

## Return to office - 2 November 2021

[REDACTED]@Coronation.com>

Wed 10/27/2021 16:45

To: [REDACTED]  
[REDACTED]

Good afternoon everyone,

I trust that you are all keeping safe and healthy.

As we have been communicating over the last two months, we have re-opened the office to everyone and are looking forward to our 2 November 2021 return.

We would like the transition back to the office to be as smooth as possible for everyone. As a business, our responsibility is to ensure a safe working environment for all of those who enter our workplace. We have, prior to lockdown being officially announced, implemented practices and protocols to enable a safe working environment. It remains vital (and is even more important now) that we all take appropriate care in practicing responsible social distancing and heightened sanitization measures when in and out of the office.

Part of ensuring that the office is a safe working environment is to reduce the risk of COVID-19 infection through vaccinations and in practicing responsible social distancing and heightened sanitization measures.

### **Vaccinations/negative COVID-19 test**

As per Anton's last email to the business, 94% of all staff have committed to being vaccinated – to date, 249 or 75% of staff are fully vaccinated. Thank you to everyone who has been vaccinated and I encourage anyone who is not vaccinated to do so as soon as possible. As of 2 November 2021, entry into the office will be allowed on the basis described below (applicable to employees and non-employees):

- The person entering the office has been fully vaccinated (14 days post receiving the final recommended dose of an authorized COVID-19 vaccine or 28 days in the case of a single dose J & J vaccine); or
- If not fully vaccinated, the person is able to provide proof of a negative COVID-19 “rapid/antigen” test result – please note that antibody tests will not be accepted.
  - For employees, contractors and other service providers, the test will need to be conducted once a week (within 48 hours of entering the office on a Monday morning).
  - In the case of an employee that is in the process of being vaccinated (e.g. received the first shot of the Pfizer vaccine), Coronation will cover the cost of testing for up to 66 (42 plus 14) days from your first shot.
  - In all other instances, testing will be for the account of the person being tested (i.e. Coronation will not cover the cost of the test).

Please note that if you are unvaccinated on 2 November (and for every Monday thereafter), you will not have access to the office unless you have provided Heidi and Jill with proof of your negative test between 8.00 and 10.00am on the first working day of the week. Please note that you may need to allow for some processing time before your access to the office is reactivated.

For visitors entering the office on an ad hoc basis, a COVID rapid/antigen test (with negative test result) must be conducted within 48 hours of entering the office.

For the avoidance of doubt, we are not insisting on mandatory vaccinations but require that anyone entering the workplace is either vaccinated or has regular tests (as detailed above) confirming that they are not presenting an undue risk of transmission of COVID-19.

## **Engagement with managers**

In the event you are unable to return to office on the 2 November 2021 please contact your manager to discuss your circumstances. The information will be collated for discussion at EXCO to determine the appropriate and consistent response across the business.

## **Key office protocol reminders**

We have continued to improve our practices and protocols to ensure everyone's safety and there are aspects of our internal policies/practices that I would like to highlight:

- The Regulations state that employees are to wear masks while at work. Wearing a mask when engaging others is a simple demonstration of courtesy and respect for their well-being.
- Entry via the facial recognition temperature scanners is compulsory when entering the office – there are no exceptions to this. Please continue to sanitize with the products provided every time you enter and exit the office.
- Please note that if you are feeling unwell (e.g. cold/flu/sinus symptoms), you are required to work from home, even if you do not have COVID. This requirement has not changed.
- Where you have had exposure to a COVID-19 positive person or if you have COVID-19 symptoms/test positive for COVID-19:
  - If you or anyone you have been in contact with have observable symptoms of Covid-19 (temperature higher than 37.3°C, a cough, shortness of breath, a sore throat, loss of smell or taste, etc.), you must not enter the office. By entering the office, you are confirming that you are not experiencing any of the known virus symptoms. If you experience any virus symptoms while at the office, you are required to exit immediately and contact a medical professional so that you can be tested (PCR test is required). In all of these instances, please report your circumstances to your manager and to me.
  - If you are awaiting COVID-19 test results, you must not enter the office. If your test results are positive, you must follow the required protocols for COVID-19 positive cases.
  - If anyone in your household tests positive, you must assume “High Risk” exposure and not return to the office for a minimum of 10 days from the date of the positive test result (you cannot return before this even if you have had a negative test) and must inform your manager and me of your circumstances.
  - If you test positive for COVID-19, you must not enter the office and will only be allowed to return to work if:
    - you are symptom free;

- you have self-isolated for a minimum of 10 days;
- you have had a moderate to severe case, and have undergone a medical evaluation which has passed you fit for a return to the office;
- you strictly adhere to the health and safety measures in place at the office i.e. sanitizing, wearing of masks, social distancing, etc.;
- you wear a FFP1 surgical mask for 21 days from the date of diagnosis; and
- your symptoms are closely monitored upon return to work.

## **Local and International travel**

### ***Local travel***

While there are no local travel related quarantine requirements, an employee who experiences any COVID-19 symptoms must follow due process which includes not entering the office as required by our Guidelines.

### ***International travel***

An employee who is fully vaccinated and has had a negative PCR test within 72 hours of arrival in South Africa, may return to the office immediately. Notwithstanding this policy, an employee who experiences any COVID-19 symptoms must follow due process which includes not entering the office as required by our Guidelines.

An employee who is not fully vaccinated (14 days post receiving the final recommended dose of an authorized COVID-19 vaccine or 28 days in the case of a single dose J & J vaccine) is required to self-isolate/quarantine for a period of 10 days post arrival in South Africa. For the avoidance of any doubt, no negative test within the 10-day period will allow for an earlier return to the office. An employee who is not vaccinated who experiences any COVID-19 symptoms must follow due process which includes not entering the office as required by our Guidelines.

If you have any questions, please contact [REDACTED]@[coronation.com](mailto:coronation.com)

I look forward to seeing you all next week.

Regards,  
[REDACTED]

[Refer to Coronation for full COVID-19 Guidelines](#)