

## Coronavirus (COVID-19) Cart n Haul PTY (Ltd) policy

- This is Cart n Haul PTY (Ltd) official Coronavirus (COVID-19) company policy, that will provide all the essential guidelines management and employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

### Policy brief & purpose

- Cart n Haul PTY (Ltd) policy includes the measures we are actively taking to mitigate the spread of coronavirus. All Drivers, Shoppers are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.
- Cart n Haul PTY (Ltd) assure all that the company will always treat everyone's private health and personal data with high confidentiality and sensitivity.
- This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. Cart n Haul PTY (Ltd) will update all as soon as possible by email.

### Scope

- This coronavirus policy applies to all of our employees who physically work areas, namely Shoppers and Drivers. It also speaks strongly to our office staff and management.
- Cart n Haul PTY (Ltd) strongly recommend to our remote working personnel (JHB) to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### Policy elements

- Cart n Haul PTY (Ltd) outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

### Sick leave arrangements:

- If any Shopper or Driver in the field, have cold symptoms, such as **cough/sneezing/fever, or feel poorly**, notify the office immediately and request sick leave or work from home where apply.
- If any Staff have a positive COVID-19 diagnosis, one can only return to the work (Shoppers, Drivers and Office Staff) only after the person has fully recovered, with an official doctor's note confirming your recovery.

### Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home where applies.
- If you have recently returned from areas with a high number of COVID-19 cases (based on South African Government and Health Sector announcements), Cart n Haul PTY (Ltd) will ask its Staff to work from home (where applies) for 14 calendar days, and return to the office only if Staff are fully asymptomatic.
- Staff will also be asked not to come into physical contact with any colleagues during this time.



- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, inform the office promptly and request work from home (where applies).
- Again, one will also be asked not to come into physical contact with any Staff during this time.
- If you're a parent and you have to stay at home with your children, please notify the office and request work from home (where applies).
- Follow up with direct line manager or departmental head to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, please notify the office and request work from home (where applies).
- One will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that one's asymptomatic or one have a doctor's note confirming one don't have the virus.
- One will also be asked not to come into physical contact with any Staff members during this time.

#### **Traveling/commuting measures:**

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners providing the level we subjected too).
- If you normally commute to the office by public transportation and do not have other alternatives, one can request to work from home as a precaution (where applies).

#### **General hygiene rules:**

- Wash one's hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find in stores and those provided by Cart n Haul's office.
- Cough/sneeze into one's sleeve, preferably into one's elbow. If one use a tissue, discard it properly and clean/sanitize one's hands immediately.
- Open the windows regularly to ensure open ventilation (Office and Drivers)
- Avoid touching one's face, particularly eyes, nose, and mouth with one's hands to prevent from getting infected.
- If one find yourself coughing /sneezing on a regular basis, avoid close physical contact with one's co-workers and take extra precautionary measures (such as requesting sick leave from office).

#### **Disclaimer:**

*The policy are meant to provide general guidelines as to how Cart n Haul PTY (Ltd) Management, Staff and Contractors must adhere and prescribe too this epidemic. This in merely a company order, to safeguard Management, Staff and Contactors and may not cover all Local and Provincials laws. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.*

*Fin*