

04th May 2020

Central Media Group:

Complete Level 4 Lockdown regulations and return to work policy

Central Media Group of companies, including OFM, Mahareng Publishing, Redstar Agency, and Digital Platforms, have adopted and executed as per Government Gazette of 29 April, Annexure E, workplace plans, regulation 16(6)b.

General measures to contain the spread of COVID -19 with the re-entry of staff to Central Media Park.

1. All staff at CMG has been provided with a branded cloth face mask.
2. Staff will not be allowed to enter the CMG building without complying with this rule. **No mask, no entry allowed.**
3. Central Media Park will be open, but no visitors/clients/suppliers/maintenance workers to the office, until the end of May 2020. Deliveries will be accepted. Walk in's will not be allowed into the building during Level 4, and will be reviewed at each level.
4. Central Media Park business premises, has an approximate area floor space of 2000m²; and we will utilize 400m² of floor space for staff inside the premises. ONLY 20 staff allowed in the building at a time. If the limit has been reached, staff must wait, or leave and return later. This excludes the Executive management and the Covid-19 committee whom will always be allowed access regardless if there are 20 people:

Executive management and the Covid-19 committee are namely:

- Nick Efstathiou: CEO,
- Jan van der Walt: Chief Technology Officer,
- Thando Mohlamme: Group HR Manager,
- Chimè Meyers: Office Manager
- Mari Reynolds: Financial Manager
- Marietjie Vermeulen: CFO

(c) Reception area barred off with poles and rope to maintain a safe distance of one and a half meters from receptionist and visitor/guest/couriers and clients.

(d) Antibacterial wipes, sanitizer gel & liquid hand sanitizer, placed at strategic points within the building for self-use to the public and staff.

- The entry gate at reception.
- Outside: Antibacterial spray or wipes;
- Studios – Antibacterial wipes & hand sanitizer in the DJ office;
- Storerooms: Antibacterial wipes;
- Finance Office: Hand sanitizer placed in the office for cash handling;
- All bathrooms fitted with foam soap dispensing units.
- Printers: disinfected wipes to clean the printer after use.
- Fleet: Antibacterial spray with wipes in all our vehicles. Staff encouraged to wipe the door handle, steering wheel, indicator arm, light switch, and keys before and after driving. Used wipes to be disposed of when you exit the vehicle.

(e) **Compliance employee: Chimè Meyers, Office Manager, 082 685 2965**

(i) compliance with the measures provided for in paragraphs (a) to (d); and

(ii) that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID -19 are adhered to.

(iii) CMG has a designated COVID -19 compliance committee, namely

- Nick Efstathiou: CEO,
- Jan van der Walt: Chief Technology Officer,
- Thando Mohlamme: Group HR Manager,
- *Chimè Meyers, Office Manager.

(5) CMG has adopted **measures** to promote the physical and social distancing of staff.

- (a) All staff to work remotely from home, until further notice. Only key staff permitted to work from the office:
 - OFM: On-air teams, presenters, news, and production: daily.
 - Mahareng delivery team: Tuesday, Wednesday, Thursday & Friday.
 - Operations, HR, Engineering, Journalist, Mahareng, and Finance will continue to on a rotation basis.
 - Executive Management and Covid-19 Committee: rotation.
- (b) All open plans seating repositioned in a zig-zag pattern with one desk space open between two persons.

G- Floor

x G25

	X		X
X		X	

	X		X
X		X	

	X		OPEN
--	---	--	------

DP – Fish Bowl: Web developers will continue to work remotely. Should they return, they will be seated in a zig-zag pattern.

Engineering: Will work remotely.

Finance office: Zig-zag pattern.

Programming Office F06: Desks to move in the opposite direction.

X	
	X

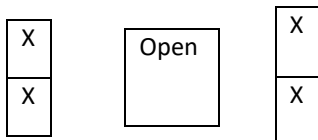
News: Use Office F08

	X	
X		X

	X	
X		X

	X	
X		X

First floor: In the Writers Block:



OFM & Mahareng Sales & Designers.

