenzeka ukuba bosulelekile.

Ukuba umsebenzi usesemsebenzini

- Mohlukanise ngokukhawuleza kwabanye asebenza nabo, ukuba kuyenzeka kwigumbi elingena kwaye liphume umoya kakuhle.
- Cela umsebenzi ukuba ahlambe izandla zakhe kakuhle.
- Nika umsebenzi imaski yezonyango ukuba unayo, okanye umcele ukuba aqhube ukufaka imaski yelaphu.
- Qinisekisa ukuba umsebenzi ululekwa ingqondo kwaye umzolise ngokwaneleyo ukuba alandela imiyalelo.
- Mncede umsebenzi ukuba alandele icebo leSebe lezeMpilo

ngokuphathelele nokuhlala yedwa.

- Nceda ekufumaneni ukuba ingaba umsebenzi angazihlalela yedwa ngempumelelo, okanye kufuneka abekelwe bucala kwiziko likarhulumente. Ukuba kufuneka iziko likarhulumente, tsalela kumnxeba weSebe lezeMpilo leNtshona Koloni: **021 928 4102** okanye u-imeyile ku-WorkplaceCovidReporting@westerncape.gov.za.
- Thatha isigqibo sokuba ingaba umsebenzi uyakwazi na ukuhamba aye ekhaya okanye kwiziko lokubekelwa bucala likarhulumente ungekho umngcipheko wokosulela abanye abantu (umzekelo angahambi ngesithuthi sikawonke-wonke). Ukuba akunjalo, mncede ngesithuthi esikhuselekileyo umsebenzi.

Ukuba umsebenzi usekhaya okanye ukwiziko lokukhwarantina

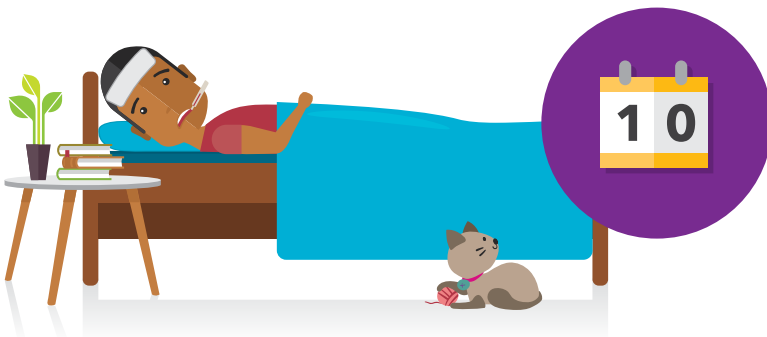
- Mncede umsebenzi ukuba alandele icebo leSebe lezeMpilo ngokuphathelele nokuhlala yedwa ukukhusela usapho, abahlobo noogxa bakhe.

- Nceda ekufumaneni ukuba ingaba umsebenzi angazihlalela yedwa ngempumelelo, okanye kufuneka abekelwe bucala kwiziko likarhulumente. Ukuba kufuneka iziko likarhulumente, tsalela kumnxeba weSebe lezeMpilo leNtshona Koloni: **021 928 4102** okanye u-imeyile ku-**WorkplaceCovidReporting@westerncape.gov.za**.
- Yenxa amalungiselelo afanelekileyo ekhefu lokugula leentsuku ezili-10 ezo umsebenzi angakwaziyo ukuba khona ngazo emsebenzini. Kuthathele ingqalelo ukuba eli bubuncinane bexesha elicetyiswayo lokuzihlalela wedwa - linokuba lide

kuneli, ngokuxhomekeke ekubeni ugula kangakanani umsebenzi kwaye kufuneka unyango olungakanani.

Ukongeza

- Bonelela ngenkxaso yoluleko lwengqondo ngenkqubo yoncedo lwabasebenzi (iEAP) yasemsebenzini wakho, inkqubo yempilontle yabasebenzi okanye ngogxa othenjiweyo.
- Ukuba kunokwenzeka ukuba usulelo lwenzeke ngenxa okanye ngexesha lokwenziwa kwemisebenzi yasemsebenzini, ibango lembuyekezo lomsebenzi kufune ligcwaliswe.



