

# SAHPA COVID 19 ACTION PLAN

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## **Foreword**

**After completing our risk assessment (Annexure A) the team has come up with the following COVID 19 action plan in line with regulations set out by national government.**

### **1. COVID 19**

#### **What is COVID-19?**

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

#### **Who is most at risk?**

Currently, travellers to areas where there is ongoing sustained transmission of COVID-19 including Mainland China (all provinces), Hong Kong, Japan, Republic of Korea, Singapore, Vietnam, Taiwan, Italy and the Islamic Republic of Iran are at greatest risk of infection. Furthermore, the elderly, individuals with co-morbidities and healthcare workers have been found to be at a higher risk of death.

#### **How is it transmitted?**

While the first cases probably involved exposure to an animal source, the virus now seems to be spreading from person-to-person.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

#### **What are the symptoms of COVID-19?**

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

#### **How is COVID-19 treated?**

Treatment is supportive (providing oxygen for patients with shortness of breath or treating a fever, for example). To date, there is no specific antiviral treatment available. Antibiotics do not treat viral infections. However, antibiotics may be required if a bacterial secondary infection develops.

### **How can you prevent infection?**

The following can provide protection against infection from Coronaviruses and many other viruses that are more common in South Africa:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try and keep a distance from others at home.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.
- Clean and disinfect frequently touched objects and surfaces.

### **What we are doing in South Africa?**

On 23 March 2020, President Cyril Ramaphosa announced a new measure to combat the spread of the Covid-19 coronavirus in South Africa – a three-week nationwide lockdown with severe restrictions on travel and movement, supported by the South African National Defence Force – from midnight on Thursday, 26 March, to midnight on Thursday, 16 April. The President said more needed to be done to avoid “an enormous catastrophe” among the population.

In essence, this meant people would only be allowed to leave their homes to buy food, seek medical help or under other extreme circumstances.

The lockdown follows government regulations that limited public gatherings, travel from high-risk countries and the sale of alcohol.

In addition, borders were closed to reduce the rate of infection from those travelling into South Africa from other countries. A quarantine was also enforced on inbound travellers and returning citizens.

### **Latest measures**

On Wednesday, 1 April, Minister of Health, Dr Zweli Mkhize, launched 60 new mobile laboratories to boost the country’s capacity to test for COVID-19.

The sampling and testing units, procured by the National Health Laboratory Service (NHLS), will be deployed nationwide to all priority districts and metros.

10,000 community health care workers will be deployed across the country for door-to-door household screening. Each province has been requested to start working on this strategy by deploying provincial community healthcare workers, with appropriate Personal Protective Equipment, to undertake a house-to-house programme of “no-touch” screening for Covid-19 symptoms and to refer symptomatic people to clinics for testing.

In addition, PEPFAR-funded District Support Partners have been instructed to support provinces in this programme.

South Africa currently has the capacity to conduct 5,000 tests for COVID-19 daily. However, with the addition of mobile testing units, combined with 180 testing sites and 320 testing units across the country, this number will now increase six-fold.

## **2. PREVENTATIVE MEASURES**

### **Screening of staff , students or visitors prior to entering the site.**

- All staff , students and visitors will need to undergo the compulsory screening procedure prior to accessing the site or sharing school transportation facilities. (See Annexure B)

### **Covid 19 compliance officer**

- In Addition to SAHPA's Compliance officer, each individual school operating under the SAHPA ATO will need to appoint a Covid 19 compliance officer as per annexure C prior to resuming training activities. ( The owner or CFI may also be the compliance officer)

### **Declaration of compliance**

- In addition to the SAHPA chairman's declaration of compliance each individual school owner operating under the SAHPA ATO will need to complete a declaration of compliance as per annexure D prior to resuming training activities

### **Making sure our workplaces and flying sites are clean and hygienic**

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, helmets, harnesses, brake toggles) will be wiped with disinfectant regularly
- Why? Because contamination on surfaces touched by employees, students and visitors is one of the main ways that COVID-19 spreads

### **Promoting regular and thorough hand-washing by staff, students and visitors**

- Putting sanitising hand rub dispensers at strategic places and making sure these dispensers are regularly refilled
- Displaying posters promoting hand-washing and combining this with other communication measures where possible
- Making sure that staff, students, and visitors have access to places where they can wash their hands with soap and water
- Why? Because washing kills the virus on your hands and prevents the spread of COVID19

### **Promoting adequate social distancing always as per government regulations**

- Staff , Students and visitors need to Maintain at least 2m separation at all times.
- No more than 50 persons will be allowed on a take off site at one time.