Office: F27 – Ofm Production – 2 desks in the opposite direction.

Office: F28 – Mahareng Debtors – 2 desks in the opposite direction.

Sales Open-plan

X		X	
	X		X

X		X	
	X		X

X		X	
	X		X

X		X	
	X		X

X		X	
	X		X

- Open offices reassigned to selected staff members, for the short term.
- Board rooms will only host half the current capacity, until further notice.
- The canteen will only allow one person, per table.
- Spotted guest chairs: leave one, store one.
- White Canteen bar stools: take 4 to the storage, leave four at the counter.
- Canteen: One black chair per table.
- Signage for L shape red & black couches: Only three (3) persons allowed to be seated at a time.
- Poster for staircase: Keep left pass right.
- The lift will be disabled remotely.
- Not more than one person in the recording & production studios.
- Canteen kitchen, the coffee station will only allow for only four people at a time.
- Small kitchens, will only allow for only two people at a time.
- Printer, only one person at a time.
- The smoking area will only allow for three people at a time.
- If the fleet is used, no more than two people per four-seater vehicle, and four for the eight-seater Kombi.

(c) Communication between teams will be via phone, text messaging, WhatsApp or Skype.

(d) Staff with risky immune systems will continue to work remotely, until further notice. These staff members will be spoken with independently, by their line managers.

(e) Staff above the age of 60 will continue to work remotely, until further notice.

(6) Central Media Park meets the requirements as set out in sub-regulation (4) and all the necessary changes implemented to any other building that is not provided for by sub-regulation (4).

(7) CMG will only accept courier and delivery services for the office, all personal couriers to be redirected to your home. Measures in place to minimized personal contact during delivery at reception as stated in 4(c).

ANNEXURE E

CENTRAL MEDIA GROUP WORKPLACE PLANS

Regulation 16(6)(b)

A COVID-19 ready Workplace Plan must be developed before the reopening of an enterprise employing persons or serving the public.

We at CMG are geared nicely to work remotely, so we continue with this for now.

1. All Management can come to the office, and those required to be at the office.
2. Business hours for his period will be 09h00 – 15h00. Only broadcasting remains at 24 hours.
3. We will redeploy staff to other desks, so we have social distancing – sitting in a zig-zag manner. Names cards will be placed of staff at their new desks by Wednesday 29 April 2020, as per the attached document. This is the final document, and will not be changed. Redstar Agency will move downstairs, to take up the open desks on the first floor. A few staff members will share offices or be placed in an office, for the short term. Below is a staggering re-entry, during level 4, so staff can move their personal belongings to their new desks. Jan and his team will fix the offices that will host two people. What is important is to understand that there will be many open desks, the intention being to social distance. The open desks are NOT STORE ROOMS for boxes, magazines, papers, etc. Chime and her team will manage this, to ensure we keep to a strict clean environment. I have given her the authority to “throw away” anything that is not meant to be on an open desk. We have storerooms, please use them.

4. Returning staff – teams that can work from home, will continue to do so in the short term.
 - a. OFM Sales and support staff will continue to work from home.
 - b. OFM Programming/Creative/Marketing – music, social media, and production will continue to work from home.
 - c. OFM News returns on a rotation basis.
 - d. Mahareng journalists on a rotation basis.
 - e. Mahareng sales will continue to work from home.
 - f. DP sales team will continue to work from home.
 - g. DP developers will work, remotely from home until further notice to include designers.
 - h. Redstar will continue to work from home
 - i. Finance will continue to work from home.
 - j. Clerks will continue to work from home.
 - k. Operational team will continue to work from home.
 - l. Engineering team will rotate staff until further notice.
 - m. Receptionist will be redeployed in the interim.
 - n. The CFO will continue to work remotely, until further notice.

