

ANNEXURE C

END-OF-DAY PROTOCOL

Compliance officer

- Ensure all offices are closed at the end of the day.
- Ensure that reception area is cleaned at end of the day.
- Check that there is enough disinfectant and wipes for the next day.
- Ensure that social distancing is complied with when employees are leaving.

Employees

- Wipe all areas in the office before leaving.
- Ensure that there is disinfectant and wipes in the office.
- Adhere to social distancing protocols when leaving.

CEO

- Inform employees if any symptoms have been displayed by employees and whether any isolation or quarantine is needed.