

Institute of Emergency First Aiders cc

Established 1987

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LAYING A SOLID FOUNDATION FOR EFFECTIVE EMERGENCY CARE AND OCCUPATIONAL SAFETY USING PRACTICAL, HANDS-ON TRAINING

COVID-19 READINESS PLAN

IEFA, working together with local and provincial departments of health, have an important role to play in combating and reducing the spread of disease. Provision of a safe and healthy working and training environment will ensure that staff and learners are able to work and learn productively and effectively.

We therefore updated our Quality Management System by including COVID-19 policy and procedures. The policy includes the measures we are actively taking to mitigate the spread of coronavirus. As COVID-19 outbreak continues to evolve and spreads globally, management is monitoring the situation closely and will periodically update the policy and procedures based on current recommendations from Government, NIOH, NICD and the World Health Organisation.

IEFA has in line with their Quality Management System risk assessed, prepared and equipped its operations to ensure the protection of its employees and other stakeholders from possible exposure to the COVID-19 or any other viruses by:

- Enhancing point of entry controls – To assist in preventing the transmission of COVID-19 all staff/visitors/learners/vendors will need to comply with IEFA's screening process and if need be referred for testing before entering the premises. The aim is to ensure good health and safety of employees;
- Once entry is gained each person will be requested to complete a questionnaire form. We assure you that we will always treat your private health and personal data with confidentiality and sensitivity;
- Vendors will need to produce a copy of their screening charts before entering the premises with goods;
- Safe Work Practices - work areas and training facilities have been modified to improve social distancing;
- Enhanced sanitation practices and increased sanitation frequencies;
- All staff/visitors/learners/vendors will need to wear the appropriate Personal Protective Equipment i.e. face masks, gloves, etc.;
- Sanitisers can be found throughout the operational areas such as in common areas, offices and training facilities;
- Ensure work areas and training facilities are disinfected to create a safe environment;
- All staff/visitors/learners/vendors are requested to adhere to all COVID-19 signage installed on premises.

You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

We sincerely trust you, your loved ones, friends and colleagues, remain safe and healthy.

Kind Regards

Martin Kelder
Managing Member
02nd June 2020