



COVID-19 Planning and Procedures

Thursday, 23 June 2022

Following the announcement made by the Minister of Health on 22 June 2022, certain regulations have been repealed in their entirety.

[View The Announcement](#)

<https://sacoronavirus.co.za/2022/06/23/statement-by-minister-of-health-dr-joe-phaahla-on-the-repeal-of-regulations-on-notifiable-medical-conditions-dealing-with-the-covid-19-pandemic-and-on-monkey-pox/>

[View Regulations](#)

<https://www.gov.za/documents/national-health-act-regulations-covid>

Important Updates



Wearing a mask

Masks are **no longer required** to be worn inside the office.
Wearing a mask is entirely at your discretion.



Social distancing

Social distancing restrictions within the office no longer applies.



Events and gatherings

There are no limitations on the number of attendees for indoor and/or outdoor events.

Glucode Office

Our Sandton office is open to its full capacity

Office space is limited, please make sure that you book your seat.

[Book Your Seat](#)



Here to help you

These are the support channels available to assist you.



COVID-19 Team

For any COVID-19 related queries, please email the [COVID-19 Team](#).



Leadership

If you are unsure about anything relating to the COVID-19 plan, please contact your Lead.



Wellness Team

If you need any assistance regarding your wellbeing, please contact [Kelly Stander](#).



Solace

Our Solace benefit offers trauma assistance and counselling. Contact Solace by using the Solace app or emailing pro@solacebenefits.co.za.



Discovery COVID-19 Hub

Learn more about COVID-19 by visiting the [Discovery COVID-19 Hub](#).

Screening Measures

Important! Please complete your screening before entering the office.



Temperature Scanners

Before entering a Glucode or client facility, you must complete your screening.

Upon entering the facility, your temperature will be scanned twice to validate the reading. In addition to screening for fever, you will be requested to declare any COVID-19 related symptoms you may be experiencing.

Anyone presenting any of the following symptoms will be requested to return home:

- Coughing
- Sore throat
- Shortness of breath
- Diarrhoea



Temperature Guide Readings

<37.5°C

You will be permitted to enter the offices.

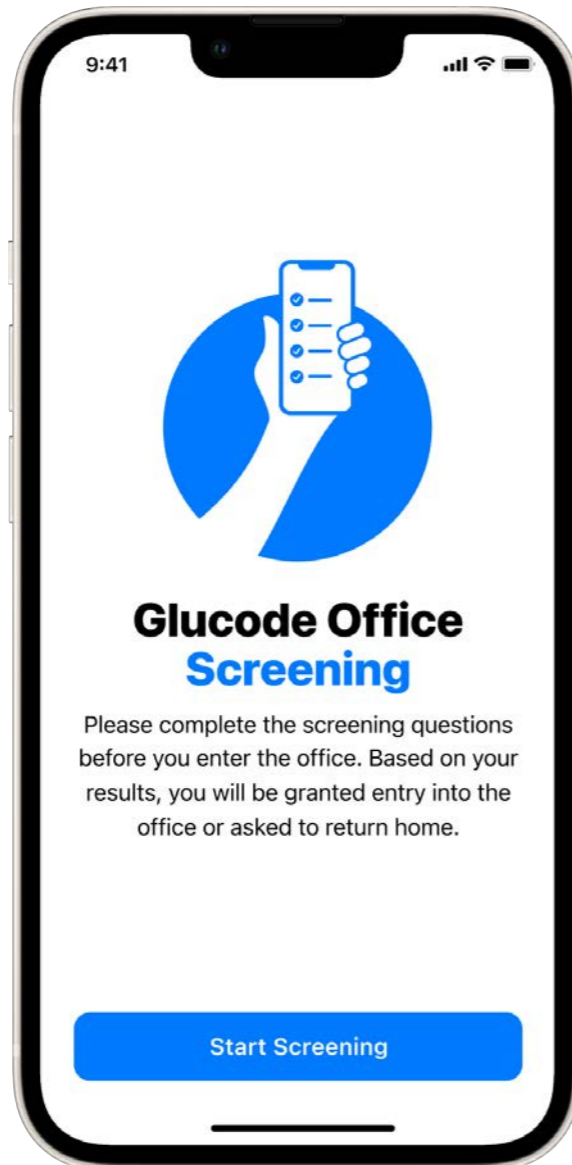
>37.5°C and ≤37.9°C

Your particulars will be captured on a Register and shared with the Glucode COVID-19 team for monitoring purposes only, and you will be permitted to enter the offices.

≥38°C

- Your particulars will be captured on a Register and shared with the Glucode COVID-19 team for monitoring purposes only.
- You will be required to return home immediately.
- Once you are home, please inform your lead that a fever was detected.
- Monitor your symptoms and seek medical attention.
- You will only be allowed to return to work upon clearance by a medical practitioner.

Glucose Screening App



**Available on iOS
and Android**

Help protect yourself and others by
using the Glucose Screening App.

