

# **BOTSWANA OIL COVID-19 POLICY GUIDELINES**

## **1.1 PROTOCOL 1: PROVISION AND USE OF COVID-19 PERSONAL PROTECTIVE EQUIPMENT**

1.1.1 BOL has in line with its branding requirements issued all its employees with COVID-19 PPE (Masks, Face-shields, and gloves)

1.1.2 Use of COVID-19 PPE is mandatory for access to all BOL facilities and in all shared workspaces.

1.1.3 All employees are required to be in prescribed COVID-19 PPE when reporting for duty

1.1.4 No visitors shall be allowed into the BOL premises without the COVID-19 PPE.

1.1.5 BOL Management through the COVID-19 Committee shall validate and verify that employees do comply with wearing COVID-19 PPE and Social distancing.

1.1.6 BOL introduced a working from home and a shift program to reduce exposure to employees

## **1.2 PROTOCOL 2: HYGIENE, CLEANING AND SANITIZING SURFACES PROTOCOLS**

Below are BOL Hygiene, cleaning, and sanitizing surfaces guidelines.

1.2.1 The cleaning team shall ensure regular cleaning, sanitizing, disinfecting Offices, Surfaces, Equipment and Depot Environment at the beginning of every shift and every two hours thereafter.

1.2.2 There shall be regular cleaning of the workplace and increased cleaning frequency of offices, Frequently touched surfaces, Handrails, Toilets and shower facilities, Kitchens, Driver Rest Room, Equipment every two hours.

1.2.3 BOL through HSSE department shall increase the awareness on the importance of personal hygiene while at work.

1.2.4 All employees and visitors are required to hand sanitize before entering the workplace facilities and regularly while in the workplace. Hand sanitizer products have been placed at strategic points within the offices and workplace.

1.2.5 Portable hand sanitizers have been provided to all employees for use at their workstations.

### **1.3 PROTOCOL 3: WORKPLACE EMPLOYEE AND VISITORS ONSITE SCREENING**

1.3.1 BOL employees, visitors and contractors entering the workplace (offices, workshop, and yard) shall undergo workplace screening.

1.3.2 Screening shall include record temperature takings and details/data of employees and Visitors on the access control register.

1.3.3 Access control procedure allows security or front desk officer to record the details of employees entering/exiting the workplace.

1.3.4 Security or Front desk officer to check the temperature of the employee or visitor using infrared thermometer prior to allowing access to the building.

1.3.5 If the temperature is high (37.4°C+) Business Continuity Management (BCM) Chairperson and Head of HSSE to be informed.

1.3.6 BCM Chairperson and/or Head of HSSE to contact the District Health Management Team or Ministry of Health COVID-19 task Force as per Crisis Directory Document (CDD).

1.3.7 Employee/visitor to put on surgical mask and gloves and placed in isolation room.

1.3.8 If temperature is within acceptable ranges, allow employee/visitor to enter the building following appropriate hygiene practices.

1.3.9 Employees are required to be screened in the morning and later in the afternoon. Those who remain in the building the whole day are advised to present themselves to the reception area for the mid-day screening.

1.3.10 Employees arriving before the official work time in the morning and those leaving the building after normal working hours are required to do self-service screening and record the readings on the provided documentation at the reception area.

1.3.11 Employees and Visitors shall comply social distancing at the entrance through demarcated safety zones.

1.3.12 The Security team and the front desk team shall Identifying employees and visitors with flu like symptoms (fever, cough, shortness of breath, runny nose) and shall refer them to the main access isolation area and inform the BCM Chairperson and/or Head of HSSE.

1.3.13 The Front office and security team shall be trained with regular refreshers on the new access control requirements and identification of COVID-19 symptoms.

## **1.4 PROTOCOL 4: SOCIAL DISTANCING**

BOL employees shall always in addition to adherence to respiratory protection or use of masks practice social distancing,

1.4.1 Maintain social distancing: keep at a minimum 1-2 m distance while in all BOL facilities.

1.4.2 To facilitate social distancing in BOL facilities, the BCM team shall develop and communicate weekly shift roster for employees.

Employees are encouraged to adhere to the working schedule to ensure social distancing and business continuity.

## **1.5 PROTOCOL 5: COVID-19 SYMPTOMS AT WORK**

If employee is unwell at any of the BOL facilities, they should.

1.5.1 Report to the Supervisor and the BCM Chairperson and/or Head of HSSE

1.5.2 The employee's temperature shall be rechecked and assessed for flu like symptoms (fever, cough, shortness of breath, runny nose).

