



COVID-19 UPDATE

VULNERABLE EMPLOYEE MANAGEMENT GUIDE

1 June 2020

In Mediclinic Southern Africa we take the health and wellness of our employees very seriously.

We would like to thank each and every employee who has completed the Vulnerable Employee risk assessment document for us. On 25 May 2020 the DOH released a “Guidance on vulnerable employees and workplace accommodation in relation to COVID-19 (V4)”. In line with these Guidelines, we have compiled a process to assist the hospitals in managing employees who may fall within the Vulnerable Employee category.

What do you need to do if you deem yourself a Vulnerable Employee?

- Each employee who deems him-/herself to be a vulnerable employee, and who would like to be considered for special arrangements, needs to supply the relevant HRBP with an appropriate Doctor’s note.
- The employee should be assessed by his/her treating doctor.
- The doctor should provide a confidential note to the employer, indicating the presence of the condition as disclosed in the vulnerable employee questionnaire.
- Should the employee have a condition which was not disclosed, which in the opinion of the doctor renders this employee vulnerable, a motivation would be necessary. The treating doctor should refrain from commenting on the employee’s fitness to work.
- The doctor should ensure that the employee’s health condition is appropriately managed.

What will Mediclinic do to assist a Vulnerable Employee?

The first thing that we need to do is to understand what type of vulnerability an employee has, and in which area of our business this person works.

- Each employee’s specific role and function will be looked at taking into consideration their vulnerability. An evaluation will then be done to determine whether the person can continue to work in their current environment, or whether alternative work arrangements should be made. The objective is to reduce potential exposure or eliminate the risk of infection.

Dependent on the type of vulnerability, the following measure(s) will be put in place:

- Each employee will receive two cloth masks for general wear.
- Protective isolation (e.g. providing a dedicated, clean office, etc.).
- Should the employee work in an environment where PPE is required, provision of specific PPE, appropriate to the risk of the task/activity identified in the workplace risk assessment and adherence to PPE usage protocols, will be supplied.

- Stricter physical distancing protocols (including staggering of shifts), barriers or additional hygiene measures.
- Limit duration of close interaction with clients, colleagues and/or the public reducing external risks.
- Alternative temporary placement/redeployment to a different role and responsibility which has a negligible risk for transmission.
- Restriction of certain duties (not allowed to perform high risk procedures).

What happens if the above is not deemed to be appropriate?

If the above is insufficient to accommodate a high risk individual in his/her current work environment, the following will be considered:

- Temporary placement/redeployment to a different role and responsibility which has a lower risk to the employee.
- Restriction of certain duties (not allowed to perform high risk procedures).

If these measures are not possible, the next step would be to work from home, if the role permits. This will only happen under exceptional circumstances in the hospital environment, and needs to be pre-approved by the CHRO and COO.

If none of the above alternatives is possible, the appropriate category of leave will be granted according to the HR COVID leave guidelines.

All temporary workplace accommodation will be explored before resorting to the option of granting leave.

Below please find a document to be completed for each vulnerable employee.

For any questions on interpretation of this guide, please reach out to Dr Ziyaad Essop.

**Kind regards
HR Operations**

Addendum A

This form needs to be completed for each Employee who is deemed to be a Vulnerable Employee. The form must be signed by the Employee, Line Manager and HRBP. The HRBP must place a copy of this form on the COVID19 EFM file, under the category Vulnerable Employees.

EMPLOYEE DETAILS _____

ACTION PLAN TO MANAGE A VULNERABLE EMPLOYEE

	<i>(PLEASE INDICATE THE OPTION OR UNDER OTHERS SPECIFY) THE LIST IS NOT LIMITED. THESE ARE GUIDANCE PRINCIPLES</i>
	Dedicated alcohol-based hand rub provided for the employee
	Protective isolation and physical distancing (e.g. providing a dedicated, clean office, etc.)
	Adaptation of duties or shifts
	Limit duration of close interaction with patients, colleagues and/or the public
	Alternative placement/ redeployment in a lower exposure-risk area
	Restriction of certain duties (not allowed to perform high risk procedures)
	Implementing a co-worker screening programme
	Specific training programme by IPC Manager and/or Occupational Health Nurse
	Specialised personal protective equipment (PPE) required (consult with IPC Manager and/or Occupational Health Nurse)
	Referral to Occupational Health Nurse and/or IPC Manager for recommendations
	Require specific Occupational Health support: Please specify:
	Working off-site (remotely), and the necessary equipment, internet access, etc. is available, if applicable and if approved.
	Referral to Chief HR Officer and Chief Operating Officer for special arrangement approval
	Special leave recommendation
	Others, please specify:

Employee Signature

Date

Line Manager

Date

HRBP

Date