

**LIQUOR INDUSTRY
PROTOCOL DURING
THE COVID-19 PERIOD
AND BEYOND**

APRIL 2020



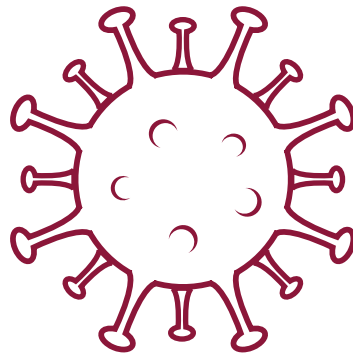


TABLE OF CONTENTS

FOREWORD.....	3
INTRODUCTION TO PROTOCOL AND RISK ASSESSMENT	4
GENERAL	4
EXPOSURE TO COVID-19 OUTSIDE THE WORKPLACE	5
TRANSPORTATION OF EMPLOYEES	5
ENTRY PROCEDURE TO SITE	6
STAFF FACILITIES	6
BOTTLING / CELLAR HYGIENE & SOCIAL DISTANCING MEASURES.....	7
BOTTLING / CELLAR SOCIAL DISTANCING MEASURES	8
SUMMARY	8
PPE & COVID-19 RISK MITIGATION GUIDELINES.....	9
ANNEXURE A: RISK EVALUATION SHEET	10
ANNEXURE B: RISK ASSESSMENT.....	11
ANNEXURE C: INCIDENT FLOW CHART.....	12
ANNEXURE D: QUESTIONNAIRE	13

FOREWORD

Following the outbreak of the Corona virus in Wuhan in 2019, COVID - 19 was declared a global pandemic by the World Health Organisation in March 2020. The declaration allowed governments to activate preparedness plans and undertake emergency procedures to protect the public, such as travel and trade restrictions.

President Cyril Ramaphosa announced lockdown measures effective from 11:59 pm on Thursday, 26 March requiring all South Africans to stay at home, unless to perform an essential service, obtain an essential good or service, collecting a social grant, or seeking emergency, life-saving, or chronic medical attention.

The COVID-19 pandemic require all businesses to act swiftly, responsibly and with calmness during this period to contribute to flattening the curve of COVID-19 infections.

The health and safety of employees during this period is also the business owners' responsibility. The Occupational Health and Safety Act requires employers to provide a safe and healthy working environment. As such, the COVID-19 outbreak/pandemic should be understood and approached as a high risk and that immediate measures be

put in place by employers to manage the risk of contamination in the workplace to avoid any positive exposure resulting in very high risk and possible closure of operations.

Bottling and processing teams used during wine production are likely to be more vulnerable to the Corona virus (COVID-19) outbreak because the production teams work in close proximity and may act as a source of infection, amplification, and spread of infection beyond the operation.

It should be emphasized that during this uncertain period vulnerable employees may feel threatened by the loss of employment and may see it necessary to 'hide' symptoms. Given this, employers must do everything in their ability to have the trust of their employees and give a sense of assurance that they are there to keep them safe and healthy, yet continue with business operation as far as possible for the benefit of all.

The following protocol is advised to assist production, warehousing and distribution with measures to prevent and minimize the risk of spread of the infection and mitigate possible contamination in production, storage and distribution within the alcohol industry.



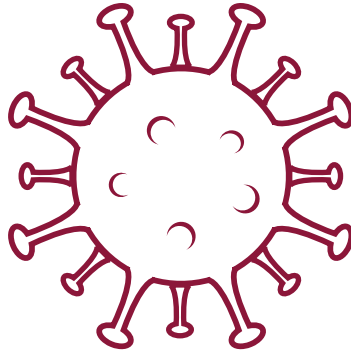
WIETA MANAGEMENT



VINPRO MANAGEMENT



SALBA MANAGEMENT



INTRODUCTION TO PROTOCOL AND RISK ASSESSMENT

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on all employees and other exposed visitors, all employers need to plan now for COVID-19. This planning may involve updating risk assessments and procedures to address the specific exposure risks, sources of exposure, routes of transmission and others.

Measures below should mitigate the risk of contamination. A risk assessment was done on hazards and a raw risk was calculated.

