



AUDITOR-GENERAL
SOUTH AFRICA

AGSA COVID-19

Tender Submissions: Screening and Safety Awareness



REPUTATION

PROMISE/MISSION

The Auditor-General of South Africa has a constitutional mandate and, as the Supreme Audit Institution (SAI) of South Africa, exists to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence.



AUDITOR - GENERAL
SOUTH AFRICA

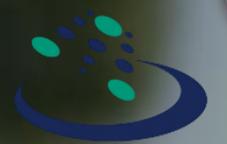


AGSA OCCUPATIONAL HEALTHY AND SAFETY: COVID-19

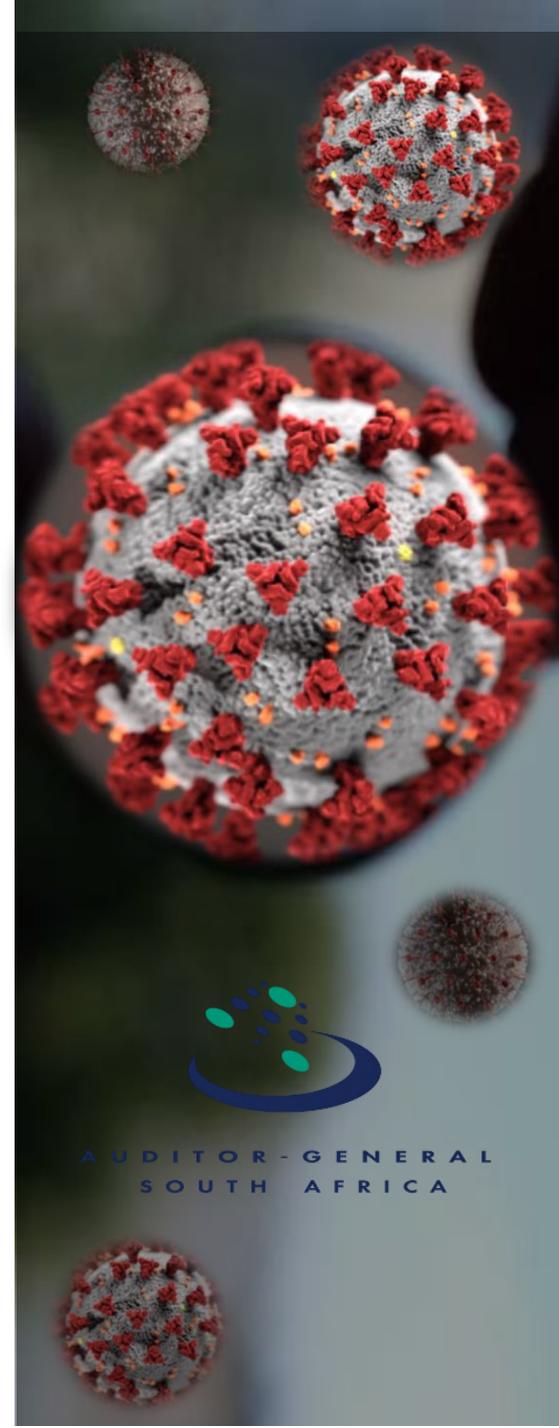
OHS Policy

*The Auditor-General of South Africa (AGSA) is committed to **provide a safe and healthy** working environment for **employees and other stakeholders**. The organisation believes that the health, safety and welfare of its employees, visitors and contractors form a vital part of our reputation / mission statement.*

It therefore commits to compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), applicable regulations and any other legislation and Directives that impact on the health and safety of all.



AUDITOR - GENERAL
SOUTH AFRICA



Visitor symptom screening: SCM tender briefing session

- If a visitor is feeling sick i.e. even a mild cough or low fever (i.e. a temperature of 37.3 °C or more) they must stay at home.
- Visitors must wear their cloth masks at all times.
- All visitors will be subjected to screening when they visit the AGSA's premises.
A valid permit must be produced when arriving at the AGSA's premises.
- The screening will comprise of the completion of COVID-19 questionnaire and taking of temperature.
- All occupants of the vehicle will be subjected to screening.
- Anyone who is screened and answered **YES** to any of the questions will be informed to remain in their vehicle.
- Anyone screened and displays a temperature of **37.3°C or higher**, the following process will be followed:

AGSA COVID-19 Screening

What are the symptoms?



Fever



Cough



Fatigue



Sore throat



Shortness of breath

How to stop it spreading



Wash your hands regularly



Cover your coughs and sneezes



Stay home if you're unwell

Employees must report to the line manager if they suffer from any of the following additional symptoms:

Body aches

Loss of smell or loss of taste

Nausea

Vomiting

Diarrhea

Weakness or tiredness

Actions that will be taken after screening the second time

If the visitor is rescreened the second time and their temperature is **below 37.3°C**, the following will take place:

- A record of the second screening will be maintained.
- The visitor will be allowed to enter the premises and directed to deliver the bid documentation to the tender box.