4.2. Ukuxhasa abanye abasebenzi kunye nokulungiselela ululeko ngqondo

- Qinisekisa abasebenzi ukuba uyamelana nesimo ulandela icebo leSebe lezeMpilo, kunye nokuba uxhasa umsebenzi owosulelekileyo.
- Yazisa inkqubo yoncedo lwabasebenzi (iEAP) yombutho wakho, icandelo lempilo nokuphila okanye inkonzo yempilo yasemsebenzini ukuba bancede ngokukhawuleza kwaye banyuse uhlolo osele lukhona, ululeko ngqondo, nenxaso yengqondo kubasebenzi abachaphazelekileyo emsebenzini. Ngenye indlela, nyula ugxa othembekileyo ukuba anike inkxaso noluleko ngqondo kubasebenzi.
- Yazisa abasebenzi ukuba i-EAP yasemsebenzini wakho, icandelo lezempilo okanye inkonzo yempilo yasemsebenzini baza kube bebhola ukumisela ukuba sesichengeni okunokuba khona kwintsholongwane, kwaye baya kucebisa ukuba ngawaphi amanyathelo angaphaya amawathathwe.
- Cingela ukuphila ngokwasengqondweni kwabasebenzi kunye namanqanaba oxinzelelo. Ungaluthatheli phantsi uxinzelelo olunokwehlela abasebenzi xa bejongene nogxa owosulelekileyo kunye nokuba nokwenzeka kokuba nabo bebesesichengeni ngokwabo.
- Yiba nesicwangciso sonxibelelwano esisebenzayo ukuqinisekisa ukuba abasebenzi bafumana ulwazi oluchanekileyo.

4.3. Ukuxela usulelo kumasebe elezeMpilo neleMisebenzi

- ISebe leSizwe lezeMpilo liyaziswa ngabo bonke abantu abafunyaniswe ngovavanyo beneCovid-19 oko kusenziwa ngeendlela zokuxela zaselebhu. Nakuba kunjalo, ngenxa yokulibaziseka ekuxeleni, umsebenzi unokwazi ngolosuleleko lwakhe phambi kokuba laziswe iSebe leSizwe lezeMpilo.
- Ngoko ke, umqeshi kufuneka aluxele ulosuleleko kwiziko loncedo ngeCOVID-19 lePhondo ku-021 928 4102, i-imeyile WorkplaceCovidReporting@westerncape.gov.za, okanye uxele ku-<https://coronavirus.westerncape.gov.za/reporting-covid-19-workplace>.
- Ukongeza, abaqeshi kufunwa ukuba ngokomthetho bazise iSebe lezeNgqesho ngeemeko ezingqina ubukho bentsholongwane emsebenzini.



4.4. Ukufumanisa ukuba wosuleleke njani umsebenzi

- Umsebenzi kunokwenzeka ukuba wosulelwe ngabo asebenza nabo, iimanejala, abathengi okanye umntu kwikhaya lakhe okanye abo asondelelene nabo. Ngoko ke, kubalulekile:
- ukunceda umsebenzi akhumbule ukuba ingaba ebedibene naye nabani na obeneempawu zosulelo lomqala nolwesifuba, olungumkhuhlane, ukukhohlela, umqala obuhlungu kunye nephika; kwaye
- akhethe ngqo phakathi kwabasebenzi kunye neendwendwe eziza qho emsebenzini nabani na oneempawu ezidweliswe ngentla. Phakathi kwezi inokuba ngum(aba)ntu owo(abo)sulele umsebenzi kwaye kusenokwenzeka ukuba usasaza intsholongwane engazi phakathi kwabo asebenza nabo, iindwendwe kunye nabathengi.
- Ukufumana inkxaso yabasebenzi bempilo nokhuseleko emsebenzini benkampani yakho ukunceda ukufuna abo bekudityenwe nabo. Yenza uluhlu lwabo bonke abasebenzi kunye nabanye abantu abaneempawu, njengoko beza kufuna ukubahlola ukwenza isigqibo sokuba ingaba kufuneka bavavanyelwe intsholongwane yecorona na. Quka amagama abo, iifani, iinombolo zoqhagamshelwano needilesi, apho kwenzekayo.
- Ngokuxhomekeke ekubeni ngabasebenzi abangaphi ababandakanyekayo, kunokuba yimfuneko ukuvala indawo yokusebenzela okwexeshana ngexa olu phando lusaqhuba. (Jonga kwicandelo 4.9) ngeenkukacha ezithe vetshe ngokuphathelele noku.)

