

## **ANNEXURE B**

### **START-OF-DAY PROTOCOL**

#### **Compliance officer**

- Ensure table at entrance is set up with hand sanitising materials.
- Ensure that the COVID-19 protocols are clearly displayed at the entrance.
- Keep file with summary of screening and temperature log.
- Check that restrooms are cleaned and hand-washing soap and paper towels are there.
- Ensure that all demarcations and off-limit areas are clearly marked and locked.
- Monitor if any employees are displaying any symptoms
- Closely monitor employee who is returning back to work after being diagnosed with COVID-19

#### **Employees**

- Ensure that mask is in place when office entrance is reached.
- Disinfect hands at entrance.
- Complete the screening questionnaire with the compliance officer.
- Wipe any door handle clean when entering the offices.
- Do not enter the offices if any of the questions on the screening questionnaire is positive.

#### **Cleaning**

- Clean all offices with disinfectant – wipe desks/door handles/light switches, etc.
- Wear face mask and gloves while cleaning offices.
- Disinfect all areas in the offices.
- Submit checklist to compliance officer.