



HELDERBERG VILLAGE MASTER HOMEOWNERS ASSOCIATION NPC
Registration No. 1993/003665/08

CORONAVIRUS DISEASE 2019 (COVID – 19) - CONTINGENCY PLAN

1. PURPOSE

This purpose of this document establishes a contingency plan for the possible outbreak of the Coronavirus disease 2019 (COVID-19) in Helderberg Village in order to protect all Villagers / Residents / Visitors / Employees / Contractors from the possible contamination of the virus.

This contingency plan will guide the processes that needs to be implemented and followed once the outbreak has been confirmed in the Helderberg Basin and surrounding areas.

2. INTRODUCTION

On 31 December 2019, the World Health Organization's (WHO) China country office, reported a cluster of pneumonia cases in Wuhan City, Hubei Province of China. Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was confirmed as the causative virus of COVID-19. Several provinces in China and other countries have also reported cases. Most cases to date have links to China and person-to-person spread of the virus has been confirmed.

According to the WHO, Coronaviruses (CoV) are a large family of viruses that cause illness from the common colds to more severe diseases, such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

The WHO is, with a broad range of global experts, governments and partners, expanding scientific knowledge on this new virus, to track the spread and to provide advice to countries and individuals on measures to protect health and prevent the spread of the outbreak.

The incubation period is between 2 and 14 days after exposure during which time, persons may not show any symptoms, but could still be contagious.

Village management is closely monitoring the situation in Helderberg Village and Villagers / Residents / Visitors / Employees / Contractors are urged to continue with the necessary precautions to minimise the risk of contracting the disease.

3. CLINICAL PRESENTATION OF COVID-19

Persons with acute respiratory illness with sudden onset of at least one of the following symptoms:

1. Sore throat;
2. Fever equal or above 38°C;
3. Headache;
4. History of fever over the past two weeks;
5. Dry cough; and
6. Shortness of breath.

In conjunction with the above symptoms, the following criteria or history must be present:

1. History of travel to areas with presumed outbreak of COVID-19;
2. Close contact with a confirmed or probable case of COVID-19 infection;
3. Worked in or attended a healthcare facility where patients with this infection were being treated; and
4. Admitted with severe pneumonia of unknown origin.

4. PLAN OF ACTION IF VILLAGERS OR EMPLOYEES PRESENT WITH ANY OF THE ABOVE

4.1 If a Villager(s) presents with any of the above:

- 4.1.1. Inform your Doctor telephonically (s/he will decide if you need to come in for a consultation or whether s/he will consult with you at home);
- 4.1.2. Your Doctor will decide on the treatment plan; and
- 4.1.3. Inform the Professional Nurse on duty in Heatherton House telephonically on IPEC number 5-8350 or 073 039 1250 or (021) 855 4603.

4.2 If an Employee(s) presents with any of the above:

4.2.1. Off-Duty:

- Inform your Departmental Manager telephonically of your symptoms;
- Your Manager will advise if you are to stay at home or not; and
- Inform your Doctor or your nearest Clinic / Professional Nurse telephonically (s/he will decide if you need to come in for a consultation).

4.2.2. On-Duty:

- Before you enter your place of work, you will be routinely screened for temperature;
- If your temperature is raised and any of the symptoms in point 3 above apply to you, your Manager will send you home; and
- Once at home, you must inform your Doctor or your nearest Clinic / Professional Nurse telephonically (s/he will decide if you need to come in for a consultation).

4.2.3. Employees' Responsibility:

- All Employees are expected to report for duty unless:
 - Notified by Management;
 - Qualifying authorities announcing Employees' residential area being infected and / or quarantined;
 - Qualifying authorities announcing Helderberg Basin and surrounding areas being infected and / or quarantined; and
 - An Employee being in contact with any persons suspected and / or contracted the COVID-19.
- In the event that an Employee has been in contact with any persons suspected and / or contracted the COVID-19, they are required to:
 - Notify their Manager immediately;
 - Notify their Doctor or their nearest Clinic / Professional Nurse;
 - Provide proof / evidence of contact;
 - Stay home for the incubation period of 14 days;
 - If no signs of the COVID-19 are present after 14 days, the Employee is required to return to work; and
 - After the 14 days incubation period; obtain a letter from his / her Doctor or attending Clinic, stating that s/he is fit for work and submit same to your Manager.

5. IF ISOLATION / QUARANTINE IS REQUESTED FOR A VILLAGER

In the event that isolation / quarantine is requested by your Doctor:

- You will be isolated and monitored in your Dwelling Unit by your Doctor and Village Nursing Services until such time that a diagnosis is confirmed or you become acutely ill;
- Village Nursing Services will follow isolation protocols regarding Personal Protection Equipment (see point 6 below); and
- Home-care isolation will be recommended e.g. hand hygiene, respiratory hygiene, environmental cleaning and limitations on movement around or from the Dwelling Unit and no contact with family / friends / any person. During this time there will be no Village services provided to your Dwelling Unit. A communication link will be established between you and Nursing Management for the duration of isolation.

If you are not well enough to stay in your home environment, you will be admitted to the Dementia Unit (which will be evacuated and the current residents safely relocated into the Sub-Acute Unit).