4.5. Ukufumana abo anokuba ubosulele umsebenzi

- Nabaphi na abantu abangabanye adibene nabo umsebenzi ngokusondeleyo ukususela ekuguleni kwakhe nabo abanokuba nesifo kananjalo kwaye kufuneka bohluwe kwabo basebenza nabo kunye nabathengi (ukuba bakhona) ngokuyozivalela bodwa.
- Cela umsebenzi abaxele abo ebedibene nabo ngokusondeleyo (njengokudibana ubuso ngobuso kwimitha e-1, okanye ukuba kunye kwisithuba esivalelekileyo) kwiinyure ezingama-48 eziphambi kokuqalisa kophawu. Aba inokuba:
 - ngoogxa bakhe emsebenzini;
 - ziindwendwe kwindawo yokusebenza;
 - abathengi besiqhelo;
 - ababoneleli ngeenkonzo;
 - abamelwane;
 - abo akhwela nabo;
 - abantu kwiindibano zasekuhlaleni; kunye
 - namalungu osapho.
- Buza kananjalo abo asebenza nabo ukuba bayakhumbula na bedibene ngokusondeleyo nomsebenzi ukususela ekubeni egulile.
- Cela abasebenzi bempilo nokhuseleko emsebenzini benkampani yakho okanye umntu okhethiweyo wemicimbi enxulumene nabasebenzi ukuba akuncede ukufuna kunye nokulawula abo bekudityenwe nabo.
- Yenza uluhlu lwabo bonke ebekudityenwe nabo emsebenzini (kunye nakwenye indawo), njengoko banokuba sebe zivalele bodwa ukuthintela ukusasazeka okungaphaya. Quka amagama abo, iifani, iinombolo zoqhagamshelwano needilesi, apho kwenzekayo.
- Ngokuxhomekeke ekubeni ngabasebenzi abangaphi ababandakanyekayo, kunokuba yimfuneko ukuvala indawo yokusebenzela okwexeshana ngexa olu phando lusaqhuba. (Jonga kwicandelo 4.9) ngeenkukacha ezithe vetshe ngokuphathelele noku.)

4.6. Ukuthumela bonke abo bakufutshane bachaphazelekileyo kwiindawo zokukhwarantina

- Ulosuleleko kufuneka luxelwe kwamsinya emva kokuba umsebenzi esazi ngalo(ngokwecandelo 4.3).
- Nceda unike ikhefu elifanelekileyo elikhethekileyo leentsuku ezili-14 abo basebenzi kufuneka baye kwiindawo zokukhwarantina.
- Ukukhwarantina okanye ukubekelwa bucala yindlela yokohlula abo basemngciphekweni wokosulelwa yiCovid-19 kwabanye abantu ngeenjongo zokuthintela intsholongwane ukuba isasazeke kakhulu. Oku kuqhele ukwenzeka kwiintsuku ezili-14 ukusukela kumhla wokudibana kwabo nalo mntu owosulelekileyo.
- Ngokuxhomekeke kwiimeko zabo zasemakhaya, abasebenzi banokubekelwa bucala ekhaya okanye kwiziko lokukhwarantina.
- Ukuze bavunyelwe ukuba bakhwarantine ekhaya, kufuneka babe negumbi abanokuzihlalela kulo bodwa, bangahlali nabanye abantu endlini.
- Ngokuxhomekeke ekubeni ngabasebenzi abangaphi ababandakanyekayo, kunokuba yimfuneko ukuvala indawo yokusebenzela okwexeshana ngexa abasebenzi basazivalele bodwa. (Jonga kwicandelo 4.9 ngeenkukacha ezithe vetshe ngokuphathelene noku.)
- Amashishini angatsalela umnxeba wephondo woncedo nge-Covid-19 ku-**021 928 4102**.



