



SAFDA

Business Continuity Plan- COVID -19

| | |
|------------------|------------------------------------------------------|
| Document Control | SAFDA/ BCM / 1/ 2020 |
| Classification | Executive Committee |
| Submitted By | Strategic Support Executive |
| Approved By | Executive Chairperson |
| Date Approved | 16 /03/2020 |
| Review Date | Weekly |
| Managed By | Manager: Governance, Risk and Compliance Schedule |
| | |



1. BACKGROUND

- 1.1 The confirmed cases of COVID-19 are rising daily in South Africa. As of 10th March 2020, 61 cases have been confirmed, 13 of which are in KZN and 1 in Mpumalanga. The Government and Department of Health have made it clear that they are anticipating more similar cases to be confirmed the government of the Republic of South Africa released its Coronavirus Action Plan and is publishing Daily Information Updates. This Plan draws from this government guidance and will be updated as necessary
- 1.2 COVID-19 is a new disease and as such little is known about its effects and how it may progress. It appears that young people are less severely affected and that people over 80 and those with compromised immune systems and respiratory problems may be at greater risk. Whilst the great majority of those infected will only have mild to medium symptoms, a small group will experience more extreme symptoms and may be at risk of complications such as pneumonia.
- 1.3 The virus appears to be transmitted as a result of contact with droplets from an infected individual. Medical advice is to avoid being within 2 metres of an infected person. It is also possible that the virus can be transmitted by touching infected droplets with hands and then passing the disease to the mouth, nose or eyes.

2. PURPOSE

- 2.1 The COVID-19 Management Plan (The Plan) sets out what The South African Farmers Development Association (SAFDA) is doing to maintain services through the disruption caused by a potential COVID-19 outbreak. The Plan is a framework for the management and control of the situation and ongoing review of SAFDA response
- 2.2 The Plan aims to protect service continuity and the health and wellbeing of SAFDA Employees, suppliers, residents and visitors. It identifies, assesses and balances a number of risks to ensure that essential services are maintained

3. SCOPE

- 3.1 The Plan applies to all employees, volunteers and Board, Committee and members.
- 3.2 Failure by any Employee to correctly follow The Plan may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with the Disciplinary Policy

4. RESPONSIBILITIES

- 4.1 SAFDA Executive Management Team (EXCO) is responsible for ensuring that SAFDA is fully prepared for the threat of a COVID-19 outbreak and the impact this has on SAFDA services
- 4.2 The EXCO will review the progress with the implementation of The Plan with key Heads of Service every Monday or more frequently as required by new information being available.
- 4.3 The Business Continuity Team (BCT) will be formed to implement the plan
- 4.4 Managers will ensure delivery of the plan and employees will ensure that the Plan is followed and updates to The Plan are acted upon.

4.5 The People Team (HR) will:

- 4.5.1 Ensure adequate staffing levels including adjusting planned annual leave, sourcing emergency employees cover for front line services.
- 4.5.2 Implement policies to manage the financial impact of staff affected by the outbreak



- 4.5.3 Support staff to self-identify specific vulnerabilities and agree alternative work plans for the duration of any period where they may be at risk
- 4.5.4 Provide regular updates to staff on The Plan and any subsequent changes to The Plan
- 4.5.5 Initiate the People Team Business Continuity Plan (BCP) as required

4.6 The Grower Affairs Regional and Farm Management Services Managers will:

- 4.6.1 Provide regular updates to Workers, relatives, visitors and other local stakeholders on The Plan and any subsequent changes to The Plan
- 4.6.2 Implement infection control procedures, including an enhanced cleaning regime
- 4.6.3 Ensure all visitors are inducted to SAFDA infection control procedures, including washing hands prior to entry to SAFDA premises
- 4.6.4 Manage compliance with the working time directive for Workers and ensure Worker welfare during any period of increased working hours
- 4.6.5 Review the BCPs of key suppliers and contractors and ensure that these are adequate to manage local risks
- 4.6.6 Initiate the office BCP as required
- 4.6.7 Liaise with Department of Health during any outbreak and act upon the advice / action plan provided
- 4.6.8 Inform the EXCO of any outbreak or other potential or actual change in risk

4.7 The I.T. Team will:

- 4.7.1 Ensure Workers are supported to work remotely
- 4.7.2 Ensure that urgent communications are displayed on IT equipment, and Reception
- 4.7.3 Review BCPs of key suppliers and contractors and ensure that they are adequate to manage any risks.
- 4.7.4 Initiate the I.T. Team BCP as required
- 4.7.5 Inform the EXCO of any outbreak or other potential or actual change in risk

4.8 The Finance Team will:

- 4.8.1 Ensure that emergency funds are available if required
- 4.8.2 Initiate the Finance Team BCP as required
- 4.8.3 Inform the EXCO of any outbreak or other potential or actual change in risk

4.9 The Communications Team will:

- 4.9.1 Update the SAFDA website with stakeholder information
- 4.9.2 Provide relevant communication and marketing materials to stakeholders through printed and digital channels
- 4.9.3 Update scheme screens with important communications
- 4.9.4 Provide press releases as required
- 4.9.5 Initiate the Marketing & Engagement Team BCP as required
- 4.9.6 Inform the EXCO of any outbreak or other potential or actual change in risk

5. THE PLAN

- 5.1 SAFDA provides services to a wide range of people, including those who are significantly vulnerable and / or frail. It is vital that those service continue and that those providing and receiving services are protected from harm.

