



# **GUIDELINES ON THE NOVEL CORONAVIRUS OUTBREAK (COVID-19)**

## 1. INTRODUCTION

- 1.1 An outbreak of a coronavirus type disease named COVID-19 first took place in Wuhan, in the Hubei Province of China, but has now spread across all continents. As a result, the World Health Organisation (WHO) on the 11<sup>th</sup> March 2020, declared the Coronavirus disease (COVID-19) a pandemic.
- 1.2 As a result of the declaration, the Botswana Government released its Public Notice through the Government Gazette, dated the 4<sup>th</sup> May 2020, (herewith attached on the COVID-19), which the Authority has adopted and will fully comply with.
- 1.3 It is against this background that the Authority is taking pre-emptive, preventative and precautionary measures, in terms of the disease, as well as external/internal travel by its stakeholders, and has thus developed Guidelines to be followed by all.
- 1.4 The Guidelines will be referred to as Guidelines on the Coronavirus Outbreak (COVID-19) 4<sup>th</sup> May 2020.

## 2. DEFINITION OF TERMS

- 2.1 Authority: Refers to the Botswana Accountancy Oversight Authority.
- 2.2 Coronaviruses: A group of viruses including those that cause common colds, Mers, Sars etc, the latest being COVID-19.
- 2.3 External Travel: Travel to any destination outside Botswana.
- 2.4 Internal Travel: Travel between COVID zones in Botswana.
- 2.5 Private Travel: Non-work-related travelling not associated with employment and undertaken by any Employee for their private benefit.

### 3. PURPOSE

- 3.1 The purpose of these Guidelines is to ensure the safety of the Authority Employees and stakeholders, as well as the avoidance of potential risk exposure to the virus, looking at the speed at which the virus is spreading globally.
- 3.2 The Guidelines also cover restrictions on external and internal travel by its employees and other stakeholders that impact heavily on service delivery.

### 4. SCOPE

The Guidelines shall apply to all employees of the Authority and to all stakeholders who may visit the Authority premises or required to physically deal with the Authority Employees from time to time.

### 5. GUIDELINES

#### 5.1 Establishment of the Crisis Management Committee

- a) the Authority has set up a Crisis Management Committee that will be closely monitoring the situation to respond appropriately to curb any adverse effects that the COVID-19 may pose for its employees;
- b) the Crisis Management Committee will provide regular updates to Management and Employees when necessary; and
- c) the Crisis Management Committee comprises Motlatsi Mmusi, Boitumelo Raditladi, Patrick Jansen and Ephifania Nkanga.

#### 5.2 Travelling on Duty

- a) all external travel has been cancelled until further notice;
- b) Employees and the public at large should postpone all non-essential travel between COVID zones until further notice; and

- c) the Authority shall cease to host all visitors from outside the country with immediate effect.

### 5.3 Private Travel

- a) employees are advised to inform any member of the Crisis Management Committee prior to engaging on private travel within the country.
- b) employees who tested positive and are therefore on official forced quarantine will be entitled to sick leave;
- c) employees on quarantine, must immediately inform any member of the Crisis Management Committee who must inform the Human Resources Manager for resource planning and allocation;
- d) any Employee who tested positive must immediately inform any member of the Crisis Management Committee; and
- e) employees will be required to produce an official certificate of fitness following completion of the quarantine period to the Human Resource Manager.

### 5.4 Office Cleaners in the Authority should:

- a) regularly and thoroughly disinfect and sanitise door handles, keyboards, work surfaces, including meeting rooms and receptions on an on-going basis;
- b) wash and sanitise hands thoroughly before making and serving refreshments;
- c) use hand gloves when cleaning and collecting rubbish; and
- d) be cognisant of signs of respiratory infection and seek immediate medical attention.

5.5 Official engagement outside the Authority Premises

The Technical Department Employees should ensure that clients such as audit firms and Public Interest Entities meet the minimum requirements recommended by health authorities before any visits could be undertaken.

5.6 Maintenance of Register and Temperature Recording

- a) The Authority maintains a register containing personal details, contact details and temperature records of all persons accessing the Authority's premises. This register is placed at the reception and will be maintained and updated by the Receptionist on a daily basis until further notice; and
- b) Anyone with body temperature of 37.4 degrees celsius and above will not be allowed access into the Authority's premises.

**6. SAFETY TIPS TO EMPLOYEES**

6.1 Employees should observe and adopt the following:

- a) hand sanitizers will be placed at all entrances and strategic places of the Authority offices. Employees are required to sanitise their hands as they enter and leave the premises and other strategic places within the premises;
- b) adopt a no handshake or hugging protocol. Other non-contact physical forms of greeting should be adopted, such as bowing, waving etc;
- c) avoid touching your eyes, nose and mouth, which may expose one to the virus;
- d) avoid sitting next to people with clear signs and symptoms of common colds, such as sneezing and coughing;
- e) Adopt to sneeze or cough in a flexed elbow or tissue;

- f) persistently and thoroughly practice proper hand hygiene by washing hands with soap and clean water for about 40 seconds;
- g) employees are advised to seek medical attention if they experience symptoms of a cold;
- h) avoid crowded and public gatherings, events and celebrations; since the larger the number of people, the higher the risk of contracting the virus. Government advises that gatherings should be limited to 50 people at funerals and religious gatherings; 25 people at banks, restaurants, supermarkets, pharmacies, post offices, Government service departments and memorial services; and 10 people at sporting events, conferences, wedding celebrations, music concerts, parties, cinemas and any other place not mentioned above;
- i) maintain a distance of 1-2 meters between individuals in all places; and
- j) Employees shall wear a cloth face mask or home-made item that covers the nose and mouth or other appropriate item that covers the nose and mouth when in public place.

## **7. GUIDE TO OTHER STAKEHOLDERS**

- 7.1 Clients are encouraged to avoid visiting the Authority premises to submit registration forms and to continue using emails to submit their registration forms.
- 7.2 Clients who require information about their registration should contact [totukile@baaa.org.bw](mailto:totukile@baaa.org.bw) or telephone 3919735 or visit our website [www.baaa.org.bw](http://www.baaa.org.bw).
- 7.3 Contractors' works in the Authority premises are suspended until further notice.

## **8. REVIEW**

The Guidelines shall be reviewed from time to time, as the Authority deems appropriate to ensure Employee safety and protection.

## 9. DECLARATION

Employees and Stakeholders shall declare their travelling and exposure status by completing the declaration forms administered by the Crisis Management Committee.

## 10. AUTHORISATION

These Guidelines were approved by the Chief Executive Officer at Gaborone, Botswana.

Signed by:



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Chief Executive Officer

Date: **14.05.2020**