See an example of a Risk Assessment (Annexure B) and Risk Evaluation Sheet (Annexure A) at the end of this document used to determine the raw risk.

GENERAL



- A risk assessment should be conducted in the workplace to determine the risk of exposure to COVID-19 and be communicated to all workers.
- Stop all non-essential visitors and contractors entering the site.
- Visitors/contractors that need to visit a site must fill out visitor's questionnaire and then follow access procedures to site.
- Management to interpret the questionnaire and act if applicable and per company procedure.
- Disciplinary procedure to be followed and recorded in a case where an employee does not comply with new or updated practices and procedures.
- Training and Awareness
 - Ensure that regular information is available to management, supervisors, and employees about COVID-19.
 - Train employees regularly on the symptoms of COVID-19 and record these.
 - Notify employees that if infection of COVID-19 starts spreading in the community or if employees are displaying mild symptoms, they should inform line managers and stay home. Examples include:
 - Display posters of COVID-19 containing information on the following:
 - COVID-19 symptoms
 - Personal Hygiene
 - Social Distancing
 - How to wash hands
 - Entrance into site procedures



LEGAL
REFERENCE

OHSAct – Section 8 + 9(1) + 13 + 14 + 37(2)

WIETA Ethical Standard – 00.01(a); 02.01(e); 03.01(e); 03.03(b); 06.01(c)

EXPOSURE TO COVID-19 OUTSIDE THE WORKPLACE



- All employees, contractors, and visitors to be made aware of the COVID-19 virus and all preventative measures. This can be done by electronic information, hand out of booklets or in case of illiterate employees small group training sessions. NB Stress the importance of practising preventative measures including social distancing outside the workplace.



LEGAL
REFERENCE

OHSAct – Section 8 + 9(1) + 13 + 14 + 37(2)
WIETA Ethical Standard – 00.01(b)



TRANSPORTATION OF EMPLOYEES



The amendment of the Regulation 10(7) of the Regulations under Section 27(2) of the Disaster Management Act, 2002 (Act No. 57 OF 2002): Measures to prevent and combat the spread of Covid-19 in the public transport clearly set out the provisions for public transport carrying essential services.

Where companies make provision for the transportation of their workers, the following is recommended:

- Taxi or any other vehicle transporting employees to be sanitized, if possible, before and after every trip.
- Driver compartment screened off from passengers, if possible.
- Only carry 70% of licensed capacity.
- Passengers sanitize hands before touching or entering a taxi.
- Masks to be worn by all persons travelling with public transport.



LEGAL
REFERENCE

OHSAct – Section 8(1) + 9(1)
WIETA Ethical Standard – 03.07(h)

ENTRY PROCEDURE TO SITE



- The most common symptoms of COVID-19 are the following:
 - Fever
 - Tiredness
 - Dry Cough
 - Sore throat
- Screen employees before entering the place of work and follow company protocol for those with fevers (*37.3 C or more*)
Examples include
 - Isolate person in the dedicated first aid room
 - Send person home
 - Call Toll-free number: 080 0029 999
 - Initiate directions issued by the local hospital/clinic
- Where security gates are used, it should be sanitised regularly
- Hand sanitizing before and after using a scanner, & scanner sanitized before every use, where applicable.
- Temperature scanning each person [protocol for temperature above 37.3] Use contactless thermometers such as handheld infrared thermometers where applicable
- Visitors and contractors will be required to have the appropriate PPE. The minimum requirement will be a face mask.



LEGAL
REFERENCE

OHSAct – Section 8(1) + 9(1)
GMP

STAFF FACILITIES



- Staff requirements will be modelled to accommodate the social distancing requirements.
- Break times should be staggered to reduce congestion and contact at all times to ensure a distance of 1.5 meters between staff is maintained.
- Social distancing markers to be applied.
- Management walkabouts are encouraged, to ensure compliance at all times.
- Regular sanitizing of all contact points, e.g. door handles. (two hourly is suggested, where practical and possible)
- Sanitise hands before and after entering common areas such as canteens, change rooms and toilet facilities. Hand sanitisers will be provided in all common areas.
- Water dispensers with disposable cups to be provided where possible, or those with no reusable water container, to be provided.
- Each person only to handle own belongings.



