



# SAVE LIVES

## Wear a Mask



## Keep a Distance

## Sanitise Hands



## #SafeMyBru



## FROM THE DESK OF THE EXECUTIVE MAYOR

Dear Citizens

The year 2020 will forever be remembered by the world as the year of Corona, the year we stood together against an invisible enemy. For the family and friends of those who passed away due to coronavirus infections, it will be a year that will be remembered with great sadness. For those who lost their income, it will be remembered as a year of even greater stress. For school-going children and students, it will be the year with the longest holiday followed by the longest school days, but still a very stressful year. Yet we will have to carry on. Together we will develop a new normal and we will continue to strive toward a "unified Cape Winelands of excellence and sustainable development".

Our budget for the 2020/2021 financial year was tabled and approved by Council on 28 May 2020. During the Council meeting I made specific mention of the immense impact the coronavirus/COVID-19 pandemic has had on our organisation. Many projects such as the sport and culture events that our community members have come to rely on, have had to be postponed or cancelled. These include events such as our Mayoral Tourism Awards, the dominoes and tug-of-war championships and the much loved Golden Games. The monies that were set aside for sports, culture and social development have been reallocated as a saving in this year and will be used to mitigate further losses.

In addition to the national disaster our country is also perceived as being in a state of recession, which places additional pressure on our budget. We need to be mindful of how we can continue delivering our mandated functions, namely firefighting, disaster management, environmental health, socio-economic development and the road agency, in the most effective manner. We also strive to continue our unmandated and unfunded function of social and rural development because this is where this municipality can serve our rural citizens. These functions are contributing to the creation of a positive environment for economic development.

The sectors in our area that are the hardest hit in these difficult times are our tourism, small businesses and our marginalised population. Our budget aims to support these important cornerstones of the communities, albeit in highly challenging financial times. In this light it is of note that we have adjusted our budget to show a saving of R7,9 million, which will be re-allocated to absorb changes in our allocated revenue from national government.

However, the CWDM remains committed to our goals of ensuring that we add a meaningful benefit to our communities. For this reason we have made provision in the budget to allocate monies to the local municipalities to specifically relieve the pressure on our citizens.

During the last three months we established new partnerships, for example with Agri Western Cape that resulted in the delivery of over 26 tons of fruit to the neediest. We also extended a risk reduction partnership with Santam to ensure improved awareness of COVID-19 in all areas. The CWDM ensures that we engage with all those that are able to help and direct them to where the help is needed most. We have continued to function at almost 100% capacity even though most of our staff are required to work from home. This has ensured that our suppliers are paid on time so that they too can support their employees.

Citizens, I have stated before that everyone has somehow been affected by this pandemic. No household or business will return to the way things were before the pandemic. We must be innovative in our approach. The CWDM's Local Economic Development and Tourism units are in discussion with multiple partners from the private sector with a view to developing initiatives that aim to rejuvenate economy



across all sectors.

Our Premier Mr Alan Winde stated in an address, "Saving lives is quite literally in our own hands". We must accept that for at least the immediate future our new normal must include the non-negotiables of a mask, social distancing and regular hand washing/sanitising.

I was privileged to engage directly with the national Minister of Health, Dr Zweli Mkhize, on his recent visit to our district. He was extremely impressed with the interventions that have been put in place in the Cape Winelands – so much so that he would like them to be rolled out to the rest of the country ahead of the expected spike in infections. This showed me again that in the Cape Winelands there is excellent cooperation between stakeholders to overcome this pandemic. We are addressing the pandemic with a whole of government and a whole of society approach, which is the only way that we can work together effectively. I value the input of every partner as well as the continuous support by the provincial offices and the political leadership in the Western Cape.

We have never been faced with a challenge such as this one and remember, the healthcare workers are no longer the frontline; they are the last line. The fight against COVID-19 is now in the hands of every individual in our communities.

So, in closing, as we move through the various levels of lockdown and restrictions, I wish to urge you to engage directly with your child/ren's school to make sure you have the correct information. Follow us on Facebook at Cape Winelands DM or via our website, [www.capewinelands.gov.za](http://www.capewinelands.gov.za).

***We need to remember to protect each other by doing the right things. Our battle is far from over, but through this we are building new partnerships and finding new ways of delivering services. With every challenge we grow stronger – we will grow stronger with this one too.***

Stay home and stay safe.

Kind regards

Elna von Schlicht



"This is a very important role for us to make sure our work environment and that of our colleagues are sanitized and safe for their return." Joël Constable, CWDM Fire Services.



Photographed: Firefighter C Rasper

## A NOTE FROM OUR MUNICIPAL MANAGER

Dear Citizens and Friends

It is our pleasure to share with you this special edition of the Grapevine. I am proud to acknowledge the very hard work of the Cape Winelands District Municipality's staff in all units during this difficult time. They were forced to, almost overnight, adapt to a virtual culture and I am impressed with the speed and diligence with which this change was implemented. The proof of our commitment lies in the fact that we have continued to deliver services to the citizens of the District – both those we have a mandate for and those we don't have one for.

