



STATE OF DISASTER: COVID-19 AGREEMENT

in accordance with the provisions of the Labour Relations Act, No. 66 of 1995, made and entered into by and between the

National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry

(hereinafter referred to as the "*Council*")

and

Employers' Organisation for Hairdressing, Cosmetology and Beauty

(hereinafter referred to as the "*Employers' organisation*" on the one part)

and

UASA – The Union

(hereinafter referred to as the "*Trade union*" on the other part)

being the parties to the National Bargaining Council for the Hairdressing, Cosmetology, Beauty and Skincare Industry.

1. SCOPE OF APPLICATION

- 1.1 The terms of this Agreement shall be observed in the Hairdressing, Cosmetology, Beauty and Skincare Industry ("*the Industry*"), in the Republic of South Africa.

2. RISK ANALYSIS AND PREVENTION

Current Situation:

Partial Resumption of activities in the Industry is allowed under Level 4 of the Disaster Management Act, 2002; Regulations issued in terms of Section 27(2) of the Act, as published in Government Gazette, No. 43258, 29 April 2020

Table 1, Alert Level 4, states:

Persons in the following list of industries and activities are permitted to perform work outside the home and travel to and from work subject to-

- (a) Strict health protocols, and social distancing rules;
- (b) Return to work to be phased in to enable measures to make the workplace COVID ready; and
- (c) Return to work to be done in a manner that avoids and reduces risks of infection

PERMISSIONS AND PROHIBITIONS

Part E: Wholesale and Retail Trade, Covering Stores, Spaza Shops and E-Commerce and Informal Traders

Point 6: Personal Toiletries, including haircare, body, face, hand and foot care products.

Limited services are already rendered by the industry in line with the above prescripts, however stylists, cosmetologists, beauty and skincare technicians and operators are not allowed to return to work and pursue their professional career.

Industry is extremely conscious of its responsibilities in these unprecedented circumstances and will strictly comply with the risk mitigation and prevention plan.

3. Shared Responsibility:

The main responsibility for ensuring the effective implementation of measures to ensure healthy and safe working practices rests with owners of business, management and staff. Levels of responsibility rest with all involved, including employees themselves, clients and elected representatives and the Bargaining Council.

Most employers, employees and the Bargaining Council have already engaged in processes to fulfil the requirements for their respective workplaces, salons and spas.

4. Not Business as Usual

Specific measures must be adhered to and the employers must have a phased-in plan specifically to regulate who will return to work, health protocols and also appoint a COVID-19 Compliance Officer, for each workplace to oversee the implementation thereof.



The return to work for the industry is a collaboration between the Employers and Employer's Organization and the Union and will be monitored by the agents of the Council and supported by Trade Union and Employers Organisation representatives.

5. ACTION PLAN

5.1 Employee education and health promotion for employees, contractors and suppliers

- Workplace cleanliness and hygiene with disinfectants to be done by an accredited Service Provider for each workplace.
- Regular, thorough handwashing, sanitising hand rubs with soap and water for at least 20 seconds or an alcohol-based sanitiser (70% alcohol) to be used by all employees
- Promote good respiratory hygiene, including provision of masks to all staff to prevent coughing and sneezing into open space
- Employees will wear face masks and other Personal Protective Equipment (PPE) as required at all time
- Instructions for anyone with mild cough, fever to be isolated
- Temperature will be tested daily and recorded in a register of all employees and clients cognisance to be taken of the 38 degree requirement and reporting.
- Employees will sign a document that they received health and safety induction.
- Special attention should be given to the requirements relating to employees who are older than 60 years of age

5.2 Health worker readiness

- Workplace hygiene to be cleaned daily with appropriate disinfectant.
- This will include using one table / tunnel per client, all equipment will be sanitized
- Education on the management of COVID-19 will be done for all employees by the employer
- Everybody with respiratory symptoms and other comorbidities that puts them at risk will not be allowed
- Information available on the National Institute of Communicable Diseases (NICD) hotline

5.3 Ensuring access to

- Consumables (masks, gloves, cleaning materials, glasses, protective gowns, etc.) will only be used once per client and then disinfected and cleaned
- PPE for employees, and hardware (infra-red temperature monitors) will be used and data of workers at workplace will be recorded as well as clients contacts detail captured.