4.7. Uhlolo oluqhubayo lwabasebenzi ukubona ukubona iimpawu zosulelo lwentsholongwane yecorona olunokuba lukhona

- Kunokwenzeka ukuba abanye abantu ebebedibene nomsebenzi khange bakhonjwe ngexa lweenkqubo ezichazwe ngentla. Aba bantu kusunokwenzeka ukuba basesebenza, kwaye basengozini yokosuleleka. Kananjalo, abantu abathile banokosulelwa yiCovid-19 bengabonisi naziphi na iimpawu, bagule kuphela kamva.
- Abasebenzi abathile banokuza emsebenzini nokuba baneempawu. Ngoko ke, abaphathi kufuneka babuze abasebenzi ngazo naziphi iimpawu abanokuba banazo, yonke imihla phambi kokuqala ukusebenza. (Jonga icandelo 3.1 ngeenkukacha ezingaphaya ngohlolo lwemihla ngemihla lwabasebenzi.)
- Qiniseka ukugxininisa ukuba abasebenzi kufuneka bangezi emsebenzini ukuba banazo naziphi iimpawu, kodwa kufuneka bahlale emakhaya kwaye bakuxelele oku kubaphathi babo.
- Abasebenzi banokutsalela kananjalo umnxeba **woncedo weCovid-19 ku-021 928 4102** ngeengcebiso zokuba bangayilawula njani imeko yabo ekhaya.
- Ukuba abasebenzi baziva bengaphilanga ngexa losuku lokusebenza, kufuneka bahlololwe iimpawu kwakhona kwaye baphathwe ngokufanelekileyo.



4.8. Amanyathelo okuthintela naluphi usulelo olungaphaya

- Yonke imimandla yokusebenza emsebenzini apho abasebenzi abafunyaniswe beneCovid-19 basebenze kuyo okanye bayityeleleyo kufuneka icociswe ngesepa namanzi, ize ke yosulwe ngomxube oxutywe neblitshi (ama-30 ml ebhlitshi ngelitha yamanzi ukwenza i-0,1% yomxube).
- Ukuba indawo ayicoceki ngesepa namanzi, kufuneka yosulwe ngononophelo ngesibulala ntsholongwane.
- Izibulala ntsholongwane eziqhelekileyo ezinokusetyenziswa ziquka:
 - iblitshi, njenge-sodium hypochlorite (0,1%);
 - iialkoholi, njenge-ethanol (70%);
 - iikhompawundi ze-quaternary ammonium;
 - i-hydrogen peroxide (3%);
 - i-peroxyacetic acid (0,5%);
 - i-phenol, njengesepa ye-carbolic; kunye
 - nee-iodophors, njengee-iodines (1%).
- Indawo eza kucocwa iza kuhambelana nemeko nganye kwaye inokuquka ikhitshi, igumbi labasebenzi, inkantini, izibonelelo zendlu yangasese, iitroli, iibhaskithi, imiqheba yeengcango, iindawo zokusebenzela, iminxeba, iikhompyutha noomatshini bokubala.
- Ukuba ngaba kufuneka kucocwe kwaye kubulawe iintsholongwane iindawo zemiphezulu emikhulu kunye nezinto ezininzi, indawo yokusebenzela kunokufuneka ivalwe okwexeshana ukuze oku kwenziwe. (Jonga kwicandelo 4.9) ngeenkukacha ezithe vetshe ngokuphatelene noku.)
- Landelani ngokungqongqo izikhokelo ezixelwe kumacandelo 1 ukuya ku- 3 ukuthintela usulelo lweCovid-19. Jonga kananjalo kwicandelo 4.11 ngeenkukacha ezithe vetshe ngokucoca kunye nokubulala iintsholongwane.

