 <small>PERMANITE INDUSTRIAL PRODUCTS</small>	<b>PERMANITE STANDARD FORM</b>				
	<b>Title: COVID-19 Policy</b>			N <sup>o</sup> :	P 024
Authorized by: S.Dhunpath	Approved by: V.Dhunpath	Revision No:	01	Date:	30/04/2020
Controlled by:	Restricted to Permanite Industrial Products		Location	C:\My Documents\Permanite Works Instruction	

## COVID-19 POLICY

### Policy elements

#### Sick leave arrangements:


- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home. If you have a positive COVID-19 diagnosis, you can return to the office *only after* you've fully recovered, with a doctor's note confirming your recovery.

#### Work from home requests:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [NICD/Government](#) announcements), Permanite will recommend you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you need to provide care to a family member infected by COVID-19, request to work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

#### Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution only as a last resort but must attempt to attend work and practise good hygiene standards (eg wearing of masks and gloves/use of hand sanitiser whilst in transit to and from the workplace).
- Always keep to a social distancing of 1.5m at all times

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## General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your bent elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows/doors regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).
- Permanite will strive to provide a clean and safe working environment for all employees and visitors. We will provide this through regular cleaning/sanitising of the work place (offices/factory/warehouse), through daily COVID-19 screening (PSF 120) and making available hand sanitiser and masks/gloves where possible




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Veran Dhunpath  
Managing Director