Within the pages of this edition you will find evidence of our services in the community. The Municipal Health Services have been working hard at ensuring that all protocols are followed, whether it be at a supermarket or a school. The safety of our citizens is paramount to the CWDM.

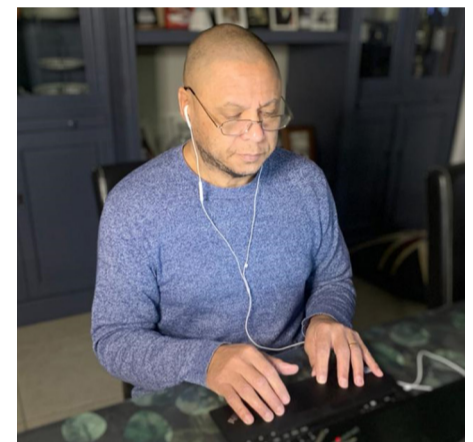
We have also embarked on humanitarian relief programmes, which includes the support of your local municipalities in their endeavours to help those who are most vulnerable. In fact, the CWDM has reallocated funding to help ensure that our citizens are looked after. Our Executive Mayor, Ald (Dr) Elna von Schlicht, has explained this more broadly in her letter.

At the CWDM we are already implementing programmes to continue our work in social and sports development as well as rejuvenating our economy via tourism and business strengthening. In this way and with your cooperation we will continue on the road to success for our District.

Contained herein you will find a variety of checklists that can be removed and displayed in your homes, classrooms or places of work as a reminder of what we need to do to keep each other safe. These checklists were developed as part of a partnership with Santam that is aimed at reducing the risks in our communities. Information on how and why you should wear your mask correctly and how to care for someone with coronavirus is also provided.

There is a competition and a few fun activities such as instructions on how to make your own mask from an old T-shirt.

Readers, I too have had to revisit my behaviour when I am outside of my home. In the words of our President, Mr Cyril



Ramaphosa, "Through our behaviour as individuals we can reduce the likelihood that we will get infected or infect others. And it is through our personal and collective actions that we can continue to delay the rate of infection across society."

Remember to stay home and only go out when necessary. This is especially important as more and more businesses open and we start returning to work. We are still in lockdown, the basic rule is still stay at home and, if you can, work from home.

We must wear our masks and we need to wear them correctly, covering our mouths and noses. While we are outdoors, we need to keep a distance from each other. It is up to each of us to enforce the distancing rule and to remind people in queues around us to stand at least 1,5 m away from each other.

When we enter our schools, taxis, buses, shops or places of worship, we must allow or request that our hands be sanitised before entering. When returning home, immediately wash your hands with soap and water for at least 20 seconds before you even say hello to anyone in the house.

These are new habits and need to be performed over and over until it becomes second nature to all of us!

It is clear that, as a community and as individuals, we need to make sure that we are following the rules. These rules are non-negotiable and need to be implemented. In this war each of us is a warrior.

Be safe, stay safe.

Warm regards

Henry Prins

## ENVIRONMENTAL HEALTH PRACTITIONERS: FACE TO FACE WITH CORONAVIRUS

The outbreak of the coronavirus pandemic has shown us the importance of our essential services.

We have become aware of the many people on the frontline, such as health workers and shop staff. We have also become aware of the important role that people working in the food distribution sector plays in our lives. These people have unselfishly committed to put their own safety aside to keep us healthy and fed.

There are however a group of professionals who continue working behind the scenes. They are the brave environmental health practitioners (EHPs) of the Cape Winelands District Municipality (CWDM). During our everyday (normal) lives, buying groceries is a matter of course. We don't pay much thought to the process of getting it onto the shelves and we trust that the products we bring into our homes are safe to consume. We perhaps don't consider the importance of safe drinking water or who makes sure that it is safe, or who controls air pollution.

It is during the current pandemic that the EHPs of the CWDM have been working on the ground, face to face with the citizens in our communities, touching our lives in the most vital manner possible.

Our EHPs are assisting in the following ways:

- Providing health services by creating awareness and distributing awareness materials and doing contact tracing in communities.
- Visiting and ensuring that the homeless shelters and temporary isolation and quarantine sites comply with the necessary requirements – they regularly visit these sites to assist those working there.

- Conducting regular testing to ensure that the water stored in the water tanks donated by national government and placed in communities is safe for human consumption.
- Conducting evaluations at the various schools where feeding schemes have been activated. Furthermore, the EHPs have provided services over and above those required by assisting school personnel with managing children in queues.
- Distributing information to homes that describe the safe way to dispose of waste generated by someone with coronavirus.
- Ensuring that funeral undertakers and morgues are informed on how to manage the bodies of loved ones that have passed away due to the coronavirus.
- Continuing to visit supermarkets and spazas to ensure that we can all buy food that is safe and suitable for human consumption.

By performing these tasks, the EHPs are fulfilling their mandated function as described in Section 32 of the National Health Act, 2003 (Act No 61 of 2003). This law prescribes that a District Municipality's Municipal Health Services ensure that appropriate, effective and equitable municipal health services are performed throughout the district.

The EHPs in each subdistrict have continued to work tirelessly to ensure our safety and have had the following to say about working in our communities during this time.