### **Promoting good respiratory hygiene in the workplace**

- Displaying posters promoting respiratory hygiene and combining with other communications where possible.
- Ensuring that face masks are always worn.

- Why? Because good respiratory hygiene prevents the spread of COVID-19

### **Briefing our staff, students and visitors on the dangers of COVID-19 spreading.**

- Anyone with even a mild cough or low-grade fever (37.3C or more) needs to stay at home. They should also stay home if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen, or aspirin, which may mask symptoms of infection as per WHO guidelines.
- Keep communicating and promoting the message that people need to stay at home if they have any flu like symptoms.
- Displaying posters with this message in our work and flying sites, combining this with other communication channels commonly used at our School.
- Continually developing campaign material by health stakeholders to promote this message.

### **3. THINGS TO CONSIDER WHEN EMPLOYEES AND STUDENTS ARE TRAVELING**

#### **Before travelling:**

- Ensure staff and students have the latest information on areas where COVID-19 is spreading. You can find this at: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
- Ensure all staff and students have undergone the screening process in annexure B before embarking on any travel.

#### **While travelling:**

- Staff and students to ensure that maximum passenger capacity of 70% of total capacity as per government regulations are not exceeded.
- Staff and students are encouraged to wash/sanitize their hands regularly.
- All staff and students should comply with any restrictions on travel.

### **When our staff and students return from travelling:**

- If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3C or more) they should stay at home and self-isolate. This means avoiding close contact (two metre or nearer) with other people, including family members. In the event of developing symptoms, staff and students should contact the School and the national Toll Free Hotline on 0800 029 999 and provide them details of their recent travel and symptoms.
- Should anyone test positive for COVID 19 within 14 days of sharing school transport they need to make immediate contact with the school.

## **4.SURVEILLANCE AND CASE DEFINITION FOR COVID 19**

### **Rationale for surveillance for 2019-nCoV**

Surveillance for 2019-nCoV is essential to permit early recognition of suspected cases, early diagnosis, containment, and prevention of further cases.

Who should be tested for 2019-nCoV?

Presently, persons who should undergo testing for 2019-nCoV have identifiable factors as described below:

### **Surveillance case definitions for persons under investigation (PUI) who should be tested for 2019-nCoV**

Employees and students with acute respiratory infection (sudden onset of at least one of the following: fever, cough, sore throat, shortness of breath) requiring hospitalisation or not

#### **AND**

In the 14 days prior to onset of symptoms, met at least one of the following epidemiological criteria:

- Were in close contact with a confirmed or probable case of 2019-nCoV infection;

#### **OR**

- Had a history of travel to areas with presumed ongoing community transmission of 2019-nCoV; i.e. China, South Korea, Singapore, Japan, Iran, Hong Kong, Italy, Vietnam, Taiwan, New York, etc.

#### **OR**

- Worked in or attended a healthcare facility where patients with 2019-nCoV infections were being treated.

**A confirmed case:** is a person with a laboratory-confirmation of infection with the 2019-nCoV.

## **5. CASE MANAGEMENT FOR COVID 19**

Current plan if someone becomes ill with suspected COVID-19 at the Flying School.

