



The Game changer of South Coast development

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COVID19 ALERT LEVEL4 REGULATIONS OF 29 APRIL 2020

BUSINESS OPERATIONS AND CUSTOMERS GUIDELINES

This brief implementation guidelines is issued by Ray Nkonyeni Municipality to assist businesses, employees, enforcement agencies, Councilors, and the public, by consolidating and simplifying some of the salient points on the latest regulations. These guidelines serve as a user-friendly reference document for all interested and affected parties but does not in any way replace the actual regulations.

GENERAL PROVISIONS

1. The State of National Disaster as declared has not been withdrawn or cancelled and therefore all businesses, staff, and clients shall comply with all directives and regulations issued as per the regulations at a given time and by their respective sector Ministers.
2. All businesses, staff, and clients are also expected to observe all health protocols, in particular the following:
 - 2.1 Any business that opens must before opening have a **COVID-Ready Workplace Plan** which must be made available to law enforcement at any time (see **Annexure E of Regulations** for guidelines)
 - 2.2 Everybody who enters the premises to work or to do business must be wearing either a cloth mask or a home-made item that covers mouth & nose
 - 2.3 All businesses that reopens is to fully comply with Department of Employment and Labour directions
 - 2.4 Determine the number of customers and employees that may be inside the premises at any time with adequate space available
 - 2.5 Take steps to ensure that persons queuing inside or outside the premises are able to maintain a distance of one and a half metres from each other
 - 2.6 Provide hand sanitisers for use by the public and employees at the entrance to the premises
 - 2.7 Display notices advising persons other than employees entering the workplace of the precautions they are required to observe while in the business premises
 - 2.8 Appoint in writing someone to be responsible for compliance with the health measures
 - 2.9 Return to be done in a manner that avoids and reduce risks of infection
 - 2.10 Businesses to be disinfected and cleaned before its opening & keep a record
 - 2.11 To issue relevant work permits to all the employees who will be required to work during this period, permits which are to be signed by head of the business/institution or his/her delegate using template contained as **Annexure A Form 2** of the gazette
 - 2.12 Screening for all employees in all businesses and testing for 500 or more employees
 - 2.13 All businesses are expected to open and close in time for their staff members to travel without flouting the curfew

PERMITS

3. **To know if your business is allowed to trade on Alert Level 4 kindly refer to Table 1 as well as Annexure B to D**
4. Businesses are required still to register in the CIPC business portal, www.bizportal.gov.za, their businesses as providing essential or permitted good or services.
5. In terms of the regulations, the employer or head of institution is responsible to issue a permit to perform an essential or permitted service using template contained as **Annexure A Form 2** of the gazette. **NB: The municipality does not issue any permit to any business unless the business is providing essential goods or services to the municipality during this period, a spaza shop and hawker trading in essential (not permitted) goods.**

HARDWARES AND VEHICLE REPAIRS

6. The new regulations allow hardware to operate and sell essential/emergency products/supplies for repairs, to the public and tradesman and that vehicles repairs and sale of components can be done for vehicles of permitted and essential services. However, the following must be noted:
 - 6.1 **Table 1 Part D**, limits construction, repairs, and maintenance to government infrastructure projects.
 - 6.2 **Part L** refers to the emergency work which requires to be undertaken by plumbers, locksmiths, electricians, glaziers, and roof repairs and this includes residential or private property.
 - 6.3 **Annexure D, no 33**, state that **“Critical Maintenance services which cannot be delayed for more than 21 days and are essential to resume operations.”** This means that the acquiring of hardware supplies to undertake critical maintenance for the business to start operating is allowed.
 - 6.4 **Such establishments are still expected to adhere to the Level 5 procedures on ensuring that records of their sales and details of the people who are purchasing are documented and safely kept.** The sale to the public is limited to selling of emergency repair goods only.

RESTAURANTS/ HOT FOOD/ SHISANYAMAS/ SMALL BAKERIES & CONFECTIONARIES

7. Listed above are allowed to trade
8. Business must be in possession of a valid business license to be allowed to trade
9. Prepared hot food only for deliveries orders to be only online or by phone
10. The employer/owner of the delivery vehicles or scooter for Hot Food Delivery or any allowed courier service, shall ensure that the driver is issued with the delivery permit to do permitted services
11. The onus is on the employer and clients to ensure that all deliveries comply with regulations, in particular sanitizing and any other safer method.

CLOTHING & TEXTILE

12. Table 1 Part H in Alert level 4 regulations lists children’s clothing and winter clothing in general as permitted to trade on Alert Level 4 and directions issued by Minister of Trade, Industry and Competition on 12 May 2020 specify the items that can be sold

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13. **NB: Small business in terms of OHS COVID directions refers to businesses with less than ten (10) employees.**