- Stefnie Titus, EHP from Drakenstein, shares, "I personally feel privileged to be part of 'the stay home, stay safe movement' as I call it. Even though these are difficult times in



EHP Lenache Burger from Worcester visiting a school feeding scheme and teaching the importance of hygiene.

trying to bring about a change in the habits of citizens, the most rewarding has been to see all institutions work together for one good. In the Drakenstein region we have an excellent relationship with the municipality – here the only benefactor is the community at large. This pandemic has also highlighted the importance of our role as EHPs as in the past we have felt very unappreciated at times."

- Surene Grootboom, EHP from Langeberg, says, "As an EHP I have been trained to safeguard and protect our communities, especially the most vulnerable, from communicable diseases such as the coronavirus. My daily focus is to educate citizens on the dangers of this illness. It makes me proud to be a part of the solution and that I am protecting my community."
- Theresa Davids, EHP from Stellenbosch, says, **"As EHPs we have a key role to play in the management of any infectious disease."**

**We are privileged to be able to raise community awareness and educate our communities on public hygiene measures to prevent COVID-19 and to delay further community infections. Proud to be part of the team of essential workers fighting to keep our communities safe."**

The CWDM's Executive Mayor, Ald (Dr) Elna von Schlicht, shares the following message of encouragement, "I am so proud of way the staff of the CWDM continues to deliver services during this pandemic. It is however with deep respect that I applaud our EHPs, who selflessly continue to ensure the overall health and safety of the people in our communities. Thank you."



EHP Surene Grootboom from Langeberg assisting at Droëheuvel in Robertson, a feeding scheme for over 200 children.



The volunteer cooks at a feeding hall in Ashton all dressed up and ready to go. EHPs advised them on safe food practices.

# EXCESS FARM PRODUCE HEADED FOR HUMANITARIAN RELIEF



Minister Ivan Meyer juggling the fruit.

The Cape Winelands District Municipality (CWDM) 11 June 2020 took delivery of 20 tons of excess agricultural produce donated by landowners to support humanitarian relief projects in various municipal districts.

The CWDM partnered with stakeholders to distribute the produce to various drop-off points at local municipalities. The partnership, facilitated by Agri Western Cape, includes Stellenbosch Agricultural Society, the Western Cape Department of Local Government (DLG), Overberg District Municipality and the CWDM. The project aims to strengthen inter-district cooperation to ensure that a variety of produce is available to as many people as possible.

This is the third consignment received by the CWDM and brings the total of fruit donated by the farms Goedvertrouw, Zonquasdrift and Dome Citrus to just under 50 tons. The Kirsten family of Goedvertrouw also provided space in their cool rooms to store the fruit.

The CWDM utilises the funds provided by the DLG via the Humanitarian Relief Fund for transport to ensure that the fruit reaches the various municipal areas as soon as possible. Once the fruit is allocated to an NGO, it is delivered together with other relief items to those who are most vulnerable during this period of lockdown.

This delivery was received by the Western Cape Minister of Agriculture, Mr Ivan Meyer, and has been allocated to Witzenberg Municipality and the Overberg and West Coast Districts. Minister Meyer stated, "Our Western Cape farmers have demonstrated their commitment and caring hearts during this pandemic that is affecting the lives

and livelihoods of people in the Western Cape. I am deeply touched by their acts of generosity and good spirit in contributing to humanitarian relief efforts."

The project was also lauded by the Minister of Local Government, Environmental Affairs and Development Planning in the Western Cape, Anton Bredell, who conveyed a message of gratitude to the partners involved. "We are living in interesting and unprecedented times. The challenges are severe and government cannot do it alone. We welcome the donations and support from the private sector and institutions such as Agri Western Cape to assist our municipalities and their communities during this pandemic. It is only by working together and pulling in the same direction that we will move forward. Thank you!"

The CWDM's Executive Mayor, Ald (Dr) Elna von Schlicht, shared her thoughts, **"I am thrilled to see all role-players working together to offer relief to the very many citizens of the CWDM who are in dire need of food during this difficult time. I thank all involved for your innovation and initiative."**

The project ensures that excess agricultural produce from the Cape Winelands, Overberg and West Coast districts are distributed to areas where the need is the greatest.



Collection day, 14 May 2020, From the left: Executive Mayor of the ODM, Mr Sakkie Franken, Facilitator Mr Kalie Kirsten and Executive Mayor of the CWDM, Ald (Dr) Elna von Schlicht



The consignment brought the total amount of fruit donated to just under 50 tons. The visitors who attended the handover were, from left: Mr Kalie Kirsten, Cllr Deon Carinus (CWDM); Mr Freddie Kirsten (Facilitator); Minister Ivan Meyer (WC Agriculture); Mayor Jakkie Franken (Overberg Municipality) and Mayor Harold Cleophas (West Coast Municipality)



Distribution in Witzenberg Mayor Barnito Klaasen and Ald Hennie Smit, ward councillor, added a helping hand.



# CWDM FIRE SERVICES PREPARES FOR THE RETURN OF COLLEAGUES

Under alert level 4 of the nationwide lockdown and in terms of the regulations, the CWDM started preparing for the return of staff to ensure that the workplace is a safe environment for all.

