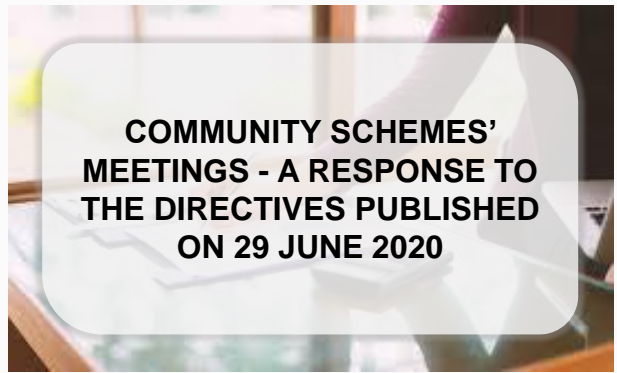




NATIONAL ASSOCIATION
OF MANAGING AGENTS
SHAPING OUR PROFESSION

NAMA Notice Board

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COMMUNITY SCHEMES' MEETINGS - A RESPONSE TO THE DIRECTIVES PUBLISHED ON 29 JUNE 2020

Dear Member,

1. On 25 June 2020, the Minister of Co-operative Governance and Traditional Affairs Nkosazana Dlamini-Zuma published an amendment to the National State of Disaster regulations which detailed the advanced level 3 lockdown rules.
2. These "advanced" level 3 regulations permit the holding of conferences and meetings and intimated that directions would be issued in due course by the responsible Cabinet member as to all health protocols and social distancing measures to be adhered to.
3. These directives were subsequently published on the 29th day of June 2020 by the Minister of Tourism, Ms Mmamoloko Kubayi-Ngubane, and prescribe the following in respect of conferences and meetings.:

"DIRECTIONS FOR CONFERENCE AND MEETING VENUES

7. Conference and meeting venues must comply with the following directions:
 - 7.1 The number of persons entering a conference and meeting venue must not be more than 50 and the person managing the venue or organizing the conference or meeting must ensure compliance with the requirements relating to physical distancing, which is at least one and a half meters;
Records to be kept
 - 7.2 The organiser of a conference or meeting or the person managing the venue must:
 - (a) keep a daily record of the full names, Identity Number or Passport Number, nationality, nature of position (i.e. temporary, casual or permanent), residential address, and cell phone numbers of employees and persons who enter their premises. In the case of an employee, the record obtained on the first day and as updated when necessary, remains valid for the duration of the employment;
 - (b) make such record available, should it be required in terms of the Regulations; and
 - (c) keep the record for the duration of the national state of disaster and retain the record for a period of six weeks after the end of the national state of disaster.

Screening, Sanitisation and Masks

 - 7.3 The person managing the venue or the organiser of the conference or meeting must –
 - (a) at reservation, conduct a screening questionnaire for every delegate and take precautionary measures to protect the delegates and others on the premises. Such measures may include denying a delegate access to the premises before the arrival of that delegate at the premises;
 - (b) set up screening stations before or after entrances, at the front of queues to facilitate screening of delegates at each and every entry;
 - (c) after screening, where necessary, isolate a person in a facility within the premises designated for isolation.
 - (d) not allow onto the premises, a person who is not wearing a cloth mask, or homemade item that covers the nose and mouth or another appropriate item to cover the nose and mouth;
 - (e) ensure that delegates wear masks at all times except when eating or drinking;
 - (f) sanitise delegates before they enter onto the premises;
 - (g) frequently sanitise delegates during their stay on the premises or provide delegates with sanitisers for frequent use;
 - (h) provide to delegates pens and papers upon request, and delegates must keep any such pens and papers in their possession. Any pens left must be wiped or disposed of, and paper left must be disposed of;
 - (i) only provide individual water and individual mints condiments. The use of containers or bowls is prohibited;
 - (j) sanitise microphone and podium after use by every person; and
 - (k) designate a seat for each delegate and not allow a delegate to change the seat."
4. In addition to the directions set out above, meeting and conference venues must also adhere to the following directions:

"Social distance

- 9.3 Every owner or person in charge of these establishments and facilities (meaning the conference / meeting venue) must ensure that:
 - (a) there is no physical contact between persons at their premises;
 - (b) there is a minimum distance of one and a half metres between persons;
 - (c) all social distancing measures and health protocols are adhered to at all times; and,
 - (d) where there are activities, such as talking, that cannot be performed while wearing a face mask, the distance between persons is increased to two and a half metres
- Queuing
- 9.4 Every owner or person in charge of these establishments and facilities (meaning the conference / meeting venue) must -
 - (a) at any queuing point or potential queuing point, i.e., for reception, ticket kiosks, check -in and pick up counters, primary entrances, lifts, staff entrances, restaurant entrances etc. use signs or marks to manage queues and spacing at one and a half metres;
 - (b) monitor queuing situations and make adjustments if measures prove to be inadequate.
- Lounges & Waiting Areas
- 9.5 The following measures must be implemented:
 - (a) Furniture must be spaced out and excess furniture must be removed as far as possible;
 - (b) Furniture may also be taped off;
 - (c) Where possible multiple-seaters must be removed or be clearly designated with tape or notices to indicate the number of people that can be seated;
 - (d) Discretion can be used for people from the same small family who are travelling together."

10. Community schemes should ensure compliance with what is mentioned herein above when conducting a trustees' / directors' or owners' meeting.
11. Notwithstanding the above, it is still advisable that community schemes' meetings, where possible, should continue to take place by way of virtual means. In line with the directives issued by the Community Schemes Ombud Service (CSOS) on 23 June 2020, and in circumstances where virtual meetings are not possible, community schemes should ensure that all the necessary precautions are taken to mitigate health risks when such meetings take place.

Disclaimer : The opinion expressed in this Notice Board is not necessarily that of NAMA.
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Article provided by Rudi Heerschop