LEGAL
REFERENCE

OHSAct – Section 8(1) + FR
WIETA Ethical Standard – 03.09(a)&(b)
SANS 10400





BOTTLING / CELLAR HYGIENE MEASURES



Hygiene & Cleaning Measures

- Personal hygiene procedure in place as per food safety regulations.
- All employees to arrive at work with a clean overall.
- Sanitizers will be available at each work area or workstation.
- Hand washing and sanitizing before entering the area and every 30 minutes thereafter.
- Employees to be issued with a mask. These should be re-issued at least once. No employee allowed to be on the premises without a mask.
- Employees will be issued daily with a mop cap. Hair can be a source of biological contamination.
- Practice respiratory hygiene, i.e. sneezing and coughing in the elbow, tissue to be used once only and handwashing or sanitise thereafter.
- Surfaces sanitised regularly and after every shift. Surfaces include but is not limited to:
 - Door & Window handles and knobs
 - Light or plug switches
 - Equipment handles
 - All control points on machines
 - Taps
 - Pipe connections
 - Hand railings
 - Equipment shielding
 - Packing tables
 - Operating controls of lifting machinery
 - Mechanized handling equipment such as forklifts etc.
- When choosing cleaning chemicals, employers should consult information on the Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).
- Provide no-touch refuse bins e.g. Foot-operated bin.
- Employees to practice good housekeeping routines.
- All waste generated including masks, gloves, etc. should be disposed of responsibly.
- Mechanical Plant Ventilation – Repair all air filters or install high-efficiency filters.
- Ensure sufficient ventilation in the production and operational areas.
- Discourage employees from using each other's mobile phones, desks, offices, or other work tools and equipment, where possible.
- Each person to handle their own equipment and toolset.
- Mobile bottling operators need to adhere to the same hygiene measures.



LEGAL
REFERENCE

OHSAct – Section 8(1) + CR11(2) + ERW 6 + FR9
WIETA Ethical Standard – 03.07(b); 03.07(d);03.08(e)
SANS 10248-1:2008
GMP

BOTTLING / CELLAR SOCIAL DISTANCING MEASURES



- All persons to stay at least 1.5m apart in all areas such as canteens, change rooms and other communal areas.
- Where social distancing is not possible, masks must be worn.
- 1 Employee per workstation where possible.
- Mobile bottling operators need to adhere to the same social distancing protocols.
- Minimise contact during exchange of inbound receipts i.e. raw materials, couriers, inter depot transfers etc. after which hands must be sanitised.
- Drivers may still do the normal tying/untying of loads but thereafter must remain in their trucks.
- Limit movement of contractors, people delivering or visitors on site.



