

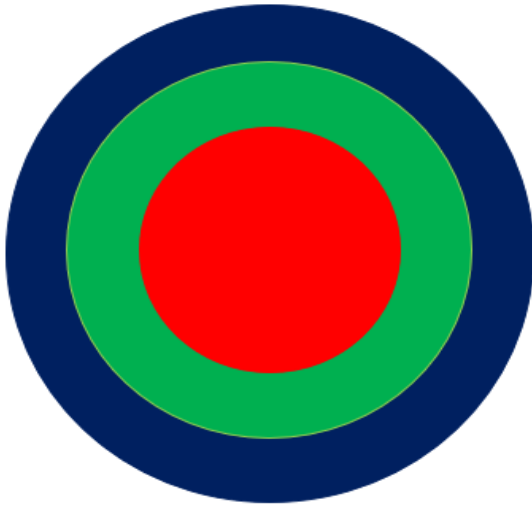
RUBIX SOP: COVID-19 (in particular), Hygiene in General Operations Procedure Scholar: Hygiene / Vehicle Prep

The below operational procedure will be incorporated in our current standard operating procedures going forward:

- Liquid hand soaps have been provided in all staff bathrooms / communal areas
- Staff briefed on the WHO suggested method and importance of washing of hands regularly – both here at work and at home
- Staff have been requested to keep hydrated at all times
- All vehicles interiors are cleaned daily: (AM+PM – standard, and after each shuttle run if possible)
 - Floors mopped with a solution of disinfectant pine gel
 - All plastic panels / surface areas / handles are wiped with a solution of disinfectant pine gel
 - All seat belt buckles, straps and clips wiped with a solution of disinfectant pine gel
 - All interior windows wiped with a solution of disinfectant pine gel
 - All booster seats plastic surfaces wiped with a solution of disinfectant pine gel
- All vehicles exterior is cleaned daily:
 - All vehicles cleaned with normal car wash (AM only)
 - All exterior handles cleaned with a solution of disinfectant pine gel (AM+PM)
- Disinfectant spray, tissues and wet wipes are made available on each vehicle
- The use of heaters in the vehicles has been prohibited
- All vehicles to drive with only one or two windows left slightly open to allow for fresh air to circulate (this will be reviewed ongoingly)
- All staff have been provided with a small bottle of hand sanitizer which will be for not only their own use and will be topped up as needed
- Each staff member has been provided with a face mask to be used at their discretion whether at work or home
- With regards to touching the kids, we have asked all staff to sanitise their hands before and after needing to make physical contact with the kids – this generally applies to the nursery and younger primary school kids as the older children normally take care of themselves entering and exiting the vehicles
- If a child starts sneezing or coughing excessively on the bus, the team will hand the child some tissues and ask them to breathe into these until we drop them off at home
- The staff member to report this to Rubix management who in turn will inform the parent concerned
- In the event a staff member starts presenting with the associated COVID-19 symptoms, they are to report to management immediately. Upon assessment of their symptoms a decision will be taken as to the appropriate course of action
- We have advised our staff to register on the Government WhatsApp line to keep themselves updated on official government issued information and not to listen too or spread fake news / panic / fear, and to also be able to answer any questions the kids may have
- Gloves have not been provided as we feel the washing of hands / use of hand sanitiser is far more effective and sterile than wearing gloves all day.

RUBIX SOP: COVID-19

Staff / Scholar Customer / Supplier Communication



Circle One: People who have tested positive for Covid-19

Circle Two: People who have been in direct contact with someone who has tested positive for Covid-19 / People who have recently travelled overseas

Circle Three: People who have been in contact with the people who fall in the green circle

Staff member / Rubix customer (parent / scholar) tests positive for Covid-19,

- Rubix immediately advises the relevant authorities.
- Staff member will immediately be requested to self-quarantine based on State of Disaster guidelines in force and effect at the time.
- The Rubix scholar will be suspended from the transport service immediately based on State of Disaster guidelines in force and effect at the time.
- An update will be sent out to all parents and suppliers outlining the actions taken in line with the State of Disaster guidelines in force and effect at the time.
- All personal information will be kept confidential from all third parties besides the relevant government officials at all times.

Staff member / Rubix customer (parent / scholar) has been in direct contact with a confirmed case of the Covid-19 virus,

- Rubix immediately alerts the relevant authorities.
- Staff member will immediately be requested to self-quarantine based on State of Disaster guidelines in force and effect at the time.
- If a Rubix customer tests positive for the virus (parents or scholar/s), the scholar will be suspended from the transport service immediately based on State of Disaster guidelines in force and effect at the time.
- An update will be sent out to all parents and suppliers outlining the actions taken in line with the State of Disaster guidelines in force and effect at the time.
- If a Rubix customer (parent and / scholar) travels overseas during any period declared as a State of Disaster by the Government of South Africa, they are please to immediately inform Rubix of such in order for us to implement the necessary precautions as set out by the Government at that point in time.
- All personal information will be kept confidential from all third parties besides the relevant government officials at all times.

Staff member / Rubix customer (parent / scholar) has been in contact with a person from the green category,

- Rubix would take action based on the State of Disaster guidelines in force and effect at that particular time.

If you fall into any of these categories, please contact either Sharon / Benita directly:

Sharon Poyner -	sharon@rubixtransfers.co.za	083 627 1997
Benita Goodwin-	benita@rubixtransfers.co.za	082 322 0212

Internally we will continue to promote good environmental and personal hygiene so as to prevent the spread of the virus (as outlined in our Operations Procedure : Hygiene / Vehicle Preparation as well as with recommendations from the WHO).

We have provided staff with guidelines on Coronavirus and what steps they can take at home and at work. These all include but are not limited to keeping the workplace clean and hygienic, promoting regular hand-washing by employees, promoting good respiratory hygiene and continually keeping employees informed on developments related to COVID-19.

We have commissioned posters to be placed around the workplace as well as in each vehicle.

If you have any questions or concerns regarding Covid-19, please contact the NICD hotline on **0800 029 999**.

We assure our clients of our ongoing commitment to working together to prevent the spread of this or any other virus / sickness.

BENITA GOODWIN

OPERATIONS MANAGER

SHARON POYNER

GENERAL MANAGER