South African Farmers Development Association
Registration number 163-564 NPO

KwaShukela, 170 Flanders Drive
Mt Edgecombe, KwaZulu-Natal
P.O. Box 1769
Mt Edgecombe Country Club, 4301

031 508 7283
info@sa-fda.org.za
www.sa-fda.org.za



5.2 Staff Welfare and Maintaining Essential Staffing Levels Across all Services

- 5.2.1 SAFDA requires that workers continue to attend their usual workplace and maintain services at all times.
- 5.2.2 Exceptions will be made in the following circumstances
 - 5.2.2.1 Where the Worker is in a period of self-quarantine for actual or suspected Covid-19, or unable to return to work after travelling from an area restricted by the South African government. These areas are available through the Daily Information Updates.
 - 5.2.2.2 Where the People Team have agreed alternative temporary working arrangements for Workers who have self-declared that they are at particular risk should they become infected
 - 5.2.2.3 Where the Worker is based in SAFDA's office and has agreed specific working from home arrangements with their line manager
 - 5.2.2.4 The Worker has childcare or other caring responsibilities and is unable to attend work, e.g. due to unscheduled school closures. In this instance, the People Team will agree alternative temporary arrangements including emergency leave that is either unpaid, or time worked / made up at a later date
 - 5.2.2.5 SAFDA will pay basic rate pay / sick leave pay from day 1 if Covid-19 is suspected
- 5.2.3 To ensure minimum safe staffing levels of service should a Covid-19 outbreak occur, SAFDA may until further notice:
 - 5.2.3.1 Allow Workers to carry-over leave to the following year, and / or allow Workers to 'be paid untaken annual leave that exceeds the statutory legal minimum allowance
 - 5.2.3.2 All Employees will be supplied with personal protective equipment relative to their role and have access to handwashing facilities

5.3 Minimum Contact

- 5.3.1 Gatherings or meetings with more than 100 people are prohibited until further notice.
- 5.3.2 Managers will use their discretion to:
 - 5.3.2.1 Cancel non-essential meetings or hold these meetings via teleconference or skype.
 - 5.3.2.2 Ensure that all essential meetings are held in a manner that does not put employees and members health at risk (infection control measure must be implemented)
 - 5.3.2.3 Agree working from home where this is possible and does not impact on service delivery

5.4 SAFDA Offices

- 5.4.1 All SAFDA Offices will remain open until further notice.
- 5.4.2 Staffing may be limited due to agreements in place for certain Workers to work from home. All Workers must have agreement from their line manager in advance of working from home
- 5.4.3 All Workers who are working from home must be contactable by phone and email and are expected to work a full day for each working day
- 5.4.4 Additional infection control measures will be implemented including increased cleaning of common areas

South African Farmers Development Association
Registration number 163-564 NPO

KwaShukela, 170 Flanders Drive
Mt Edgecombe, KwaZulu-Natal
P.O. Box 1769
Mt Edgecombe Country Club, 4301

031 508 7283
info@sa-fda.org.za
www.sa-fda.org.za



5.5 **Financial Impact of The Plan**

- 5.6 The budget cap on spend will be lifted for the budget areas Infection Control
- 5.7 Cleaning Materials – More cleaning material might be required including sufficient disinfectants to be placed on the entrance of each SAFDA offices
- 5.8 Budget holders must report any overspends to the finance team at the earliest opportunity

6. **PLAN REVIEW**

- 6.1 The Plan will be reviewed by the EXCO and key Heads of Departments on a weekly basis, including delivery of the associated action plans.
- 6.2 The review period will be brought forward as new information becomes available and review meetings will take priority over all other non-essential meetings
- 6.3 Each time The Plan is reviewed, an updated copy will be circulated to employees and/ or posted to SAFDA website.
- 6.4 Employees, members and other stakeholders will be kept informed of Changes to the Plan via social media, website and other communication platforms.
- 6.5 The BCT will also keep The Plan under review and feed through any operational issues, ideas and suggestions that will maintain the effectiveness of the Plan
- 6.6 The Board of SAFDA will be kept updated with changes in levels of risk, all progress made with The Plan and any changes to The Plan

South African Farmers Development Association
Registration number 163-564 NPO

KwaShukela, 170 Flanders Drive
Mt Edgecombe, KwaZulu-Natal
P.O. Box 1769
Mt Edgecombe Country Club, 4301

031 508 7283
info@sa-fda.org.za
www.sa-fda.org.za