- Employees and students with signs and symptoms of possible COVID-19 infection will contact the **national hotlines: 0800 111 132 and 0800 029 999.**
- Any staff, student or visitors who record a moderate temperature above 37,3 C will be asked to wait in the isolation area for 15 min and will thereafter be re-tested. Should the second screening indicate a lesser temperature the staff, student or visitor will be allowed on site after completing the rest of the screening procedure, should the second temperature recording indicate a temperature above 37,3C, the staff, student or visitor will be asked to leave the site and contact the national hotline on 0800 111 132.
- The identified possible infected persons will be supported, without inviting stigma and discrimination. This could include persons who have recently travelled to an area reporting cases, or other persons who have chronic conditions (e.g. diabetes, heart and lung disease, old age, HIV, etc.) that put them at higher risk of infection.
- The school will liaise with the local healthcare authorities for referral according to the South African Department of Health's National Guidelines.
- The contacts of the identified possible infected person will be managed according to the South African Department of Health's National Guidelines.

## **6. RECORD KEEPING**

All screening records need to be filed by the compliance officer and kept for a minimum of 90 Days to assist in possible contact tracing.

ANNEXURE A

**RISK ASSESSMENT**

Actions should be taken based on the risk score. Assign a priority (very high, high, medium or low) based on existing and required control measures, in consultation with your Covid 19 compliance officer.

| <b>PART I</b>                                |   | <b>General aspects of the work environment and duties or activities of the worker</b> |   |                         |  |                            |        |  |           |   |   |    |                                       |   |           |
|--|---|---|---|-------------------------|--|----------------------------|--------|--|-----------|---|---|----|---------------------------------------|---|-----------|
| <b>COMPANY:</b>                              |   | South African Hang gliding and Paragliding Association                                |   |                         |  | <b>DATE OF ASSESSMENT:</b> |        | 31/05/2020   |           |   |   |    |                                       |   |           |
| <b>ASSESSOR NAME:</b>                        |   | Barry Pederson  |   |                         |  | <b>APPROVED BY:</b>        |        | Pete Wallenda  |           |   |   |    |                                       |   |           |
| <b>SIGNATURE:</b>                            |   |   |   |                         |  | <b>SIGNATURE:</b>          |        |  |           |   |   |    |                                       |   |           |
| <b>SCOPE OF WORK:</b>                        |   | All training with regards to PG,PPG,PPT and Hang gliding                              |   |                         |  | <b>LOCATION:</b>           |        | All sites  |           |   |   |    |                                       |   |           |
| <b>REVIEW DATE:</b>                          |   | 31/05/2021  |   |                         |  |                            |        |  |           |   |   |    |                                       |   |           |
| <b>PART II<br/>RISK MATRIX</b>               |   | <b>LIKELIHOOD OF EXPOSURE TO SARS-CoV-2</b>   |   |                         |  |                            |        |  |           |   |   |    |                                       |   |           |
|  |   | <b>Unlikely</b><br>Not very possible to occur in the near future                      |   |                         | <b>Possible</b><br>Feasible to occur in the near future                  |                            |        | <b>Likely</b><br>Very possible to occur in the near future |           |   |   |    |                                       |   |           |
| <b>CONSEQUENCE OF EXPOSURE TO SARS-CoV-2</b> | <b>Severe</b><br>Fatal or permanent disability                      | Medium  |   |                         | High   |                            |        | Very high  |           |   |   |    |                                       |   |           |
|  | <b>Moderate</b><br>Medical attention >14 days and complete recovery | Low   |   |                         | Medium   |                            |        | High   |           |   |   |    |                                       |   |           |
|  | <b>Negligible</b><br>Near miss or unlikely to happen                | Very low  |   |                         | low  |                            |        | Medium   |           |   |   |    |                                       |   |           |
| Keep monitoring the process                  |   | Keep the process going, but monitor regularly and consider a control plan             |   |                         | Keep the process going, and implement a control plan as soon as possible |                            |        | Investigate the process and implement controls immediately |           |   | Stop the process and implement controls |    |                                       |   |           |
| <b>PART III</b>                              |   | <b>Identification of risk and proposed preventative measures to reduce risk</b>       |   |                         |  |                            |        |  |           |   |   |    |                                       |   |           |
| HAZARD                                       | WHO MAY BE AT RISK  | TASK or ACTIVITY  | ROUTE OF EXPOSURE                                 | HEALTH EFFECTS          | FINAL RISK LEVEL = C x L   |                            |        |  |           | EXISTING CONTROL MEASURES   | PROCEED WITH EXISTING CONTROLS          |    | ADDITIONAL CONTROL MEASURES           | ACTION BY   | DUE DATE  |
|  |   |   |   |                         | VERY LOW   | LOW                        | MEDIUM | HIGH   | VERY HIGH |   | YES                                     | NO |                                       |   |           |
| COVID 19                                     | Staff, Students and Visitors  | ALL Training and administration Except for Tandem training                            | Contact with persons, surface, vapour or droplets | A symptomatic to Fatal. | 1.   |                            |        |  |           | Wearing of masks, washing/sanitizing hands and surfaces regularly and social distancing | YES                                     | NO | Sanitizing equipment, Daily screening | Staff , compliance officer, Students and visitors | 1/06/2020 |
|  |   |   |   |                         |  |                            |        |  |           |   | YES                                     | NO |                                       |   |           |
|  |   |   |   |                         |  |                            |        |  |           |   | YES                                     | NO |                                       |   |           |
|  |   |   |   |                         |  |                            |        |  |           |   | YES                                     | NO |                                       |   |           |