LEGAL
REFERENCE

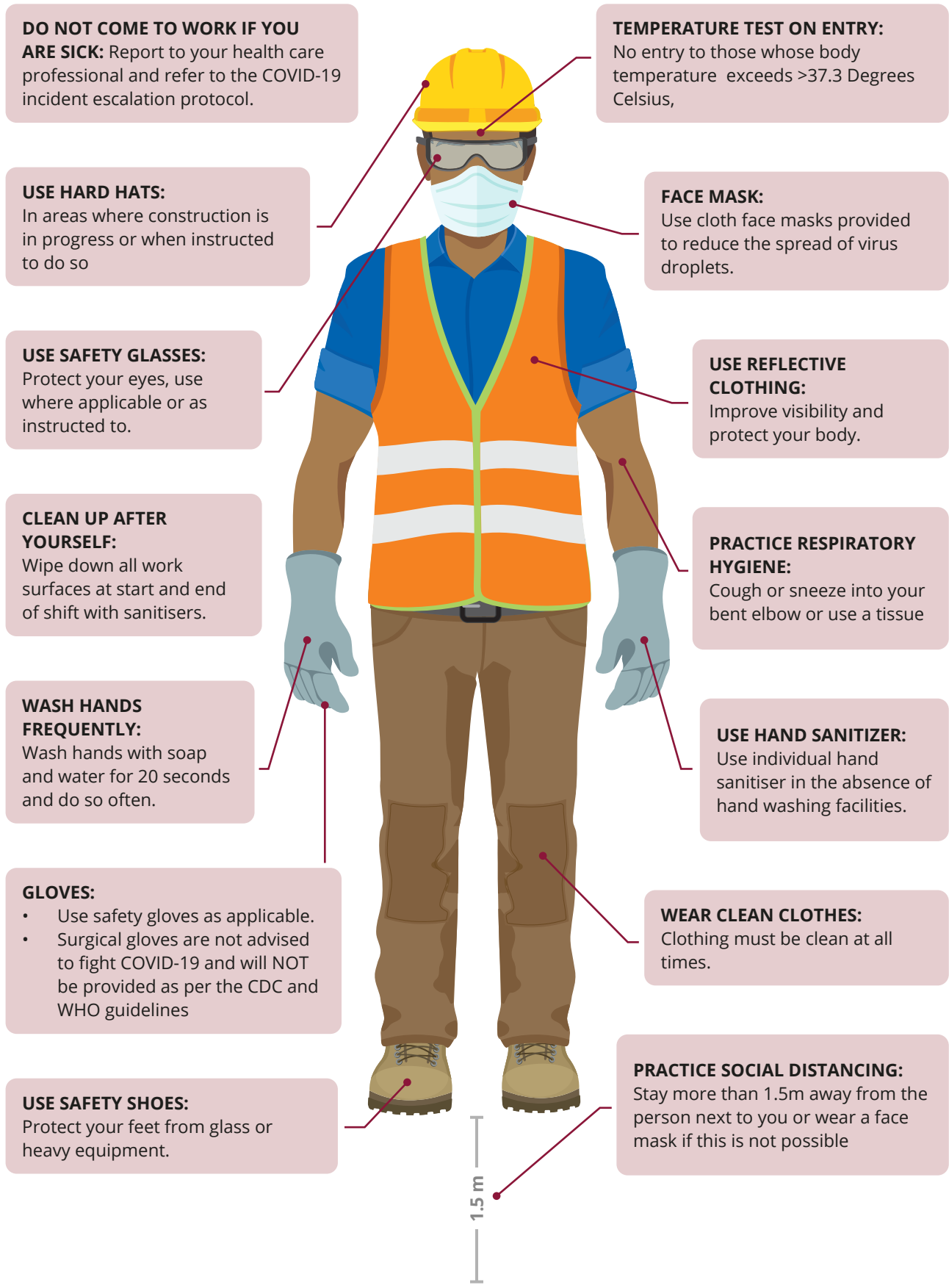
OHSAct – Section 8(1) + CR11(2) + ERW 6 + FR9
WIETA Ethical Standard – 03.07(b); 03.07(d);03.08(e)
SANS 10248-1:2008
GMP



SUMMARY

1. Fighting COVID-19 is collectively our responsibility – employees and employers.
2. Employees are not to report to work if they are sick and should escalate the incident accordingly.
3. Employees MUST adhere to the relevant COVID-19 policies and procedures
4. All employees must wear face masks provided, as required.
5. Body temperature to be checked on entry to premises.
6. Sanitise work surfaces before and after working in an area.
7. Practice social distancing i.e. >1,5m apart or wear face masks where <1,5m is not possible.
8. Practice respiratory hygiene i.e. sneeze into bent arm or use a tissue. Discard tissue immediately.
9. Wash your hands frequently and sanitise in the absence of hand washing.
10. Communicate COVID-19 preventative measures to bring awareness to all employees which includes “how to put on a mask”, “how to wash hands” etc.

PPE & COVID-19 RISK MITIGATION GUIDELINES



ANNEXURE A: RISK EVALUATION SHEET

Risk Evaluation Sheet

NOTE: CAUSES TO BE CONSIDERED – INJURY, LOSSES OR POLLUTION

LIKELIHOOD

(THE PROBABILITY OF AN INCIDENT WHEN THE EVENT DOES OCCUR)

	VALUE
Might as well be expected (happens often)	10
Quite possible	6
Unusual, but quite possible	3
Only remotely possible (has happened somewhere)	1
Conceivable, but very unlikely (hasn't happened yet)	0.5
Practically impossible (one in a million)	0.2
Virtually impossible (approaches the impossible)	0.1