As a clean and sanitised environment is one of the requirements for workplace safety, the CWDM Fire Services assisted in sanitising all offices across the district in preparation for the phased-in return. "This is a very important role for us to make sure our work environment and that of our colleagues is sanitised and safe for

their return," said shift commander Joël Constable.

They also took the necessary steps to prepare for COVID-19-positive cases at the municipality. According to shift commander Gustav Burger, the morale of all staff is good and they are ready.

***"We just held a HAZMAT workout and used it as a COVID-19 scenario, and disinfected buildings of our Stellenbosch Roads depot."***



CWDM, Fire Services, Robertson



CWDM, Fire Services, Stellenbosch



CWDM, Fire Services, Ceres



CWDM, Fire Services, Stellenbosch

## SELFIE COMPETITION – SHOW-OFF YOUR MASK



Enter our Show off your Mask Selfie competition and win one of five power banks!

Take a selfie of you correctly wearing your favourite mask and WhatsApp it, with your name, surname, cell number and the town in which you live to:  
066 023 725

**Competition Closes on 30 July 2020**



## FAMILY FUN: CORONAVIRUS WORDSEARCH

D	I	S	T	A	N	C	E	N	N	T	D	E	N
P	H	Y	V	I	R	U	S	A	R	H	H	M	N
F	O	O	Q	W	A	S	H	O	S	E	R	H	I
A	T	E	U	T	E	R	P	R	T	A	L	M	P
M	S	M	A	N	N	P	O	T	D	L	L	I	C
I	P	C	R	C	U	D	T	C	A	T	N	O	C
L	O	O	A	S	C	H	E	T	P	H	M	O	E
Y	T	R	N	A	U	O	Y	A	O	M	I	R	E
C	F	O	T	U	R	R	O	U	U	H	I	H	M
M	E	N	I	E	F	S	A	N	C	A	N	O	O
I	I	A	N	L	E	M	I	N	U	I	I	N	H
E	O	T	E	H	W	T	E	R	U	L	E	S	S
N	C	T	C	L	Y	A	L	L	E	V	E	L	S
D	F	R	I	E	N	D	S	M	A	S	K	S	U

- CORONA
- HOTSPOT
- CONTACT
- RULES
- SUPPORT
- FRIENDS
- COMMUNITY
- FAMILY
- DISTANCE
- QUARANTINE
- SOAP
- HEALTH
- HOME
- CURFEW
- LEVELS
- WASH
- MASKS
- VIRUS

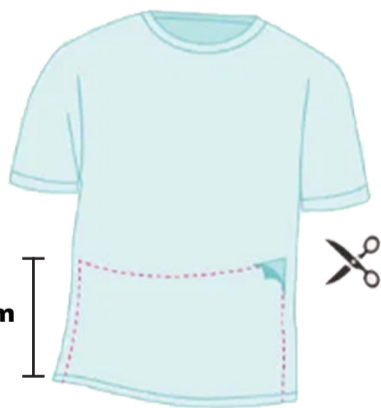
## COLOUR IN

### WHAT CAN YOU DO?

- Wash your hands for 20 seconds with soap and water.
- Use hand sanitizer that contains at least 60% alcohol.
- Keep your hands away from your face, especially your mouth, nose, and eyes.
- Cover your coughs and sneezes. Use a tissue or your elbow. Wash your hands or use hand sanitizer right after.

## HOW TO MAKE YOUR OWN MASK

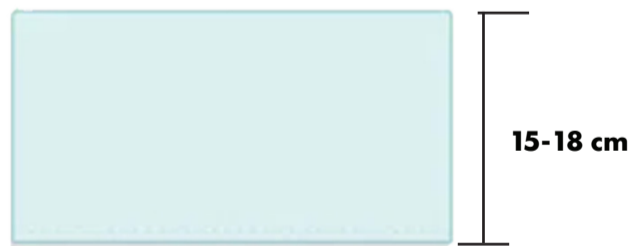
**1** STEP



15-18 cm

Place an old t-shirt on a flat surface. Measure 15-18cm from the bottom of the shirt and out across

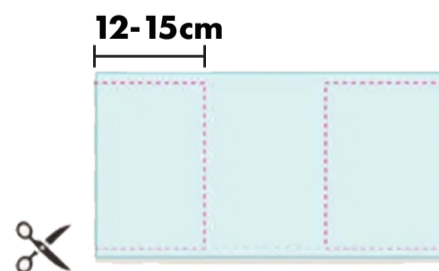
**2** STEP



15-18 cm

Lay the cut fabric rectangle on a flat surface and discard the rest of the shirt.

**3** STEP



12-15cm

Measure about 12-15cm in from the side of the fabric rectangle and cut out the material, leaving about a half inch of material at the top and bottom. These are the strings to tie the mask behind your head.

**4** STEP



Cut the string fabric in half.

**5** STEP



Tie the strings around your neck and then around the top of your head.

**Rivers are dangerous. Do not cross a fast flowing river**

# MASKS

## What you need to know

Well made cloth masks do not replace the **5 Golden Rules of Good Hygiene**. They may offer some extra protection if well made and used correctly.

