

FOR PSA MEMBERS: SOUTH AFRICAN REVENUE SERVICE (SARS)

04-05-2020

## Report: COVID-19 task team

### Deep cleaning/sanitising of buildings

It was reported that all offices will be deep cleaned/sanitized with appropriate chemicals before Monday, 4 May 2020. Members are requested to make special arrangements with corporate real estate if their offices were locked during the cleaning process.

### PPE

SARS will provide two cloth masks to each employee. The masks will not be available on 4 May 2020. In the interim, surgical masks will be issued to employees. It is important that employees must always wear their masks and will be responsible to wash and sanitise their own masks.

### Permits

New permits were issued on 30 April 2020 for employees who were not at work or did not receive a permit for some reason. Managers will issue permits to all staff who must come to work during the weekend. Employees that is dependent on spouses for transport to and from work can sign an affidavit at their nearest police station and attached a copy of the permit to the affidavit.

### Communication

SARS indicated that it will issue a communication to educate members on what to do if they do not feel well during the day. There will also be a screensavers and posters circulated to keep staff informed and alert. Banners will be placed on notice boards in branch offices to inform taxpayers that they are not allowed to enter the building if not wearing a mask.

### Screening

Safety measures must be read together with the *Occupational Health and Safety Act (OHSA)*. Par 16.2 indicates that If an employer employs more than 500 employees it must submit a record of Risk assessment together with a written policy concerning the protection of health and safety of its employees from COVID-19 as contemplated in S 7(1) of *OHSA* to:

- 16.2.1 Its health and safety committee established ito S19 of *OHSA*; and
- 16.2.2 The Department of Employment and Labour.

Health and safety committees must be established in every office. These plans will be submitted to the Department of Labour and Employment during this week. The employer has finalised the risk assessment policy and is awaiting approval by the Commissioner. SARS will not have thermometers available on Monday, as it is still busy with the procurement process, keeping in mind that fever is not the only symptom. Every employee will have to complete a questionnaire before being allowed to

enter the building. There will be an active and passive screening process. This measure is in place so that employees working from home can and should also report on their health status.

### **General**

Members are requested to report any concerns regarding PPE/social distancing to their full-time shop stewards. No more than two people will be allowed in a lift. Social distancing, wearing a mask and washing your hands are still the most important and effective measures to prevent spreading of the virus. Employees with medical conditions must inform their line managers and submit relevant documentation directly to [COVID19RTWMedical@sars.gov.za](mailto:COVID19RTWMedical@sars.gov.za) to qualify for their special circumstances to be taken into account. SARS is still on lockdown and not all employees in all buildings will be able to come back to work (social distancing) therefore measures will be implemented by each business unit, e.g. rotation/shift working, to ensure that daily functions are performed. **Employees who can work from home will still be allowed to work from home. The employer is busy increasing their VPN tokens to enable more staff to work from home.**

Employees are encouraged to approach the wellness division should they need clarity or need to make use of their services. Members will be informed of developments.

### GENERAL MANAGER