If the visitor is rescreened the second time and their temperature remains high i.e. 37.3°C or higher, the following will take place:

- A record of the screening will be maintained.
- The visitor will be denied access the AGSA's premises and instructed to seek medical attention immediately.
- The tender documents will not be accepted by the AGSA or allowed to be delivered by any of the security officers (this is to avoid possible transmission). The bidder will be expected to submit a new set of tender documents.
- The SM: CLSCM or SCM Manager responsible for the submission of tender documents will be informed immediately.
- The BE for CLPS must be informed will be responsible for reporting the findings to the CFO / Covid Nerve Center (CNC) for further action and support.

Before arriving at the AGSA premises

- The visitor must ensure that all tender documents are sealed in an envelope before arriving at the AGSA's premises.
- If the visitor intends speaking to/meeting with an SCM officer, the visitor must inform the SCM officer telephonically when they arrive at the AGSA's premises.
- The 1.5 metre social distance must be maintained at all times.

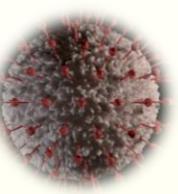
When at the AGSA premises

- The security officers will sign in the visitor when they arrive at the AGSA premises.
- Visitors must use their own pen when signing in.

AGSA COVID-19 visitor compliance - SCM Tender Submissions

1. Personal details of all visitor(s) will be taken (failure to comply will result in access being denied).
2. The visitor must display their visitor tag when delivering the tender documents.
3. The security officer will escort all visitors to the tender box / to deliver the tender documents.
4. Only one visitor will be allowed to deliver the tender documents (all other occupants must remain in the vehicle).
5. The visitor must sanitise their hands before and after placing their tender document into the tender box.
6. Visitors will not be allowed to enter the AGSA's premises in groups.
7. Controlled access will be in place i.e. **no more than 1 visitor** will be allowed access to the office when delivering their tender document.
8. All visitors must adhere to all health and safety requirements as issued by the AGSA (failure to comply may result in the visitor being removed off the AGSA's premises).

AGSA COVID-19: A Guide to Workplace Safety Measure



Sanitising of hand is compulsory

Hand sanitising spray bottles are available entrance of the buildings and at the tender submission box.



Deliveries and parcels

Sanitise before and after collecting parcels / boxes / delivered items

Wear gloves if necessary



No physical contact

Avoid any physical contact i.e. handshakes, hugging, etc.

Keep a distance of at least 1.5m to other people.



Must be 1.5 metres space between employees (social distancing)



Handling of documents

Staff must sanitize their hands before collecting documents from the visitor.

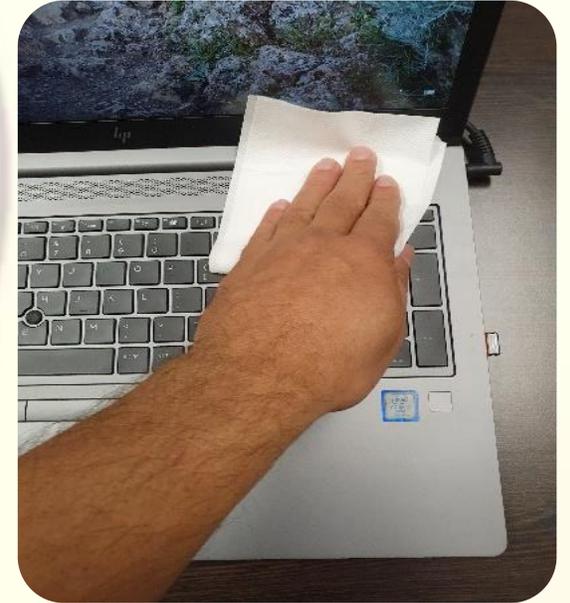
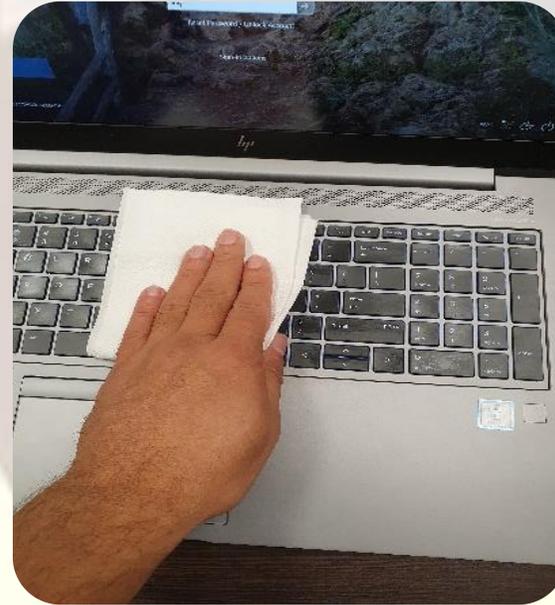
Sanitize continually hand when working with the documents.

Sanitise and wash hands after handling documents

AGSA COVID-19: A Guide to Workplace Safety Measure

Cleaning and sanitising of laptops and tender submission documents

Wipe with sanitiser



Our journey to combat COVID-19

Thank you



AUDITOR-GENERAL
SOUTH AFRICA