**Do not use N95 respirators and medical masks. There is a shortage and we must keep them to protect health workers caring for those with COVID-19.**

### Follow the 5 Golden Rules of Good Hygiene to stop the spread of coronavirus:

- 1** Wash your hands often for at least 20 seconds with soap and water.
- 2** Do not touch your face with unwashed hands.
- 3** Cough or sneeze into a tissue or your elbow. Safely throw away the tissue.
- 4** Keep 1,5 metres apart from others.
- 5** Stay home if unwell. Contact a hotline or your health worker.

24 National Hotline : 0800 029 999  
 24 Provincial Hotline : 021 928 4102  
 24 National WhatsApp : 0600 123 456

Western Cape Government  
**LET'S STOP THE SPREAD**  
 FOR MORE INFORMATION: [www.westerncape.gov.za](http://www.westerncape.gov.za)

CAPE WINELANDS DISTRICT MUNICIPALITY • MUNISIPALITEIT • OORDEPAAK

"I personally feel privileged to be part of 'the stay home, stay safe movement' as I call it. Even though these are difficult times in trying to bring about a change in the habits of citizens, the most rewarding has been to see all institutions work together for one good. In the Drakenstein region we have an excellent relationship with the municipality – here the only benefactor is the community at large. This pandemic has also highlighted the importance of our role as EHPs as in the past we have felt very unappreciated at times."

Stefnie Titus, EHP  
 Drakenstein

**SIYA-BONGA SA!**  
 #ShowOffYourMask

**THANK YOU SA!**  
 #ShowOffYourMask

24-hr HOTLINE 0800 029 999  
 REPUBLIC OF SOUTH AFRICA  
 STAY HOME  
 COOPERATIVE GOVERNANCE & TRADITIONAL LEADERSHIP  
 24-hr HOTLINE 0800 029 999  
 STAY HOME

## Use a cloth mask safely:

- Remember cloth masks do not replace the **5 Golden Rules of Good Hygiene**.
- Well made cloth masks used correctly may offer some extra protection.

### When putting on the mask:

- Wash your hands first.
- Place the inside of a clean mask against your face.
- Cover your nose and mouth.
- Make sure it fits well, don't touch the cloth part.

### While wearing the mask:

- Do NOT TOUCH YOUR FACE or fiddle with the mask.
- Remove the mask if it is wet.

### When taking off the mask:

- Touch only the straps.
- Keep it in a container until you wash it.
- Wash your hands after taking it off.

### Caring for your masks:

- Have 2 masks so that you have a clean one ready.
- Do not share masks with other people.
- Wash the mask with soap and hot water.
- Dry the mask in the sun and iron it to disinfect it.

### Use a cloth mask if you come into contact with people

- Using public transport
- Shopping
- Attending essential services

### A good cloth mask:

- Has at least 3 layers:
  - Outer two layers are made from thick weave cotton like denim, calico, upholstery fabric or shweshwe.
  - Inner layer made from soft cotton.
  - Avoid T-shirt material.
  - Use fabrics that can be washed in hot water and ironed.
- Is square with 3 pleats to fit well.
- Covers from above the nose to below the chin and up to the ears.
- Has straps that tie behind the head.

If you are sick with coronavirus or caring for someone who has it, speak to your health worker or hotline about what masks and protection to use.

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## Coronavirus and the 'New Normal': What you need to know

### What is coronavirus?

- COVID-19 is similar to flu, causing cough, difficulty breathing, fever and a sore throat.
- More often than flu, it causes pneumonia with difficulty breathing.
- There is no vaccine or cure for COVID-19. A vaccine is only expected in 2021.
- Most people who get it have a mild illness and recover without hospital care.
- Those over 60 years or with a chronic condition like HIV, TB, heart or lung disease are more at risk of severe COVID-19.

### Coronavirus spreads easily

- When a person with COVID-19 coughs or sneezes, they leave the virus on surfaces and in the air. You can catch COVID-19 if:
  - You touch these surfaces and then touch your face, eyes, nose or mouth or
  - You have close contact (1,5 metres) with a person who has coronavirus.
- Most people who spread coronavirus have symptoms, but some people can pass on the virus before symptoms start.

### Get screened

The Western Cape Government aims to detect, isolate and care for every person with COVID-19. There are several options:

- Screen yourself using our online tool: [coronavirus.westerncape.gov.za/risk-assessment-covid-19](http://coronavirus.westerncape.gov.za/risk-assessment-covid-19)
- Trained fieldworkers will come door-to-door. If they think you have coronavirus they will ask you to visit the nearest testing point.
- 18 Testing and Triage centres throughout the Province.
- Screening and testing available at Primary Care Clinics.
- Coming soon: Workplace testing.

Our fieldworkers have 10 tags and identifiable clothing. Please support the fight against coronavirus and allow our workers to screen you.

### Not moving around reduces spread

The total lockdown slowed the spread of coronavirus and allowed our health services to prepare for thousands who will need care in the coming months. It has also caused social distress and hunger. As restrictions ease, responsibility for slowing the spread lies with individuals. We need to change our daily behaviour to a 'new normal' until a vaccine is available.

