High level way forward

Decision

Exempted from lockdown?

Categories of people | types of business

No

Identify what business areas and jobs can be conducted remotely and generate ROI (with continued remuneration) *without breaching regulations*

Continue work and agree protocols

Rest of business that is not capable of remote work or where there would be no ROI even if it could be done remotely must be shut down for the 21-day lock down period

Design progression of mitigation measures and potential scenarios

- ❑ TERS (CCMA)
- ❑ National Disaster Benefit (UIF)
- ❑ Annual leave/sick leave
- ❑ Concessionary leave (eg advance)
- ❑ General UIF claims
- ❑ Unpaid leave
- ❑ COIDA if applicable

Communication to employees and other stakeholders (clients, customers, suppliers, shareholders, unions etc) and agree communication means and anticipated return date as well as assistance during closure

After lockdown, re-evaluate

Business sustainability review

Decision on way forward

Yes

Even if exempted, primacy of social distancing and other standing measures continue and only essential support staff should continue

Identify which business areas are core/ essential as well as essential suppliers (IC's and TES) as well as jobs that can be conducted remotely

Identify which regulations are applicable and need to be addressed and take steps to ensure business sustainability (issue comms for authorities)

- ❑ TERS (CCMA)
- ❑ National Disaster Benefit (UIF)
- ❑ Annual leave/sick leave
- ❑ Concessionary leave (eg advance)
- ❑ General UIF claims
- ❑ Unpaid leave
- ❑ COIDA if applicable

Communication to employees and other stakeholders (clients, customers, suppliers, shareholders, unions etc)