1.5.3 If the temperature is high (37.4°C+) the BCM Chairperson and/or Head of HSSE to be informed.

1.5.4 BCM Chairperson and/or Head of HSSE to Contact the Company Doctor for him to provide assessment and guidance or referral.

1.5.5 Employee to put on surgical mask and gloves and visit and placed in isolation room and await guidance from Company Doctor.

## **1.6 PROTOCOL 6: COVID-19 SYMPTOMS AT HOME**

1.6.1 Not to report to the workplace prior to understanding the nature of their illness.

1.6.2 Contact their direct supervisor, BCM Chairperson and/or Head of HSSE to inform them immediately,

If an employee feels unwell at home, the employee shall:

1.6.3 Contact the Company Doctor for him to provide assessment and guidance or referral.

1.6.4 Proceed to the nearest District Health Management Team (DHMT) testing facility to test.

1.6.5 The employees will only report to work after being cleared of COVID-19 by health officials.

1.6.6 If the employee is booked off for COVID-19 non-related illness, they are expected to submit a sick note to Human Capital.

## **1.7 PROTOCOL 7: SUSPECTED CONTACT OF A POSITIVE COVID-19 CASE**

1.7.1 Employees shall not to report to the workplace (BOL facilities) but rather work from home.

1.7.2 The employee shall contact their direct supervisor, BCM Chairperson and/or Head of HSSE to inform them immediately,

1.7.3 Contact the Company Doctor for him to provide assessment and guidance or referral.

1.7.4 Proceed to the nearest DHMT or private testing facility to test.

1.7.5 The employees will only report to workplace after being cleared of COVID-19 by health officials.

1.7.6 If the employee is booked off for COVID-19 non-related illness, they are expected to submit a sick note to Human Capital

## **1.8 PROTOCOL 8: CONTACT TRACING AND SELF ISOLATION**

Employees identified by the Company Doctor or District Management Team as possible COVID-19 contacts shall.

1.8.1 The employee shall contact their direct supervisor, BCM Chairperson and/or Head of HSSE to inform them immediately.

1.8.2 Follow instructions as directed by the Company Doctor or the COVID-19 District Health Management Team

1.8.3 Once directed to go into Isolation, notify the Supervisor, BCM Chairperson/Head of HSSE and the Company doctor by forwarding the same message or call or texting if notification was by telephone.

1.8.4 The employees on isolation shall work from home to execute BOL duties.

1.8.5 Stay in isolation-all movements restricted unless directed by the District Health Management Team to travel to the health Facilities.

1.8.6 Minimize all possible interactions with the public, family and colleagues.

1.8.7 Proceed to the nearest DHMT or private testing facility to test if directed so

1.8.8 The employees will only report to workplace after being cleared of COVID-19 by health officials.

1.8.9 If the employee is booked off for COVID-19 non-related illness, they are expected to submit a sick note to Human Capital.

## 1.9 PROTOCOL 9: TESTING

1.9.1 Employees identified by the Company Doctor or the District Health Management Team for COVID-19 test, shall proceed to the nearest 'testing facility as per the instructions.

1.9.2 If unaware of the Testing Facilities, locations, employees could call 997, the Company Doctor or BCM Chairperson/Head of HSSE to inquire

1.9.3 The employees should note that the government clinics offer services for free whilst the private hospitals offer services at a fee.

1.9.4 The clinics designated as Testing Centers in and around Gaborone are as follows are.

CLINIC	LOCATION	CONTACTS
Block 8	Block 8	3965003
Lesirane	Mogoditshane	3965004
Nkoyaphiri	Mogoditshane	3955006
Mafitlhakgosi	Tlokweng	3965005
Julia Molefhe	Block 9	3965002
Gaborone Private Hospital	Broadhurst	3685600
Sidilega Private Hospital	Block 7	3115792
Bokamoso Private Hospital	Mmopane	3694000

## **1.10 PROTOCOL 10: COVID-19 POSITIVE RESULTS & RETURN TO WORK PROTOCOL**

Employees with positive COVID-19 virus results confirmed by the National COVID-19 Office or District Health Management Team or an accredited Laboratory shall follow the following protocols.

1.10.1 The employee shall go on hospitalization, quarantine, or self-isolation as per the advice of the accredited medical practitioner or the National COVID-19 Office.

1.10.2 At the earliest opportunity, the employee shall inform the Business Continuity Chairperson or Head of HSSE.

1.10.3 Wait at home for DHMT to come for assessment & possible contact tracing.

1.10.4 Regularly observe any symptoms, report to DHMT and the Company DR for medical attention

1.10.5 Regularly update the company doctor about your health status

1.10.6 Continue observing COVID-19 protocols and follow the DHMT quarantine instructions.

1.10.7 At the end of quarantine obtain your clearance certificate from DHMT/ testing centre

1.10.8 Hand it over to the company doctor to the company doctor who will issue a fitness certificate to for you to return to work.