KEY: C – consequence (severe, moderate, negligible); L (unlikely, possible, likely)

ANNEXURE B

| SCREENING FORM FOR STUDENTS/EMPLOYEES   |   |                                 |              |
|---|---|---------------------------------|--------------|
| <b>1. AREA DETAILS</b>  |   |                                 |              |
| <b>Flying site:</b>   |   |                                 |              |
| <b>2. Date and Time</b>   | / / 2020  |                                 |              |
|   | <b>Time:</b>  |                                 |              |
| <b>3. STUDENT INFORMATION</b>   |   |                                 |              |
| <b>Id Number</b>  |   |                                 |              |
| <b>Surname</b>  |   |                                 |              |
| <b>Full Names</b>   |   |                                 |              |
| <b>Personal Contact Number</b>  |   |                                 |              |
| <b>Gender - Age</b>   | <input type="checkbox"/> MALE                       | <input type="checkbox"/> FEMALE | <b>Age -</b> |
| <b>4. TEMPERATURE</b>   | <b>NB – NO ENTRY IF TEMPERATURE IS 38°C OR MORE</b> |                                 |              |
| Only Non-Contact Thermometer to be used   |   | °C                              |              |
| <b>5. CLINICAL INFO - SYMPTOMS (CIRCLE Y OR N)</b>  |   |                                 |              |
| Fever/Chills  | Y / N   | Loss of smell OR loss of taste  | Y / N        |
| Cough   | Y / N   | Redness of the eyes             | Y / N        |
| Sore throat   | Y / N   | Nausea/vomiting/diarrhoea       | Y / N        |
| Shortness of breath   | Y / N   | Fatigue/ weakness / tiredness   | Y / N        |
| Body aches  | Y / N   |                                 |              |
| Did you recently travel to a country outside SA?  |   |                                 | Y / N        |
| Did you have contact with a person that tested positive for COVID-19 in the last 24 hours?  |   |                                 | Y / N        |
| Disclaimer: The screening does not replace professional medical consultation. Please seek professional medical advice and assistance if you showed any of the above symptoms or have had contact with a person that tested positive for COVID-19 in the last 24 hours. Hotline number 0800 029 999 or WhatsApp on 0600 12 3456. |   |                                 |              |

|                                   |             |             |
|-----------------------------------|-------------|-------------|
|                                   |             |             |
| <b>Signature: STUDENT</b>         | <b>Date</b> | <b>Time</b> |
|                                   |             |             |
| <b>Screening Verifier Details</b> | <b>Date</b> | <b>Time</b> |

ANNEXURE C

**ANNEXURE C -COVID-19 COMPLIANCE OFFICER APPOINTMENT LETTER**

I, BEING THE HEAD OF SCHOOL - (School Name) \_\_\_\_\_

SURNAME : \_\_\_\_\_

FULL NAMES : \_\_\_\_\_

IDENTITY NUMBER: \_\_\_\_\_

- HEREBY APPOINT THE BELOW MENTIONED PERSON AS THE ORGANISATION'S COVID-19 COMPLIANCE OFFICER.