### Physical Distancing Social Solidarity

### Protect those most at risk of severe COVID-19

If you are over 60 years or have a chronic condition like HIV, TB, heart or lung disease you are more at risk of severe COVID-19.

- Follow strictly the 5 Golden Rules of Good Hygiene.
- Stay home as much as you can. Limit the number of people you interact with.
- Ask someone to do your shopping and collect your grant/pension.
- Adhere to your chronic condition treatment. Resatur if you stopped it.

### Be kind

- COVID-19 affects us all. It may infect many of us. If you don't know someone with COVID-19 yet, you will soon.
- Be kind to others. Everyone is suffering and the measures to limit the spread are not easy to do.
- Social distancing should not mean social isolation. Stay connected and reach out to others.
- Words matter – don't spread fake news or messages that cause panic and fear.
- Appreciate those who are helping whether health workers, shop workers or community members.

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### Going out? Here's how to do so safely.

Every time we leave home, there is a chance we may catch coronavirus:

- By being in close contact with someone who has COVID-19 or
- By touching a surface with coronavirus on it and then touching our eyes, nose or mouth.

Follow these rules when you leave home:

- 1** Think twice: Only go out if you have to and your local COVID-19 risk level allows. Reduce trips to the shops. Avoid crowded places. If sick, stay home. If at risk, please stay home.
- 2** Follow the 5 Golden Rules of Good Hygiene
- 3** Wear a cloth mask
  - Put a clean mask on before you leave home.
  - On returning home, remove the mask with the straps and set aside until you can wash it.
  - Wash your hands before you touch anything.
  - Under no circumstances share cloth masks.
- 4** Use hand sanitizer before and after touching items while out.
- 5** On returning home, safely remove your mask, wash your hands, disinfect any objects you touched like keys before touching anything or anyone in your home.

### Look after your health

Check yourself every day for COVID-19 symptoms. If you develop new cough, difficulty breathing, fever or sore throat contact your health facility or the coronavirus hotline and follow their advice.

- Seek healthcare if sick or needing essential care (pregnancy, baby checks, immunisation or family planning).
- Exercise regularly.
- Limit alcohol and avoid drugs.
- Eat healthy food. If you do not have enough money for food, seek help.

### Keep your home coronavirus-free

- On returning home, remove your mask and avoid touching objects or surfaces until you have washed your hands.
- Disinfect any object you have touched like door handles, keys and cell phones with a bleach solution.
- Regularly disinfect frequently touched objects and surfaces.
  - Wash washing up cloths, sponges, drying up cloths and towels frequently.

### Get the help you need

#### COVID-19 symptoms?

- Western Cape Provincial Health Hotline 021 928 4102
- National Coronavirus (COVID-19) Health Hotline 0800 029 999 (tollfree)

#### Need a food parcel?

Western Cape Government

- 0800 220 250 (tollfree)
- 021 469 0235
- grantequiries@sassa.gov.za

#### Suffering domestic violence?

- Gender Based Violence Command Centre 0800 428 428 or \*120\*78674 from a cell phone
- Childline SA (ages 0-16 years) 0800 055 555 (24 hour - tollfree)

#### Reliable COVID-19 information:

- [www.westerncape.gov.za/coronavirus](http://www.westerncape.gov.za/coronavirus)
- [www.sacoronavirus.co.za](http://www.sacoronavirus.co.za)
- [www.who.int](http://www.who.int)

See separate advice if you have COVID-19 or are caring for someone with COVID-19 at home.

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# COVID-19 BE SAFE — AROUND PEOPLE

## BESAFE Top Tips to Always Remember

# 5



1. Following safety guidelines protects other people (and you). WE ARE ALL RESPONSIBLE for others' safety. Your actions matter.
2. IF UNWELL, stay at home, stay away from others.
3. Always keep at least 1.5m APART from people.
4. Wear a mask over BOTH your mouth AND NOSE, COVER your cough.
5. Wash hands often, at least 20 SECONDS with soap and water (or sanitise).



## How to Behave Around People BESAFE

# 5

1. BE KIND, greet people in a friendly way BUT keep at least 1.5m away.
2. DO NOT GATHER in groups, hug, shake hands or kiss.
3. Do not touch your eyes, nose or mouth WITH UNWASHED HANDS.
4. STAY HOME if you can, limit your contact with others.
5. TAKE EXTRA CARE around people who are sick.



## BESAFE Helpful Guidelines for Travel

# 5



1. Use a CLEAN MASK every time you go out. Have a spare mask with you.
2. Waiting for a taxi, bus? STAY 1.5m AWAY from others.
3. OPEN THE WINDOWS if travelling on public transport.
4. TRY NOT TO TOUCH surfaces in taxi, bus, car.
5. WASH YOUR HANDS after leaving the vehicle.



Cut out these checklists and put them up where you and others can see them.





# COVID-19 Caring at home

Please don't panic. Most people with COVID-19 have mild-moderate symptoms and can be safely treated at home. People with severe symptoms or who can't safely isolate at home will be referred to a facility.