5. ONLY 20 staff allowed in the building at a time. If the limit has been reached, staff must wait, or leave and return later. This excludes the Executive management and the Covid-19 committee whom will always be allowed access regardless if there are 20 people:
 Executive management and the Covid-19 committee are namely:
 - Nick Efstathiou: CEO,
 - Jan van der Walt: Chief Technology Officer,
 - Thando Mohlamme: Group HR Manager,
 - Chimè Meyers: Office Manager
 - Mari Reynolds: Financial Manager
 - Marietjie Vermeulen: CFO
 Security guards trained and will follow strict admission rules.
 - Staff members show media pass to the security guard.
 - Security guard completes the register: staff member name & time in.
 - Sanitise staff member hands, open boom gates.
 - Staff member scans in at the front door.
 - On exit: Staff member shows media pass, security guard marks time out on the register, spray hands, security guard opens boom gate.

Some of the rules we had put in place previously will still stand, with a few additions:

1. Staff with school-going children will be allowed to work remotely, from home and the office in rotation between the two, under the guidance of their line manager, until such time that their kids are back at school. What is NB, is that all staff (as intended above) upon their return, to move to their new desks.
2. Remote teams - Communication between teams will be via phone, text messaging, WhatsApp or Skype – download Skype here: <https://www.skype.com/en/get-skype/>
3. CMG will provide access to Data for staff who require, until such time they return to the office. This will be done by staff purchasing what they require, from their chosen provider. CMG will reimburse the costs. Staff should engage their line manager on this before the purchase, to get sign off. Keep the proof of payments for reimbursement.
4. KPA discussions and analysis are suspended, until further notice.
5. Non-essential travel will be reviewed (for work), case by case, and signed off by the line manager and the CEO. If the fleet is used, no more than two people per four-seater vehicle, and four for the eight seaters Kombi. Masks are to be worn when travelling in any vehicle.
6. NO CMG staff member will be allowed to fly anywhere (for work) unless approved by the CEO. We cannot manage the personal lives of our staff, but I hope common sense is the order of the day.
7. OB's and Street squad activities will be decided on – case by case until the end of May 2020, also dependant on Government regulations.
8. Social distancing is encouraged, as per the above seating arrangements for staff. Other arrangements will be made in the office for this. Meeting rooms and board rooms will have a maximum seating arrangement and instruction on how the seating is to be set up. This will be the most disruptive element of the needed changes; in the interests of our staff. The same applies to the coffee stations, and the canteen area, and the smoking area.

9. Staff with risky immune systems will continue to work remotely, until further notice. These staff members will be spoken with independently, by their line managers.
10. Central Media Park will be open, but no visitors/ walk-in's/clients/suppliers or maintenance companies will be allowed onto the premises during this level 4 lockdown. This will be reviewed at every level.
11. We will accept courier and delivery services for the office, all personal couriers to be redirected to your home. Measures in place to minimized personal contact during delivery at reception.
12. Masks will be supplied by CMG to all staff. Wearing of the masks will be determined by Government communication. It will not be compulsory to wear masks in the office, at first. This will be reviewed weekly.
13. A questionnaire will be shared with all that assess the daily health and wellness of our staff. Should any staff member answer yes to 60% of the questions, they will be required to stay at home, and take medical advice. Attached is an example of the questionnaire.

Questionnaire for Staff



Name and Surname: _____
 Department: _____
 Contact details: _____
 Date: _____

Please answer the following questions honestly and in the best interest of all staff.

Do you have any of the following flu like symptoms

Fever (>38°C) or a history of fever	Yes	No
Cough	Yes	No
Sore throat	Yes	No
Difficulty in breathing	Yes	No

AND in the last 14 days

Were you in close contact with a confirmed COVID-19 or a person under the investigation for COVID?	Yes	No
Have you been in close contact or living with anybody with flu like symptoms?	Yes	No
Have you been in contact with somebody with flu like symptoms and a negative or inconclusive COVID-19 test?	Yes	No
Have you had a history of travel to areas with local transmissions of COVID-19?	Yes	No
Have you attended any health care facility recently? If yes - please specify which health facility.	Yes	No
Were you admitted with severe pneumonia?	Yes	No