NAME & SURNAME: \_\_\_\_\_

DATE OF APPOINTMENT: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

POSITION: \_\_\_\_\_

I, THE UNDERSIGNED, HEREBY ACCEPT MY APPOINTMENT AS COVID-19 COMPLIANCE OFFICER AND UNDERTAKE TO:

- PARTICIPATING IN THE DEVELOPMENT AND IMPLEMENTATION OF THE COVID-19-READY WORKPLACE PLAN BEFORE THE REINTRODUCTION OF EMPLOYEES INTO THE WORKPLACE;
- ENSURING THAT SUCH DEVELOPMENT AND IMPLEMENTATION IS DONE IN ACCORDANCE WITH THE REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT;
- ENSURE CLOSE MONITORING OF THE PLAN POST RE-OPENING
- ENSURE ADHERENCE TO HEALTH AND SAFETY PROTOCOLS AS ISSUED, INCLUDING THOSE IDENTIFIED IN THE RISK ASSESSMENTS.

I FULLY UNDERSTAND THE RESPONSIBILITY ASSIGNED TO ME BY THIS DESIGNATION AND CONFIRM MY ACCEPTANCE THEREOF BY UNDERSIGNING THIS APPOINTMENT LETTER.

COVID-19 COMPLIANCE OFFICER NAME:

SIGNATURE: \_\_\_\_\_

AT: \_\_\_\_\_

DATE: \_\_\_\_\_

**ANNEXURE D -DECLARATION OF COMPLIANCE TO OPERATE UNDER LEVEL 3 LOCKDOWN**

**Disaster Management Act, 2002. Amendment of Regulations Issued in Terms of Section 27(2)**

I, \_\_\_\_\_ [CEO, or relevant designate full name and ID number], declare the following with regards to operating within the regulated permissions and restrictions of level 3 lockdown:

**Permit to operate**

I am permitted to operate in terms of the provisions of the National Disaster Act regulations, at level 3 and have prepared a COVID-19 Workplace Readiness Plan.

**Location of service delivery**

Services are being delivered from the following locations only:

| Description of business | District and Province | Description of services | No of staff on shift (including management and support staff) |
|-------------------------|-----------------------|-------------------------|---|
|                         |                       |                         |   |
|                         |                       |                         |   |
|                         |                       |                         |   |
|                         |                       |                         |   |

**Compliance with applicable regulations and directives**

I confirm that my business is following the COVID-19 regulations and guidelines applicable to my business as published on the government website [www.gov.za](http://www.gov.za).

I have appointed the following person, [full name, ID number, email and telephone number], as the company COVID-19 compliance officer.

## **Risk assessment and Response Framework**

I confirm that my business has conducted a risk assessment which assessed the risk of transmission of COVID-19 at the workplace.

I further confirm that my business has designed and implemented a response plan to address COVID-19 related occupational health and safety risks. The response plan aligns with all applicable legislation, regulations and directives and takes into account, *inter alia*, the following risk control measures:

- Physical Distancing;
- Hygiene Standards;
- Personal Protective Equipment (PPE);
- External risks controls;
- Testing, screening and reacting to positive results; and
- Worker communication, engagement and communication

## **Monitoring and Reporting**

I undertake to perform ongoing monitoring of COVID-19 risks applicable to my business and to report if required.

## **Verification**

My business is available during all operating hours for inspection and verification by any authorised law enforcement officials and I undertake to co-operate with such law enforcement officials to assist them in fulfilling their duties.

## **Declaration**

I hereby declare that to my knowledge, the foregoing is true and correct. I accept that a false declaration may carry legal penalties.

Yours sincerely

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SIGNATURE

Full Name

Designation

Email address:

Cell Phone: