

## THE DOMINO FOUNDATION COVID-ready WORKPLACE PLAN – MAY 2020

As stipulated within the **REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, 2002, Dated 29.04.2020**, The Domino Foundation Disaster Management programme is classified as an Essential Service (**Part O, of table 1 as well as Annexure D, Part B, point 2**) which has continued to operate throughout the lockdown. As we enter level 4, other programmes of The Domino Foundation will reopen as per **Table 1, Alert level 4, Part P, point 4 as well as Annexure D, Part B, points 2, 9 and 31**. These include programmes that provide all social work, counselling, care and relief to older persons, mentally ill, persons with disabilities, the sick and children.

This plan outlines the strategy and actions taken to ensure the safe reopening of The Domino Foundation and its programmes as per **Regulation a6(6)(b) of REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, 2002. Dated 29.04.2020**.

### 1. ORGANISATION PARTICULARS

|                                       |  |
|---------------------------------------|--|
| <b>NAME OF ENTITY REOPENING:</b>      | The Domino Foundation  |
| <b>REGISTRATION NUMBER:</b>           | 037/703 NPO  |
| <b>CONTACT NUMBER:</b>                | 031 563 9605   |
| <b>ADDRESS(es):</b>                   | 37 Mackeurtan Avenue , Durban North, 4051<br>127 Adelaide Tambo Drive, Durban North, 4051<br>128 Cardham Drive, Brookdale, Phoenix, 4068<br>24 Queens Terrace, Amanzimtoti, 4125 |
| <b>DATE OF PHASED REOPENING:</b>      | 01/05/2020   |
| <b>HOURS OF OPERATION:</b>            | Mon – Fri, 08h00 – 16h00 (Office)<br>24/7 Shift Work (Place of Safety)   |
| <b>COVID-19 COMPLIANCE EMPLOYEES:</b> | Shaun Tait, CEO<br>Precious Thabethe, Crisis Mother<br>Cathy Whittle, Nutrition Team Leader (North)<br>Cheryl Dann, Nutrition Team Leader (South)                                |

### 2. TIMETABLE OF PHASED RETURN-TO-WORK

As per regulations Chapter 2, point 5 (4)(a), The Domino Foundation offices have a floor space of about 180m<sup>2</sup>. As the regulations stipulate adequate space is considered 1 person to 1.5m of floor space, the total number of individuals (employees, volunteers and customers together) is limited to just over 120 persons at any given time. The timetable below outlines the phased-in approach of different teams over the course of level 4. This will be reviewed for level 3 and up, which is currently set for end of May

| WEEK                         | DAYS IN THE OFFICE PER WEEK | TEAM   | NUMBER OF EMPLOYEES |
|------------------------------|-----------------------------|--|---------------------|
| 1<br>04/05/2020 – 10/05/2020 | 5 days per week             | Disaster, Babies                                       | 10                  |
| 2<br>11/05/2020 – 17/05/2020 | 5 days per week             | Disaster, Babies                                       | 12                  |
|                              | 1 day per week              | Ops Team   |                     |
| 3<br>18/05/2020 – 24/05/2020 | 5 days per week             | Disaster, Babies, Red Light, Nutrition, Social Workers | 20                  |
|                              | 1 day per week              | Ops Team   |                     |
| 4<br>25/05/2020 – 31/05/2020 | 5 days per week             | Disaster, Babies, Red Light, Nutrition, Social Workers | 20                  |
|                              | 2 day per week              | Ops Team   |                     |

### 3. STEPS TAKEN TO GET WORKPLACE COVID-19 READY

We have implemented:

1. Deep cleaning protocols of workstations and office spaces
2. Screening, temperature checks and attendance records (used for contact tracing if necessary)
3. New signage installed (toilets, common areas, office space)
4. Sanitizer placed at all common areas, entrances and exits
5. Separation of Public and Private zones
6. Procurement of 2 x masks and sanitizers for each staff member
7. Re-arrangement of workspaces to ensure additional social-distancing is taking place.

### 4. WORK FROM HOME STAFF ALLOWANCES

As per regulations, staff members with comorbidities and those 60 years or older, will be required to work from home throughout lockdown.

Programmes that are unable to work-from-home to achieve programme objectives are; Babies Home, Nutrition, ECD, Literacy, Life Skills & Skills Development. As such, these programmes will operate from the 'office' based on the Alert level that each programme activities can resume. Eg. Babies Home can continue operating throughout all levels, whereas education programmes will be guided by the DOE's decision on school reopening.

Other team members (predominately from our Admin team) will continue to work from home (WFH) for the required number of days per week and will adjust in-office times as per phased-in schedule above in section 2.

### 5. ARRANGEMENTS FOR STAFF, CUSTOMERS AND MEMBERS OF THE PUBLIC

The points below outline the procedures and areas of concern within the work place and will be enforced upon staff members, volunteers, donors/partners, customers and the public.

1. **DEEP CLEANING:** The office will be sanitized and undergo a deep clean prior to the commencement of the reopening phases. The office will also undergo this deep clean each week, which covers all communal areas, work stations and open spaces.

2. **SCREENING:** When entering the property, you will be screened by security. You will be offered hand sanitizer and will need to report to Omer to complete a 5 point questionnaire and to sign a declaration that you are in good health. If you answer yes to any of the screening questions, you will not be allowed on site and you will be referred to your GP for a proper consultation with a medical professional. (Personal responsibility for a GP/Clinic check-up)
3. **TEMPERATURE CHECK:** on arrival, you will have your temperature taken and you will need to complete the register with name, surname and contact number. This has been put in place to assist with contact tracing should a positive case of COVID-19 be reported on our property. Again, if your temperature registers as higher than 37.5 degrees, you will not be allowed on site and referred to your GP for a proper medical assessment. (Personal responsibility for a GP/Clinic check-up)
4. **PROPERTY:** The property has been divided into 'public' and 'private' zones. Downstairs, behind the security doors (finger print doors) is considered the 'public' zone, while upstairs in the office space, reception area and echoes is consider the 'private' zone. All deliveries, volunteers and visitors are to remain downstairs in the 'public' zone and will not be allowed upstairs into the private zone. Please ensure you go downstairs to have 'meetings' or to collect items. Please ensure you wear your mask when entering the 'public zones' downstairs.
5. **MASKS:** Domino will provide each staff member with 2, cloth reusable masks and we require that each of you wear masks at all times when entering and leaving the property as well as when you spend time in the 'public' zone downstairs. (See point 3 above regarding public vs private zones).
6. **COMMUNAL AREAS:** 1901 coffee shop will remain closed until all restrictions have been lifted. Meetings are to be held on Zoom or off-site wherever possible. Sanitizer has been placed in all communal areas (photocopy machine, echoes coffee and tea station etc. with signs reminding use and hand cleaning). These areas have also been limited to have only 2 people at a time at each station (photocopy area and echoes staff area). All staff need to ensure social distancing techniques are followed.
7. **TRANSPORTATION OF STAFF:** Staff that have no private transport options available, will be provided transportation to and from the office by a Domino vehicle. This additional transport roster will potentially mean flexible work hours to allow collection and drop-off of teams and members as required. This driver schedule will be based on the in-office times as per phased-in schedule above in section 2.
8. **VENTILATION:** All windows and doors will remain open (non-wind weather permitting) to ensure high levels of ventilation within the property.

This policy has been put in place to ensure the safety of staff and team members and to comply with the regulations set out by Government.



**SHAUN TAIT**  
CEO  
THE DOMINO FOUNDATION