



TROPICAL CABLE AND CONDUCTOR LTD.

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TCCL COVID-19 STATEMENT

TCCL is committed to reducing the risk of exposure to the COVID-19 virus and transmission at the workplace in consultation with worker representatives.

In this regard, the following are the policies and actions that have been put in place:

POLICY, PLANNING AND ORGANIZING

1. A preparedness and response plan for COVID-19 prevention at the workplace, considering all work areas and tasks performed by workers and potential sources of exposure.
2. Regularly consulting Occupational Health Services, local public health authority which may have developed information materials to promote workplace prevention of risk of exposure to the virus, and other technical advice.
3. Established a workplace system for providing up-to-date reliable information to workers on the emerging situation on COVID-19, with reference to information released by national or local health authorities.
4. Mapped the hazards of all operations and covering all jobs.
5. Integrated safety and health into our contingency and business continuity plan and considered other labour related requirements, including where operations must be done with a reduced workforce.
6. A system in place to avoid large concentrations of workers in the facilities.
7. Developed a plan of what to do if a confirmed or suspected case of COVID-19 is identified at the workplace: that includes among others reporting, monitoring, and disinfection in line with the national guidelines.
8. Established a monitoring and evaluation mechanism of the COVID-19 prevention strategies and plans.

RISK ASSESSMENT, MANAGEMENT AND COMMUNICATION

9. Continually assessing the risk of potential infection for interaction with workers, contractors, customers and visitors at the workplace and contamination of work environment and implement measures.
10. Training of management, workers, and their representatives on the adopted measures to prevent risk of exposure to the virus and on how to act, in case of a COVID-19 infection.
11. Continually inform workers that each has a right to remove a work situation that poses imminent danger to life or health, in accordance with national law and laid out procedures, and inform their immediate supervisor of the situation.
12. Travel is to be avoided if not essential. Assess risk of COVID-19 infection when business travels are planned (for all the phases of travel and job assignments).

13. Maintaining regular communication with workers and workers' representatives through Whatsapp departmental groups.
14. Assisting workers to manage any emerging psychosocial risks, new forms of work arrangements, and in the promotion and maintenance of healthy lifestyles including diet, rest and sleep, exercise and social contacts with friends and family.

PREVENTION AND MITIGATION MEASURES

15. Organizing work in a way to allow for physical distancing of at least 2 meters (6 feet) from other people or another distance as prescribed by the relevant competent authority.
16. Avoiding face-to-face meetings, giving preference to phone calls, emails, or virtual meetings. If face-to-face meeting is required, the space is organized to allow for physical distancing.
17. Providing staff, customers, and visitors with ample and easily accessible places where they can wash their hands with soap under running water, disinfect hands with sanitizers, and in addition, promote a culture of hand washing.
18. Putting sanitizing hand rub dispensers in prominent places around the workplace and ensuring that these dispensers are regularly re-filled.
19. Promoting a culture of regular wiping of desks and workstations, doorknobs, telephones, keyboards and working objects with disinfectant and regularly disinfecting common areas including rest rooms. Frequently touched surfaces are cleaned more often.
20. Improving exhaust ventilation and providing more clean make-up air to rooms and operations with high risk of exposure to the virus.
21. Promoting and communicating good respiratory hygiene at the workplace, such as covering your mouth and nose with your bent elbow or tissue when coughing or sneezing.
22. Ensuring social distance at the workplace and remaining out of "congregate settings" as much as possible.
23. Providing all employees and security personnel with appropriate facemasks and ensure they are changed regularly.
24. Ensuring a contact tracing system is in place for all persons visiting the company.

ARRANGEMENTS FOR SUSPECTED AND CONFIRMED COVID-19 CASES

25. In line with the local authority's guidance, encouraging our workers with suspected symptoms of COVID-19 not to come to the workplace and to follow the guidance of the local authorities. Advising workers to call their healthcare provider when they have serious health condition including trouble breathing, giving them details of their recent travel and symptoms.
26. Arranging for isolation of any person who develops COVID-19 symptoms at the work site, while awaiting transfer to an appropriate health facility. Arranging for disinfection of the work site and health surveillance of persons who have close contact.

APPROVED BY: **MANAGING DIRECTOR**

SIGNATURE: 

DATE: **6TH APRIL 2021**