1.10.9 Notify BCM Chairperson/Head of HSSE about clearance to return to work.

1.10.10 Submit Fitness to work certificate to Human Capital and return to work.

## **1.11 PROTOCOL 11: COVID-19 NEGATIVE RESULTS & RETURN TO WORK**

Employees with Negative COVID-19 virus results confirmed by the National COVID-19 Office or District Health Management Team or an accredited Laboratory shall follow the following protocols.

1.11.1 Continue observing the COVID-19 protocols

1.11.1 Continue observing the COVID-19 protocols

1.11.2 Enquire from DHMT when your clearance certificate will be ready for collection.

1.11.3 Note that a confirmatory(repeat) test might be required after the first negative test,

1.11.4 If a confirmatory test is requested, then continue in isolation until the second negative test:

1.11.5 Present yourself for confirmatory test at the set date.

1.11.6 Continue observing COVID-19 protocols.

1.11.7 Collect your clearance certificate from DHMT/ clinic at the earliest available time.

1.11.8 Hand it over to the company doctor to the company doctor who will issue a fitness certificate to for you to return to work.

1.11.9 Notify BCM Chairperson about clearance to return to work.

1.11.10 Submit Fitness to work certificate to Human Capital and return to work.

## **1.12 PROTOCOL 12: BUSINESS TRAVEL**

1.12.2 Minimize business travels: embark on travel only when it is necessary to do so for business needs. Where possible hold online meetings.

1.12.3 Discuss your travel with the company Doctor or a healthcare provider prior to the journey and get clearance, consider postponing travels.

1.12.4 The Travelling employees shall submit the Journey management Plan to the Head of HSSE for Approval

1.12.5 Employees travelling across Zones shall submit request for interzonal COVID-19 permit to Human Capital for processing and approval.

1.12.6 All other official visitations to BOL premises by consultants & contractors shall be approved by the BCM Chairperson/Head of HSSE with prior risk assessment of the candidates and the company of origin.

1.12.7 Travelers should avoid contact and practice social distancing and follow COVID-19 hygiene Protocols.

1.12.8 Travelling visitors into BOL premises shall be taken through an induction process which includes COVID-19 Protocols and good hygiene practice.

1.12.9 Make sure that you are screened at points of entry for early diagnosis and treatment.

1.12.10 Upon return from International travel, the employee shall follow the government cross border requirements. If required to undergo Isolation or Mandatory Quarantine, the employee shall notify their Supervisor, BCM Manager/Head of HSSE and the Company doctor for guidance.

## **1.13 PROTOCOL 13: PERSONAL TRAVEL**

1.13.1 BOL employees are advised to minimize local and international travel during the corona virus pandemic. Employees should embark on travel only when it is necessary.

1.13.2 Personal travel (Local and international) shall be conducted at the discretion of the employee.

1.13.3 For all personal local travel, the employee shall privately process the interzonal permits or other required permits through the set protocols.

1.13.4 For all personal International travel, the employee shall follow and comply with the government cross border protocols. The employee shall notify the Supervisor, the BCM Manager/Head of HSSE and the Company Doctor of their intended travel, at least 24hrs prior to embarking on the journey.

1.13.5 If an employee is to embark on personal travel and there is a possibility that the COVID-19 protocols shall impede on his/her BOL duties upon return, the employee shall notify their Supervisor, the BCM Manager/Head of HSSE and the Company Doctor. The employee shall make arrangements with the Supervisor on how they will effectively execute their BOL duties while in isolation or mandatory quarantine.

1.13.6 Upon return from International travel, the employee shall follow the government cross border requirements. If required to undergo Isolation or Mandatory Quarantine, the employee shall notify their Supervisor, BCM Manager/Head of HSSE and the Company doctor for guidance based on prior arrangements.

1.13.7 Employees who went on Isolation or mandatory quarantine shall follow the BOL return to work protocols.

## **1.14 PROTOCOL 14: CONTRACTOR MANAGEMENT PROTOCOL**

1.14.1 All contractor works on BOL facilities shall follow the COVID-19 Protocols of social distancing and reducing contact in workplace environment.

1.14.2 The BOL contractor or Facility Manager shall ensure that contractor works are communicated to the BCM Team and the facility community prior to work commencement.



1.14.3 All contractors working on BOL premises/facilities shall follow all the BOL COVID-19 screening, mandatory PPE, hygiene and sanitization principles, social distancing, access and exit protocols.