5.4 It is recommended that all employees get an influenza vaccination

- Particularly important for people with compromised immunity, the elderly or those with chronic conditions or other comorbidities.

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- Companies will be identifying employees who would be most at risk and not allow them to return to work
- Blanket flu vaccination will be strongly recommended where possible, with those at risk being a priority

The Council and the parties recognise that the flu-vaccine does not prevent COVID-19 but it does help to ensure that employees' immune systems are not compromised

- NICD advises that it is important for employees to understand their medical status, specially TB and HIV status, and to take ARVs where this is required will also fall under the risk category.
- Companies will be identifying employees who would be considered to be most at risk and not allowed to return to work but be serviced with a special arrangement.

5.5 Case definition and management of suspected cases or contacts of cases

- All employees and client's details will be recorded daily in a register
- This will be done in conjunction with the NICD

5.6 Isolation of employees should the need arise

- Once an employee or client is confirmed to be affected with the COVID-19 virus all people who were in contact will be isolated
- Engaging with the NICD on standards/protocols for quarantine
- If required, the Industry will also explore a regional approach for treatment of cases, which includes collaboration between the state and the companies (This will only be considered following guidance from the Department of Health (DoH) and NICD)

5.7 Travel advice

- Employees: only travel between home and workplace will be allowed

5.8 Reporting and communication in the Industry in the event of a case

- Any suspected or confirmed case will be reported to the Bargaining Council (after consultation with NICD) whose Sick Pay Fund is ideally situated to deal with the information reported.
- The Bargaining Council will maintain and report on industry data for both employees and clients who use the services of industry.

5.9 Monitoring

- The Bargaining Council will continue to monitor international statistics as presented by credible sources such as the World Health Organisation (WHO) and NICD

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- All Employers, Employees and Legal Owners registered with the Bargaining Council and who signed the return to work undertaking will be allowed to open salons and spas and resume work
- No more clients that will allow the 2-metre space between workstations will be allowed in a salon for reason of social distancing. Refer Schedule below. Where space requirements do not allow for this, workstations will be shielded.
- Employees will at all times wear their masks and avoid touching their eyes and nose and face.
- Only Employers accredited with the Bargaining Council will be allowed to operate.

6. Process

1. All Employers and their employees must enter into a return to work agreement (Annexure A)
2. When salon and/or spa is opened all employees, on a daily basis, will sign in and temperature measured and recorded in a register
3. All equipment will be sterilized at all times and towels will be used once only.
4. Only a specific number of clients will be allowed in a salon or spa in terms of the social distance requirements of 2 metres
5. Clients temperature will be taken and contact detail recorded
6. If an employee or client contract the virus, everybody involved with the client will be informed for screening and testing in terms of the regulations and requirements of the DoH and NICD.

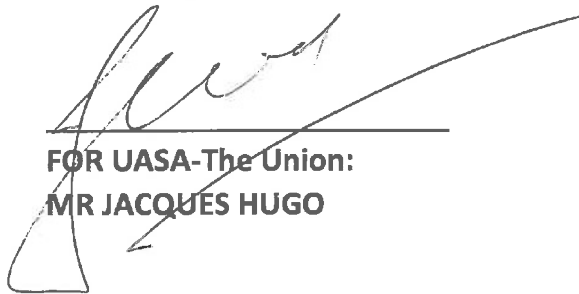
7. Schedule for movement control at establishments:

	Level 5&4	Level 3	Level 2	Level 1
Square meter per service area per client	25 sq meter	20 sq meter	16 sq meter	10 sq meter
Max number / % of Qualified and support staff at establishment	1 or 25% whichever is the greater	2 or 33% whichever is the greater	3 or 50% whichever is the lesser	5 or 80% whichever is the lesser
Timing between clients for sanitisation	15 minutes	15 minutes	15 minutes	15 minutes
Maximum client(s) per qualified	1	2	2	3
Appointment	Appointment only	Appointment only	Appointment only	Appointment only