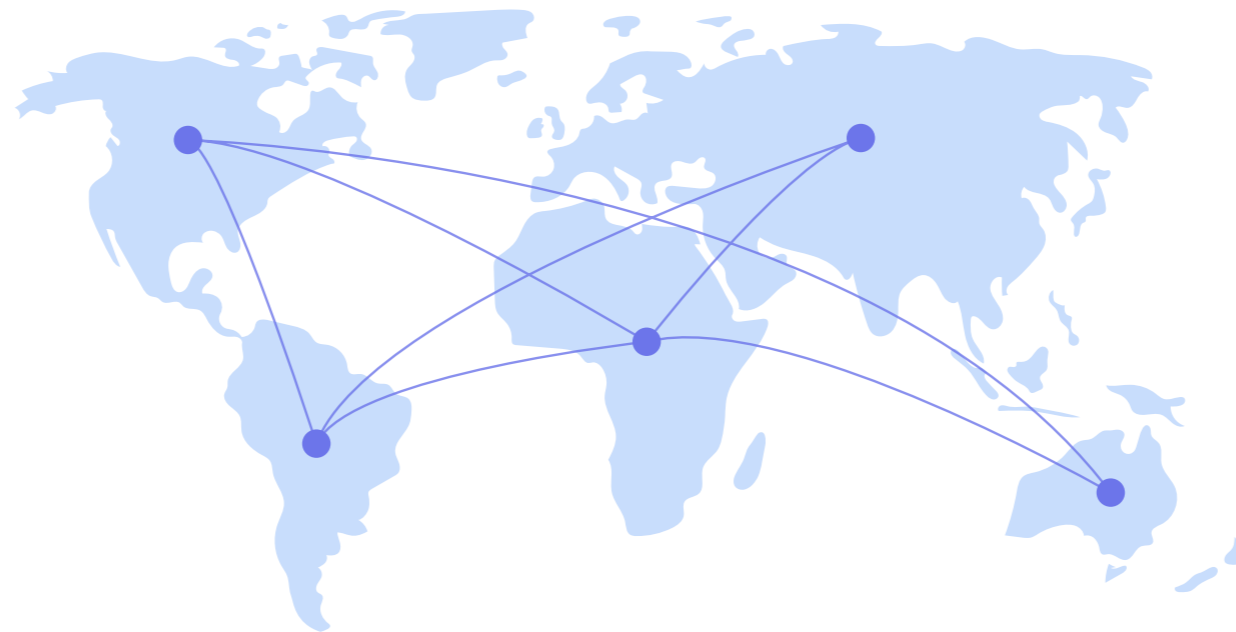
Remote Work



When working remote:

- Projects should continue to operate with minimal disruption as possible.
- Avoid being 'out of sight, out of mind'. Make sure that you check in with your client and team often.
- We recommend you plan your day and prepare for load-shedding (e.g. charge your laptop and phone beforehand and/or have a UPS on standby to keep you operational during load-shedding). Our remote work policy will be updated to include load-shedding requirements.
- Communicate any potential disruptions with your team during stand-up and plan around those.
- For more information about remote work, please refer to the [Glucode Handbook](#).

Domestic and International Travel



If travelling, refer to the below regulations

[View Regulations](#)

<https://www.gov.za/covid-19/individuals-and-households/travel-coronavirus-covid-19>

Continual Awareness and Hygiene



Awareness campaign

We will continue to run our awareness campaign that informs and educates our teams about COVID-19 and hygiene.

We have placed awareness posters within the office and online channels about minimising infection risk.



Hygiene measures

We have implemented a hygiene focused office environment by doing the following:

- Placing hand sanitisers at high frequency touch points
- We have increased the cleaning intervals and included additional disinfection steps
- Disposable tissues will be provided at all our facilities

Glucose has provided hand sanitiser dispensers in and around the office for all employees, clients and visitors to use. You will be required to sanitise your hands when:

- Entering and exiting the office
- Regularly throughout the day
- Before and after using any of Glucose's meeting rooms



The most important thing is to take all precautions necessary to prevent infection, such as:

- Washing your hands with soap and water
- Respiratory hygiene (i.e. when you cough and sneeze)
- Disinfection of all surfaces

Very Important!

Exposure to someone with COVID-19

If you have suspicion that you might have been exposed to someone who has COVID-19, you need to notify our COVID-19 team immediately by emailing covid-19@glucode.com. For more information on isolation requirements, please refer to NICD Quarantine guidelines.

Contact the Glucode COVID-19 team

NICD Guidelines

**All information on COVID-19 that you share with the team,
please make sure it is from verified sources only.
For up to date information on COVID-19, you can visit:**

**The National Institution
for Communicable
Diseases**

Visit

<http://www.nicd.ac.za>

**COVID-19
South African
Resource Portal**

Visit

<https://sacoronavirus.co.za>

**World Health
Organisation**

Visit

[https://www.who.int/health-topics/
coronavirus](https://www.who.int/health-topics/coronavirus)

**World Health
Organisation
(Africa)**

Visit

<https://www.afro.who.int>

Glucose's plan for dealing with the COVID-19 situation



Purpose of this document

This document explains the steps that Glucose will take to mitigate the risks associated with the coronavirus (COVID-19) and to ensure our team, clients and suppliers are protected in case of an outbreak in South Africa. We are focused on limiting any operational disruption to the services we provide and products we design and develop.

This policy is effective immediately and will continue until the World Health Organisation or Centres for Disease Control deem it appropriate to step back from pandemic precautionary measures or when a vaccine becomes available.

Throughout this plan, Glucose will continue to monitor and assess all situations and take action where necessary.



We'll closely monitor the evolving situation and take advice from local authorities.

Document History

Updated Regulations

Thursday, 23 June 2022

Current version

Adjusted Alert Level 2

Monday, 13 September 2021

[View this version](#)

Adjusted Alert Level 3

Monday, 25 July 2021

[View this version](#)

Adjusted Alert Level 4

Monday, 28 June 2021

[View this version](#)

Adjusted Alert Level 2

Monday, 31 May 2021

[View this version](#)

Alert Level 1

Thursday, 4 March 2021

[View this version](#)

Adjusted Alert Level 3 (Updated)

Tuesday, 2 February 2021

[View this version](#)

Adjusted Alert Level 3

Wednesday, 6 January 2021

[View this version](#)

Level 2 Regulations

Thursday, 20 August 2020

[View this version](#)

Level 3 Regulation Updates

Wednesday, 22 July 2020

[View this version](#)



Design. Develop. Enjoy.