4.9. Ukuvalwa kwexeshana okunokwenziwa kwindawo yokusebenza



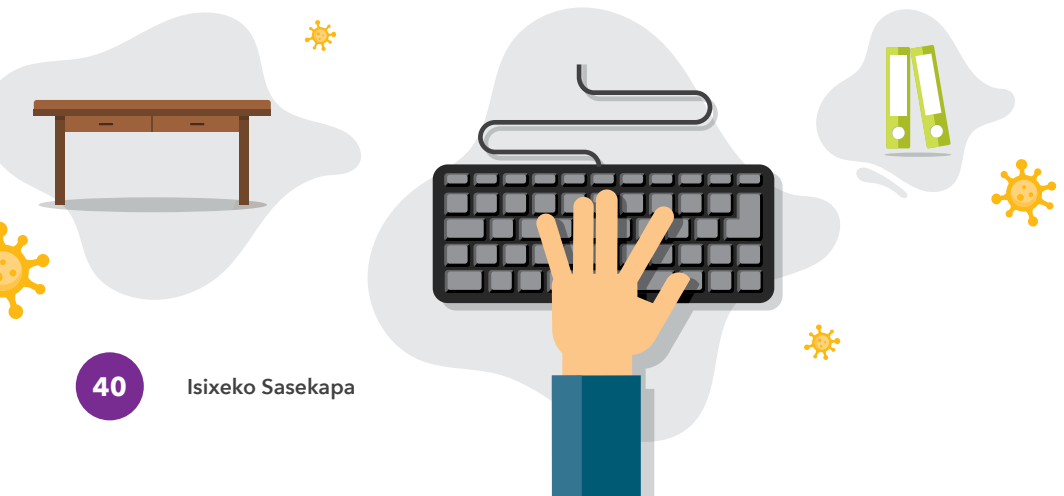
- ISebe lezeNgqesho neMisebenzi linokucebisa ukuba indawo yokusebenzela mayivalwe okwexeshana ngenxa yokungathobeli umthetho wempilo nokhuseleko emsebenzini.
- Kuzo zonke ezinye iimeko, indawo yomsebenzi okanye icandelo lendawo yomsebenzi kunokufuneka ivalwe okwexeshana ukuba:
 - inani elininzi labasebenzi belidibene nelungu okanye umsebenzi oneCovid-19, kwaye kuya kuthatha ixesha ukuphanda kunye nokumisela ukuba ingaba kuza kufuneka bavalelwe bodwa na okanye hayi;
 - indawo enomphezulu omkhulu kunye nobuninzi bezinto ekufuneka zicocwe, oko okuya kufuna ixesha elithile ukukugqiba;
 - inani elikhulu labasebenzi bafunyaniswe bene-Covid-19 kwaye kufuneka bahlaliswe bodwa, oko kushiya inani elingonelanga labasebenzi abanokuqhuba nemisebenzi; kunye/okanye

- abasebenzi abaninzi bephelele bafunyaniswe ukuba bebedibene nomsebenzi owosulelekileyo kwaye kufuneka bavalelwe bodwa, oko kushiya inani elingonelanga labasebenzi abanokuqhuba nemisebenzi.
- Inkcazo “yobuninzi” iza kungqala ngqo kuhlobo kunye nesithuba sokusebenza, kwaye kufuneka kumiselwe ngokudibene neqela leSebe lezeMpilo.
- Ukuvalwa kwexeshana kwendawo yokusebenza kunokuthintelwa ngoku:
 - ukucoca nokubulala iintsholongwane qho kwimiphezlu kunye nezinto ezosulelekileyo;
 - ukugqitywa kwangexesha kokuhlolwa kwabasebenzi abangekosuleleki okwangoku;
 - kwakube kugityiwe ukubulawa kweentsholongwane, ukuziswa kwabasebenzi abavela kwamanye masebe ukuba bangene endaweni yabo bahlaliswe bodwa nabazivalele bodwa, kodwa kananjalo kuthintelwa ukuhamba ngesikeyile esikhulu phakathi kwamasebe kweli thuba lifutshane (njengokuba abasebenzi abaziswe ukuba basebenze kwisebe basebenze kwisebe elinye kuphela ngexesha elikwithuba eliphakathi);
 - ukuqeshwa kwexeshana kwabasebenzi abafanelekileyo abanezakhono ukuba bangene kwindawo yabo bazihlalele okanye bazivalele bodwa;
 - ukulandela ngononophelo amanyathelo achazwe kumacandelo 1 ukuya ku-3 ukukhusela abasebenzi kusulelo lweCovid-19; kunye
 - nokuqeqesha abasebenzi ngendlela yokuthintela ukusasazeka kweCovid-19.