This unit will be set up as a Quarantine Unit with entrance / exit through the external courtyard gate. *No entry or exit will be permitted through Heatherton House.* The appropriate infection prevention control measures will be followed under the care of your specialist and / or GP until such time that a diagnosis is confirmed.

In the event that you are acutely ill with confirmation of diagnosis, you will be admitted by your Doctor to Tygerberg Hospital through the Infectious Disease Specialist at the hospital.

6. NURSING MANAGEMENT OF VILLAGERS IN THE QUARANTINE UNIT

You will be managed as potentially infected until proven otherwise.

- You will be symptomatically nursed, as prescribed by your Doctor, by a specially allocated team of nurses who will be in the unit;
- All infection control measures pertaining to isolation nursing will apply; and
- All Employees will use Personal Protection Equipment such as gloves, aprons, masks and protective eyewear.

7. PRECAUTIONARY MEASURES

Hand sanitisers will be placed strategically at all public entrance and exit points for Employees / Contractors to sanitize their hands; e.g. gates, toilets and bus terminus.

It is recommended that Villagers purchase the following cleaning equipment for the Housekeeper to use in Dwelling Units:

- Bleach e.g. Jik;
- Antiseptic cleaner for all surfaces e.g. Savlon / Dettol;
- Alcohol based hand sanitiser (60 – 85% alcohol); and
- Disposable cleaning cloths e.g. paper towels.

8. ONCE COVID-19 IS CONFIRMED TO BE PRESENT IN THE HELDERBERG BASIN OR IMMEDIATE SURROUNDING AREA

Village management will implement the following:

- 8.1 Lock down of the West Gate;
- 8.2 Strict access control will be enforced at the East Gate – no Contractors or non-essential services will be allowed access;

- 8.3 All entering at the East Gate will have their temperature screened by the Security staff. In the event that a temperature is found to be raised (38°C or above), entry will be denied, except in the case of a Villager;
- 8.4 Should a Villager present with a raised temperature at the East Gate, the Villager needs to:
- proceed immediately to their Dwelling Unit;
 - phone their Doctor and the Professional Nurse on duty at Heatherton House;
 - commence with self-isolation; and
 - follow the steps in point 5;
- 8.5 Should any Employee be found to have a raised temperature upon entering at the East Gate or the Staff Bus Terminal, entrance will be denied and they will be sent home; and
- 8.6 Employees who have been booked off or suspected to be infected, will only be allowed to come back to work when deemed fit to work by their Doctor or the treating Doctor from the hospital they have been treated in.

9. SERVICE PROVIDERS

Village Service Providers - Home-based care, private nursing services, Servest, Procare Health, Feedem, Thorburn and Xone – Their Employees are to follow the contingency plans for Helderberg Village.

10. ESSENTIAL VERSUS NON-ESSENTIAL SERVICES

10.1 Essential services:

- Nursing services;
- Heatherton House laundry services;
- Security services; and
- Catering services.

10.2 Non-essential services:

- Housekeeping and laundry services to Villagers;
- Administrative services;
- Gardening services;
- CP&I services except for emergencies such as burst geysers, etc.; and
- All building and painting contractors.

11. HELDERBERG VILLAGE COMMUNICATIONS

Mr VA Nielsen:
Chief Executive Officer
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Mrs M Holman:
Manager – Liaison Services
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12. EMPLOYEE TRAINING / EDUCATION

Helderberg Village Employees are currently being educated on awareness and preventative measures which include the following:

- Signs and symptoms of the COVID-19;
- Avoid close contact with people who are sick or show symptoms of the virus;
- Wash hands often with soap and water;
- Disinfect hands with alcohol-based sanitiser (60 – 85% alcohol);
- Avoid touching eyes, nose and mouth with unwashed hands;

- Practise cough hygiene;
- Stay at home if you are sick; and
- Clean and disinfect frequently touched objects and surfaces.

This contingency plan will be reviewed as further updates are brought to the attention of Management on the spread / distribution of COVID-19.

13. IMPORTANT CONTACT NUMBERS

National Institute of Communicable Diseases - hotline 082 883 9920 (NICD);
 Western Cape DOH Communicable disease control (021) 483 9964/3156;
 Tygerberg Hospital Virology (021) 938 4911;
 Tygerberg Hospital Infectious Disease Specialist on Call 083 419 1452; and
 Western Province CDC Coordinator – Charlene Jacobs (nee Lawrence) (021) 483 3156.

14. COMPULSORY ACTIONS TO BE IMPLEMENTED IMMEDIATELY

- It is compulsory that Villagers returning from travels to affected areas, voluntarily self-isolate (*the state of being in a place or situation that is separate from others, the condition of being isolated, the act of separating something from other things, the act of isolating something*) themselves in their Dwelling Unit for a two-week period. No Village services will be provided during this time.
- It is compulsory that you inform the Liaison Services Department on your travel arrangement, and specifically, when you return from your travels.
- No tenants for short-term rentals will be permitted in the Village.



VA NIELSEN
CHIEF EXECUTIVE OFFICER

10 March 2020