- This information applies to:
  - A person with confirmed COVID-19
  - A person awaiting test results
  - A person who has been identified as a close contact with someone with COVID-19
- Move all these people to separate rooms or sections of a home. They should have no contact with others in the home.
- Homes with more than one person needing to be separated need to house people separately. If this is not possible contact your healthcare provider or Provincial Hotline.
- For people awaiting results, this will be about 2 days.
- If the results are negative they can move around freely.
- If the results are positive the person needs to be separated from the rest of the household for 14 days. This also applies to contacts.
- Do not leave the home. Arrange with friends and your community to drop groceries, meals and medicines at the door. If not possible, then a healthy caregiver may leave the home for essential trips only, using the 5 Golden Rules of Good Hygiene and a mask.



Arrange with friends and your community to drop groceries, meals and medicines at the door. If not possible, then a healthy caregiver may leave the home for essential trips only, using the 5 Golden Rules of Good Hygiene and a mask.

## Home care is only recommended if you:

- Have mild-moderate symptoms
- Have a separate room
- Have access to a bathroom, kitchen and washing machine
- Have someone healthy to care for you
- Can easily stay in touch with your healthcare provider

### 5 Golden Rules

1. Wash hands
2. Don't touch face
3. Keep apart
4. Cover your cough
5. Sick? Stay home

## Seek healthcare urgently if anyone develops:

- Difficulty breathing
  - Persistent pain or pressure in the chest
  - Confusion or unable to wake
- Call ahead. Avoid public transport. If necessary use an ambulance.



- 24 National Hotline: 0800 029 999
- 24 Provincial Hotline: 021 928 4102
- 24 National WhatsApp: 0600 123 456

# Home care advice

## Everyone

Wash your hands often for at least 20 seconds with soap and water.



Look after your mental health. Stay in touch with family and friends via phone.

Cough or sneeze into a tissue or your elbow. Throw away the tissue into a closed bin.



## Caregiver

Clean frequently touched objects and surfaces.



Leave food for person separated because of COVID-19 at the door. Ask about symptoms regularly. Remove waste and dirty laundry.



Use dedicated items like dishes, towels and bedding for the ill person. After use, wash well. Wash clothing, linen and cloth masks at 60-100 degrees. Iron or tumble dry.



'Double-bag' rubbish and store for 5 days before putting out for collection.



## Caregivers and others should monitor themselves for symptoms.

- Symptoms include cough, fever, aching muscles, sore throat and difficulty breathing.
- If any symptoms develop, contact your healthcare provider or phone the Provincial Hotline.

## Person separated because of COVID-19

Rest, drink plenty of fluids, eat healthy food and use paracetamol for fever or pain.



Stay in a separate room and use a separate bathroom if possible. Open doors and windows. If well enough, make your bed, and set aside rubbish and dirty laundry.



Wear a mask as advised by a healthcare provider.

Document your symptoms (difficulty breathing, chest pain, diarrhoea) and temperature twice a day. If symptoms worsen or persist beyond 7 days, contact your healthcare provider or Provincial Hotline.



Only stop separation in consultation with your healthcare provider or Provincial Hotline.



Western Cape Government

LET'S STOP THE SPREAD

FOR MORE INFORMATION:  
[www.westerncape.gov.za](http://www.westerncape.gov.za)



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“In these very uncertain times in which we now find ourselves, our service continues as normal except for all the security measures in place. We just held a HAZMAT workout and used it as a Covid-19 case and disinfected the buildings at our Stellenbosch Roads depot.”

– Shift Commander, Gustav Burger



# COVID-19 BE SAFE — AT YOUR HOME

## BESAFE Remember While at Home

# 5



1. Everyone must **KEEP SAFE** for your household to **STAY SAFE**.
2. **BEFORE ENTERING** home; take off shoes, wash hands, remove clothes (to be washed) and put on 'home' clothes.
3. **REGULARLY CLEAN** surfaces that people touch. Use alcohol-based sanitiser (70%) or bleach solution (4 tablespoons to 1 litre water).
4. **ASK SOMEONE** to do your shopping, collect medication/grant/pension.
5. **IF FEELING UNWELL** and symptoms (such as fever, cough and difficulty in breathing) worsen, phone a healthcare provider or Provincial Hotline (021) 9284102.



## If You Go Out and Return Home BESAFE

# 5

1. Wear mask **OVER** mouth **AND** nose. **NEVER** share masks.
2. Wash your hands with soap and water for at least **20 SECONDS** before you leave, and when you return. (Use sanitiser while out.)
3. **NO RUNNING WATER?** Fill an empty plastic bottle filled with water and make a hole in the lid to wet and rinse your hands before and after soaping. Or build a Tippy Tap.
4. **WASH/SANITISE** items brought into the home before packing away.
5. If you have left your home for work, shopping, etc. place clothes into a bucket and **WASH THEM** before using them again.



## BESAFE Getting Through Hard Times

# 5



1. **BE KIND** and patient with others. It is normal for everyone to be feeling some form of stress and worry at these times.
2. **SPEAKING** to someone (family, friends, church members) can help you **FEEL BETTER**. Wear your mask and keep 1.5m apart.
3. Speak about **GOOD NEWS** and think positively. Avoid spreading fake news or messages that cause panic and fear.
4. Feel good by maintaining a **HEALTHY LIFESTYLE**.
5. Keep to your **NORMAL ROUTINES** as much as possible, including learning time for children and time for relaxing with the family.