EXPOSURE

(THE FREQUENCY OF OCCURRENCE OF THE EVENT)

Continuous	10
Frequent (daily)	6
Occasional (weekly)	2
Unusual (monthly)	2
Rare (a few per year)	1
Very rare (yearly)	0.5
No exposure	0.1

CONSEQUENCE

Catastrophic (many fatalities, or damage over –	R	10 000 000,00)	100
Disaster (a few fatalities, or damage over –	R	1 000 000,00)	40
Very serious (one fatality, or damage over –	R	100 000,00)	15
Serious (serious injury, permanent disability, or damage over –	R	10 000,00)	7
Important (temporary disability, or damage over –	R	1 000,00)	3
Noticeable (minor first aid, or damage over –	R	100,00)	1
Negligible		-----)	0.4

RISK SCORE	RISK CLASSIFICATION	TIME SCALE
OVER 400	VERY HIGH RISK: CONSIDER DISCONTINUING OPERATION	N/A
200 – 400	HIGH RISK: IMMEDIATE CORRECTION REQUIRED	0-3 MONTHS
70 – 200	SUBSTANTIAL RISK: CORRECTION NEEDED	3-6 MONTHS
20 – 70	POSSIBLE RISK: ATTENTION INDICATED	6-12 MONTHS
UNDER 20	ACCEPTABLE RISK	N/A

RISK SCORE = (LIKELIHOOD X EXPOSURE X CONSEQUENCES)

ANNEXURE B: RISK ASSESSMENT

Hazard Identification and Risk Assessment Form														
													Page 1 of 1	
Reference	01	Revision	0	Team Involved:									Date:	20/04/2020
Work Area	Bottling & Processing Cellars		Overall work Scope	Processing and Bottling of Wine										
Work Activities	Hazards Identified	Hazard Effect	Likelihood	Exposure	Consequence	Risk Score	Assessment of Residual Risks	Control Measures	Likelihood	Exposure	Consequence	Risk Score	Person Responsible for Action	Completion Date
Processing and Bottling of Wine	Pathogens	Fatality, Infective diseases, Outbreak through infected staff present in workplace, Infected visitors or business partners to workplace.	6	6	40	1440 VHR	- Hygiene & housekeeping procedure	- Facemasks	3	6	15	270 HR		
							- Social Distancing procedure							
							- Sepa rate shift system, with staggered breaks							
							- PPE Procedure							
							- Security procedure include screening emergency situation							
							- Emergency procedure							
- Business contingency plan production														
			[Quite Possible]	[Daily]	[Few Fatalities]				[Unusual but quite possible]	[Daily]	[Very serious, one fatality]			
PERSONAL PROTECTIVE EQUIPMENT & CLOTHING														
Masks														

11

Name Safety Rep:

Signature Safety Rep:

Name HOD:

Signature HOD:

ANNEXURE C: INCIDENT FLOW CHART



ANNEXURE D: QUESTIONNAIRE

The safety of our employees, supplier partners, customers, families and visitors remain XXX overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, XXX are monitoring the situation closely and will periodically update company guidance based on current recommendations from the National Centre for Communicable Diseases and the World Health Organization. Only business critical visitors are permitted at any XXX facility at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's Name:	Personal Phone Number (mobile/home)
Visitor's Company/Organization:	Name of Host:
Facility Name:	

Self-Declaration by Visitor	
1	Have you returned from any of the countries listed on Coronavirus FAQs within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you been in close contact with anyone who has traveled within the last 14 days to one of the countries listed in question one? Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is "yes" to any of the questions, access to the facility will be denied.

Signature (visitor):

Date:

Access to facility (circle one):

Approved

Denied

T: +27 (0)21 880 0580 | **F:** +27 (0)21 880 0576 | WhatsApp: 063 766 6548

Unit 5, Time Square, 8 Electron Road, Technopark, Stellenbosch, 7600

www.wieta.org.za

T: +27 (0)21 276 0429 | **E-mail:** info@vinpro.co.za

Picardi Farm, Cecilia Street, Suider Paarl, 7646

www.vinpro.co.za

T: +27 (0)21 887 0117 | **F:** +27 (0)21 883 8545

154 Dorp Street, Stellenbosch, 7599

www.salba.co.za