

SKNLOGIC

The following regulations must be strictly adhered to as set out by the Department of employment & labour of South Africa.

COVID19 spreads mainly via respiratory droplets produced when an infected person coughs or sneezes.

1. Staff members must receive training on the hygiene guidelines during COVID-19 pandemic and must sign a register that they have received and understood these guidelines.
2. Those showing symptoms of Covid-19 may not be allowed to work.
 - A checklist must be completed by the safety officer for each staff member before starting work.
 - Temperature must be checked and noted on the check list.
 - Symptoms include fever, cough, difficulty breathing, redness of eyes and sore throat.
3. Face mask should be worn at all times.
 - The face mask must cover the nose and mouth completely.
 - Face masks must not be lowered when speaking, coughing, or sneezing.
 - Face masks must not be repeatedly touched – fidgeting with the mask repeatedly is strongly discouraged.
 - The inner side of the mask must not be touched by hands.
 - Wash hands after removing the face mask.
 - Wash cloth face masks with warm soapy water and iron when dry.
 - Face masks given by Logica must remain on the premises so that it can be cleaned and washed for the next day.
 - Do not touch your eyes or face at any time.
4. Employees while performing treatments.
 - Use sanitizing spray to disinfect work areas inbetween treatments.
 - Masks are required in common areas.
 - Wear clean masks, face shields (highly advisable) and aprons during treatments.
 - Wash and sanitize hands repeatedly (before, during and after treatment).
 - Disinfect professional use products after each use.
 - Beds are replaced with freshly laundered linens for each client/ cover bed with disposable medical towel roll.
 - Clean and disinfect all equipment and surfaces before use and after use.
 - Disinfect high-touch areas at least hourly.
 - Tweezers, cuticle nippers and other metal instruments must be sterilised after each client.
 - New disposables for every client.
 - New disposable for the therapist.
 - Disposable protective equipment must be removed after each treatment, and disposed of - washing hands thoroughly before and after.
 - Wear disposable gloves to clean and disinfect and be careful when using sprays not to ingest any product.
5. Employees must be 1.5 metres apart or must have "physical barriers" between them.

6. Everyone must have access to soap and water, and sanitizer that can be used at workstations.

- Clean hands thoroughly with soap and water.
- Use hand sanitizer frequently.
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue.
- Use the correct procedure when washing your hands (image included on next page of proper procedure) for at least 20 seconds.
- Employees must sanitize their hands before entering the premises.



Apply soap & Wet your hands with clean water.
Turn off tap
(we are in a drought!)



Lather your hands with the soap and scrub for 20 seconds, the time it takes to sing Happy Birthday twice



Wash between your fingers



Wash between your thumbs



Scrub the back of your hands



Scrub wrists & forearms.
Turn on tap & rinse with clean water.
Turn off tap

7. Clients entering the premises.

- A hands-free stand with hand sanitizer has been placed at the entrance of the store, each client must sanitize their hands before entering the premises.
- It is against the law to leave your house without a face mask. A client will not be allowed to enter the premises if he or she is not wearing a face mask.
- Only 4 clients will be permitted in the shop at one time, any surplus must remain outside of the premises in their cars until called upon to enter the building.
- Employees must wear gloves when attending to a client and receiving payment.
- Clients must maintain a distance of 1.5m from each other.
- Sterilize the bed/ couch/ plinth in front of the client.
- Hand the client any towels or disposable items she may need for her treatment.
- Each client must be screened when entering. They must sign the registration and all the questions must be noted.

- Clients temperature must be checked and written on the screening sheet. After taking the temperature readings, the thermometer must be thoroughly cleaned with sanitizer and a paper towel.

8. Restrooms

- Towels are not allowed in restrooms, these have been replaced with paper towels.

9. Employees that are ill.

- Employees must inform the employer if they have any of the symptoms related to COVID-19 and will not be allowed to come to work.
- If you are ill you need to be tested for the COVID-19 virus and only once found negative may you continue work.
- An employee cannot merely stay at home and refuse to come to work, if the employee feels that there is a reasonable risk to his/her health, the employee must discuss that with the employer.
- If you are tested positive with COVID-19 you will need to be quarantined in your home for 14 days before resuming work.
- If an employee is tested positive, the employer must notify the Department of Employment and Labour and report it to the COV19 hotline: 0800 029 999
- If an employee or a family member of the employee travelled to infected countries, or outside of South Africa recently the employee must inform the employer;
- If an employee has been in contact with someone who has travelled to infected areas, or internationally recently or if he/she might have been exposed, he/she must inform the employer immediately;
- If an employee has a runny nose, dry cough, fever, body pain, respiratory problems or immune deficiencies, the employee must inform the employer;
- If any employee has a suspicion that a co-employee may be a health risk to the company or his/her co-employees, the employee must inform the employer;
- Should any employee fail to notify the employer of any of these concerns, the employee may face disciplinary action.

10. General Hygiene Practices in the workplace:

- Employees must ensure that they make use of the hand soap and hand sanitizers available when they enter the workplace and after teatime, lunchtime or use of toilet facilities;
- Use a tissue or a bent elbow when you have to sneeze or cough and immediately wash your hands after that for 20 seconds;
- Do not shake hands or give hugs, limit physical contact and maintain a distance of 2m as much as reasonably possible, and immediately wash your hands should it be unavoidable;
- Keep a clean and sanitary work environment, i.e. wipe your workstation, phone, door handles daily;
- Refrain from touching your eyes, nose and mouth.

11. Failure to adhere to this policy.

- All employees are expressly informed that compliance with the provisions of this policy is of paramount importance and failing/refusing to adhere to that may lead to disciplinary action and possibly dismissal after the employer has followed a fair procedure;

- The employee must familiarise him-/herself with the content of the above as well as all other policies and rules of the company, including the employer's disciplinary code. The employee is advised that failure to do so, will not exonerate him/her from being disciplined on account of a claim of ignorance;
- Should any aspect of this or any other policy be unclear, or should an employee have any question relating to this or any other policy/rule in the workplace, such matter or clarity must be obtained from the employee's immediate supervisor/line manager, or even the employer directly;
- This policy may be changed, as more information becomes available.

The above regulations have been explained to me and I understand what is expected of me: Yes: _____ No: _____

Employee Signature: _____ Full Name: _____

Date: _____