PROTOCOL FOR REPORTING - EMPLOYEES

If any employee suspects that they might be infected or exposed to COVID 19, the person should go into self-quarantine and follow the reporting protocol outlined below:

1. Telephonically contact the line manager or HOD immediately, and if they are unavailable, the relevant Executive manager.

2. The employee or student should contact the nearest clinic/hospital/ or contact 0800 111 132.

3. The line manager/HOD should follow up with the affected person regarding feedback received and measures taken by the person to prevent exposure to others.

4. The line manager shall inform the Senior Director: Human Resources (SD: HR) regarding the suspected case. The SD: HR shall record the incident and provide periodic reports to Executive Management.

5. The line manager/HOD shall inform other employees and stakeholders who may have been in contact with the affected person.

6. The affected or exposed person(s) shall follow the isolation protocol as specified by (National Institute for Communicable Diseases) NICD.

7. The NICD will further engage with the affected or exposed person(s) from this point forward.