



INFECTIOUS & COMMUNICABLE DISEASES CONTROL POLICY

TT-FOA-26


Effective Date

Standard Operating Policy – Finance,
Operations & Administration

DOCUMENT CONTROL

Document Information

Property	Description
Document Title	Infectious and Communicable Diseases Control Policy
Document No.	TT-F0A-26
Document Author	Kabelo Sedupane
Change date	21 October 2021
Active Date	24 August 2021


Author Signature: 

Date: 29/10/2021

Author signature confirms the contents of this document.

Approvals

The signatures below confirm that the reviewers agree with the content of the document and that this document is approved for implementation within Tshiamiso Trust.

Name	Position	Signature	Date
Prof. May Hermanus	Chairman of the Board		
Kgomotso Molebatsi	Chairperson: HR, Remuneration and Governance Committee		
Daniel Kotton	Chief Executive Officer		02/11/2021

This document is effective from the date of the last approval signature.

Change Record

Date	Effective Date	Author	Version	Change Reference

Document Location

The fully executed document is held by: The Trust

When printed this document is uncontrolled.

1. POLICY SCOPE

1.1 **Purpose of the Policy**

1.1.1 The purpose of this document is to provide guidelines for the response to a wide variety of infectious disease threats to the Tshiamiso Trust (the “**Trust**”). This policy is not meant to be an exhaustive compendium of all diseases or situations that might possibly threaten the Trust’s community as each disease is unique, but rather is a general guide for assessment and the corresponding necessary steps for the Trust to take when any communicable disease affects the Trust’s business and operations.

1.1.2 Section 8 of the Occupational Health and Safety Act, 1993 (“**OHSA**”) requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees. Similarly, the OHSA also imposes a duty on employees to take reasonable care of their own health and safety and that of their fellow employees.

1.2 **Objectives of the Policy**

1.2.1 The purpose of this policy is to ensure a safe work and study environment for all Trustees, employees, visitors, suppliers of the Trust, as well as members of the public, and to prevent the spread of infectious and contagious diseases in the work environment and on the Trust’s premises.

2. **POLICY GOVERNANCE**

2.1 **Roles and Responsibilities**

2.1.1 **Board of Trustees**

The Board of trustees (the “**Board**”) takes overall responsibility for compliance with Health & Safety regulations. The Board may delegate Health & Safety Management to individuals, committees, consultants, and Service providers, but the ultimate responsibility still vests with the Board.

2.1.2 **Chief Executive Officer (CEO)**

The CEO is accountable to the board for the Trust’s Health & Safety process and provides assurance to the Board on the effective operation of the Health & Safety Function.

2.1.3 **Management**

Management is accountable for the implementation of Health and Safety policies in the Trust, and to provide strategic direction and leadership in all Health and Safety related matters.

2.1.4 **Employees**

Employees have the responsibility to reasonable care for health and safety of themselves and all persons they come into contact with at work, as well as to cooperate with Management to enable them to carry out their statutory duties with the object of raising and maintaining a high standard of safety and health at work.

2.2 **Ownership of Policy**

Ownership of the Policy will be vested in the CEO.

2.3 **Approval of Policy**

The Policy and any amendments from time to time must be approved by the Executive Management Committee, for recommendation of approval by the Board.

3. **POLICY STATEMENT**

The Trust will take all reasonable measures to ensure the safety of its personnel during global and local infectious disease events. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. These guidelines may address programs such as immunizations, protective equipment, behavioural guidance, isolation and quarantine protocols, waste disposal, and cleaning guidance.

4. GENERAL PRINCIPLES AND GUIDELINES ON THE PREVENTION AND MANAGEMENT OF INFECTIOUS AND COMMUNICABLE DISEASES

- 4.1 Infection control and clinical guidelines vary widely depending on the infectious disease. The Executive Committee, under the guidance of the Medical Director, will develop and distribute guidelines for the Trust during infectious disease events. Infection control guidelines relevant to specific communicable illnesses, including active tuberculosis, influenza, human immunodeficiency virus (HIV), and Coronavirus 19 (COVID-19), among others, will be developed separately for each in alignment with regulatory guidelines.
- 4.2 The Trust will make informed decisions involving persons who have communicable diseases based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an individual with a communicable disease.
- 4.3 During certain communicable disease outbreaks such as a large epidemic or pandemic, the Trust's personnel and visitors may be required to undergo mandatory health screenings and/or health status reporting on a regular basis.
- 4.4 Infection control guidelines designed to stop or slow the spread of infectious diseases can include immunization programs, protective equipment, behavioural guidance, isolation and quarantine protocols and cleaning guidance, among other things.
- 4.5 The Trust's Personnel will be required to comply with any mandatory infection control measures implemented. These may include, but are not limited to, requirements for the mandatory wearing of masks, social distancing, screening or the use of other PPE. Failure to comply with these requirements may result in corrective action, up to and including termination of employment.
- 4.6 The Trust recognizes the importance of protecting, the confidentiality and privacy interests of all persons suspected of having, or who have, a communicable illness. The Trust will disclose sensitive medical information no further than is necessary to ensure the health and safety of all personnel and visitors of the Trust, and in a manner consistent with applicable law.

- 4.7 The Trust may require personnel who travel to and from regions with active communicable illness outbreaks to report all such travel to the Human Resource Manager and to undergo testing and screenings considered medically appropriate prior to returning to work.
- 4.8 Personnel may be directed at any time to remain home based on business and safety needs. Where feasible and the nature of the work allows it, Executive Management may permit work to be performed from home under the provisions of the Trust's Working From Home Policy.
- 4.9 Where quarantine is medically imposed due to a member of staff's exposure to a designated communicable disease- as determined by Management, the individual may not have sick or annual leave balances reduced during the period of quarantine. This applies whether quarantine is required due to work related or non-work related exposure, whether incidental or due to providing care to a family member. Continuance of paid compensation during quarantine will last until the medically required period of quarantine ends. A member of staff is expected to remain home during periods of quarantine and may work from home .
- 4.10 The Trust will provide, either directly or through third parties, an integrated education and awareness program focusing on the prevention and management of infectious and communicable diseases.

This policy and all related documents must be interpreted and applied in a manner consistent with the:

- Occupational Health and Safety Act No. 85 of 1993;
- Labour Relations Act 66 of 1995 as amended;
- Basic Conditions of Employment Act 75 of 1997 as amended;
- Employment Equity Act 55 of 1998 as amended; and
- Compensation for Occupational Injuries and Diseases Act 130 of 1993.