4.10. Ukuvulwa kwakhona kwendawo yokusebenza

- Ukuze ivulwe kwakhona indawo yokusebenzela, kufuneka kwenziwe ubuncinane le mimiselo ilandelayo:
 - Uhlolo lweemeko ezikhokelele ekubeni sesichengeni sentsholongwane yekhorona komsebenzi
 - Inkcazo yamanyathelo aza kuthathwa ukulungisa naziphi iintsilelo zothintelo ezifunyanisiweyo ngexa lohlolo
 - Uqeqesho olupheleleyo (noqeqesho lokukhumbuza) kubasebenzi ngothintelo lweCovid-19
 - Ukucoca kunye nokubulala iintsholongwane kuyo yonke imiphezulu kunye nezinto ebezingcolisekile
 - Ingxelo yohlolo oluqhutyiweyo kunye nawo nawaphi amanyathelo okulungisa athathiweyo
 - Iinkqubo zokuphumeza yonke imisebenzi yothintelo exelwe ngentla
- Ukuba indawo yokusebenza ibivaliwe ngomyalelo womhloli ovela kwiSebe leNgqesho neMisebenzi, ukuthobela okusesikweni kufuneka kuboniswe phambi kokuba indawo yokusebenza ivunyelwe ukuba ivule kwakhona.



4.11. Ukucocwa kwendawo eyosulelekileyo

- Coca yonke imiphezulu kunye nezinto ekunokwenzeka ukuba lowo okanye abo bosulelekileyo bebekhe babamba kuzo.
- I-PPE elandelayo kufuneka inxitywe ngexa lokucoca:
 - liglavu ezomeleleyo zerabha
 - limaski zobuso
 - ilihelmethi okanye iigoglyzi
 - lifaskoti
 - Izihlangu ezivalekileyo
- Imathiriyeli elandelayo kufuneka isetyenziswe xa kucocwa kwaye kubulawa iintsholongwane:
 - Phambi kokubulawa kweentsholongwane, sebenzisa isepha eluhlaza yasendlini kunye namanzi ukucoca bonke oomatshini kunye nemiphezulu engqongileyo enokumelana nayo (umzkl. iindonga, imigangatho, iiblayindi nemiphezulu).
 - Uze ke ubulale iintsholongwane koomatshini nemiphezulu usebenzisa ama-30 ml (okanye iitisipuni ezintandathu) zebhlitshi ngelitha enye yamanzi.
 - Ukuba indawo ayicoceki ngesepa namanzi, sula indawo ngomxube oyi-70% we-alkoholi.
 - Abasebenzi abacocayo kufuneka bahlambe izandla zabo ngesepa namanzi ngaphambi nasemva kokucoca.
 - Konke ukucoca kufuneka kugxile ekucoceni imiphezulu nezinto ezisoloko ziphathwa (ezifana neziphatho zamacango, ikey pads neekey board, nezinye). Kwimisebenzi emininzi akukho sidingo sokucoxa ngeekhemikhali ezitshizwayo, eziyinkungu okanye ezingumphunga.
 - ISebe lezeMpilo laseNtshona Koloni alikukhuthazi okanye alikufuni nganto ucoceko oluquka iikhemikhali ezitshizwayo, eziyinkungu okanye ezingumphunga okanye isebe eli alifuni nganto 'isatifiketi sokucoxa'.

5. Izikhokelo ngqo zamacandelo awohlukeneyo

Ngezikhokelo ngqo zamacandelo alandelayo, ngena ku-<https://coronavirus.westerncape.gov.za>:

- lindawo zokusebenza ezisezi-ofisini ekungafikeleli uluntu kuzo
- libhanki, iiposi nee-ofisi zikarhulumente ezinceda uluntu
- Izithuthi zikawonke-wonke
- Izithuthi ze-E-hailing (i-Uber, Bolt, njl. njl.) kunye neeteksi zabucala
- ligaraji
- livenkile ezinkulu zorhwebo
- livenkile zempahla
- Urhwebo lasezitatweni neevenkile ezincinane
- linkonzo ezenza ukudibana kuthathe ixesha elide (iindawo zokulungisa iinwele, ii-spa, abalungisi beenzipho, abaphululi bemizimba, njl. njl.)
- Ezokwakha
- Ezokuvelisa
- Ezolimo
- lifasiliti zokhathalelo namakhaya abadala
- Izikolo neekritshi



Ngayo nayiphi na imibuzo, ungabuza
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- Umnxeba **021 417 4043**



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Senza inkqubela yenzeke. Sisonke.