Cut out these checklists and put them up where you and others can see them.



## COVID-19 BE SAFE — BUSINESSES

### BESAFE Staff Safety = Customer Safety

1. Encourage staff not come to work IF FEELING UNWELL.
2. Have a PLANNED SYSTEM for staff when they arrive/leave work.
3. Always ensure SOCIAL DISTANCING of staff on arrival, at work, on departure.
4. On staff arrival, TAKE TEMPERATURE (37.3°C and above means stay home), provide facility to wash hands with soap (at least 20 seconds), and to change into work clothes if possible.
5. Check all staff are wearing masks and other required PPE correctly. E.g. mask over BOTH mouth AND nose.



### Customer Safety at Business

1. BEFORE ENTRY, ensure customers are wearing masks and have an opportunity to wash/sanitise hands.
2. PAY ATTENTION to 1.5 metre distancing (customers and staff).
3. Keep customer areas CLEAR OF CONGESTION. E.g. remove items that clutter space.
4. CLEARLY MARK OUT customer areas to stand when queuing. E.g. waiting to enter, to obtain information, to pay etc.
5. FREQUENTLY CLEAN AND DISINFECT all areas where customers and staff have been i.e. keyboards, tills, floors, door handles, etc.



### BESAFE Maintaining Business Safety

1. PROVIDE HAND SANITISING dispensers for staff, ESPECIALLY those in regular contact with customers.
2. Have a RESPONSE PLAN for someone who feels unwell at work.
3. If someone from the workplace has become ill, INFORM ALL employees (and customers), follow disinfecting procedures.
4. Encourage staff to CLEAN their work surfaces.
5. STAGGER STAFF BREAKS to avoid crowded tearooms, canteens. Do not relax maintaining safety guidelines in all workspaces.



## COVID-19 BE SAFE — WHEN SHOPPING

### BESAFE Remember Before Going Shopping

1. AVOID SHOPPING if unwell or if you are an 'at risk' person. Ask family or a friend to help.
2. PLAN your shopping and ONLY shop when essential. Choose to shop at QUIETER TIMES.
3. Wear cloth mask at all times over BOTH mouth AND nose.
4. Waiting for a taxi, bus? STAY 1.5m AWAY from others.
5. OPEN THE WINDOWS if travelling on public transport.



### Important Guidelines at Shops

1. THINK CLEARLY about staying safe before entering the shop.
2. Ensure your mask is ON PROPERLY and remember not to touch your mask with unwashed hands. DON'T FIDGET with it.
3. CLEAN HANDLES of trolley/basket with sanitising wipes/sanitiser.
4. Always keep 1.5 metres DISTANCING, especially when QUEUING.
5. WHEN PAYING. Clean bank card, and wash hands after touching cash or card. Use a payment App on phone or tap to pay when possible.



### BESAFE Stay Safe After Shopping

1. Wash your hands for at least 20 SECONDS with soap and water as soon as possible.
2. Remember: DO NOT TOUCH your eyes, nose or mouth with unwashed hands.
3. CLEAN HANDS BEFORE you travel in car, bus or taxi.
4. Keep your HOME SAFE. Take off shoes, wash your hands, remove your clothes (to be washed) and put on 'home' clothes.
5. Your shopping items. AFTER bringing into the home, wash or wipe them clean before packing away.



# COVID-19 BE SAFE — GOING TO WORK

## BESAFE When Preparing to Go to Work

# 5



1. IF UNWELL, stay at home. Call your supervisor and inform them.
2. Choose clothes that can be EASILY WASHED when you return from work. E.g. wear closed shoes, avoid wearing jewellery, watches.
3. Wear a clean mask and HAVE SPARES to allow washing and drying of masks each day.
4. PREPARE your lunch and water AT HOME. Keep in sealed containers.
5. ONLY CARRY what you need. E.g. carry just your bank card, cash, ID and not your whole bag.



## Important Tips for Travelling

## BESAFE

# 5

1. WAITING for a taxi, bus? STAY 1.5m AWAY from others.
2. OPEN THE WINDOWS if travelling on public transport.
3. Try NOT TO TOUCH surfaces in taxi, bus, car.
4. When ARRIVING at work, do not forget to MAINTAIN 1.5m distance from other staff.
5. FOLLOW THE PLAN at your place of work. Make sure you understand how to keep YOURSELF AND OTHERS around you safe.



## BESAFE Guidelines for When At Work

# 5



1. ALWAYS keep your mask on, cover BOTH mouth AND nose.
2. Keep your work area clear of people and CLEAN (sanitise) your workspace REGULARLY.
3. Ensure that your workstation allows for 1.5m DISTANCING. It could be your desk, till point, machine operating area, etc.
4. Stagger your daily breaks to AVOID CROWDED tea rooms, canteens.
5. DO NOT TOUCH your eyes, nose, mouth with unwashed hands. Before eating, wash hands for 20 seconds with soap and water. Be careful how you eat and drink water during the day.