JSg

Maximum Clients at Waiting Area	0	0	0	1

SIGNED AT PRETORIA ON THIS THE 19th DAY OF May 2020



FOR UASA-The Union:
MR JACQUES HUGO



FOR EOHCB:
MR COBUS GROBLER



FOR BARGAINING COUNCIL:
MR FRIK BEKKER



Agreement to be entered into between Employers, Legal Owners and Employees at all Establishments

How to use this Guide?

- Use the questions below to assess if it is safe to start work.
- If you answer **NO** to any of the questions, report this immediately to the appointed Covid-19 Compliance Officer in the establishment, who will help to identify a practicable and reasonable solution.

Always practise these controls in your workplace

1. Social distancing must be at least 2 metre away from any other person in any circumstance. Always use your face mask.
2. Wash hands with soap and water for 20 seconds, or use alcohol-based hand sanitiser after contact with any person or after contact with frequently touched surfaces e. g. phones, door handles etc.
3. Cough in the fold of the elbow or in a tissue which you discard in a bin and wash your hands.
4. Avoid touching your eyes, nose and mouth with unwashed hands.

Employee training and awareness

I have received training on COVID-19 and the virus causing it, how the virus is spread, the symptoms of the disease and how I can protect myself against infection.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I am trained and familiar with the COVID-19 protocols in my workplace.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I know the protocol of self-isolate at my home or at a quarantine site should I become ill with symptoms of COVID-19.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I know the protocol to report should I become ill with symptoms of COVID-19.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP

I have been told about the screening and testing procedure for Covid-19	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I have been told about contact-tracing for Covid-19 if I am tested positive for Covid-19	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I have been trained in the correct use, how many times PPE can be used before it needs to be replaced, storage and safe disposal of used/contaminated PPE.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
Hygiene and cleaning measures	
Hand washing sink with soap & approved (70% alcohol) hand sanitiser is available.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
Surfaces and equipment are cleaned and disinfected with approved disinfection/sanitising products on a regular basis (at least every four hours)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I know the required personal hygiene practices such as coughing/sneezing into my elbow if I do not have a clean tissue with me, washing my hands regularly for 20 seconds, and not sharing stationary, eating utensils and/or PPE with a colleague.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
Reduce physical contact (social distancing 2 m or 2 x arm-length)	
I know the social distancing rule of keeping a distance of at least 2 meter or 2 x arm-length between myself and any colleague or person from the public.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I know that I need to avoid physical contact such as handshakes, touching and hugs.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
I know that crowds or gatherings (e.g. large groups >10 or groups in spaces where there is not sufficient ventilation) needs to be avoided at my workplace.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP
When dining at work or during breaks, I need to maintain a 2-meter distance from colleagues while dining, and I must not sit face-to-face opposite any other person.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input checked="" type="checkbox"/> STOP

Personal Protective Equipment	
I have all the PPE specific to my work tasks to protect me from COVID-19 in addition to my normal PPE required to work safely.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP
My PPE is in good condition and I'm familiar with the procedure how to use it and how to replace it when it is damaged or lost.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP
Personal wellbeing	
I monitor my own health for early COVID-19 symptoms (cough, sore throat, shortness of breath or fever $\geq 37^{\circ}\text{C}$) or flu symptoms and know what to do and where I need to report to if I experience any of the mentioned symptoms.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP
I know the contact number and how to access psychological support services should I need support.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP
Emergency response	
I am familiar with the procedure to report in case someone at home or in my workplace has symptoms of COVID-19.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP
Covid-19 Policy	
I confirm that I have received a copy of the Covid-19 Policy: Getting our workplace ready	<input type="checkbox"/> YES <input checked="" type="checkbox"/> GO <input type="checkbox"/> NO <input type="checkbox"/> STOP

Signed on this day _____ of _____ 2020

Name Surname