



**Western Cape
Government**

Cultural Affairs and Sport

WESTERN CAPE ARCHIVES AND RECORDS SERVICE

STANDARD OPERATING PROCEDURES FOR RE-OPENING OF ARCHIVES AND RECORDS SERVICE (COVID-19)

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1. Definitions

Covid-19	Novel (or, new) Coronavirus (2019-nCov) is an infectious respiratory disease that emerged in 2019. It was identified and declared a global pandemic by the World Health Organisation (WHO) in early 2020. This is a new virus that has previously not been present in human beings. Currently no cure or vaccine is available, requiring significant actions to avoid infections (and fatalities) and a through rethinking of everyday life.
Archives	The Western Cape Archives and Records Service of the Western Cape Government. It refers to the institutional organisation, a physical building and collection of archival materials.
Archival material	The collected documents that the Archives holds in its care. This collection is the oldest archive in the country. Its collection begins in 1651. Archival materials are considered unique items, not produced in multiples; and, once lost or damaged, their loss is usually irreplaceable.
Cleaning	Is a general reduction of filth, including viral and bacterial loads on surfaces, which makes subsequent disinfection more effective.
Disinfection	Is the application of a solution or method that kills/deactivates any pathogens that remain after cleaning.
GLAM	[Art]galleries, libraries, archives and museums: these are sister heritage institutions with commonalities and will have similar approaches to dealing with a resumption of work that the archives can benefit from (i.e., the heritage sector).

Personal Protective Equipment (PPE) Includes but not limited to gloves, masks, face shields, dust coats, overalls, aprons, etc.

Quarantine For archival materials, it means separating materials handled by users in a location where they can remain for a specified period to ensure that surfaces handled will not serve as a transmission vector. Currently the quarantining of archival materials after handling is the recommended approach.

Sanitizing Commonly refers to the practice of using antimicrobial solutions or methods to pathogens on human skin. This distinguishes them from disinfectant solutions that are not approved for these sensitive uses and particularly on the human body.

Social Distancing Or, physical distancing – putting one-and-a-half, to two meters spacing between people to prevent transmission of the Covid-19 virus.

Users Users of archival materials range from academic researchers, to members of the public who consult archival materials in the Archives' Reading Room to staff of government departments

Staff Every person employed at the Archives including service providers such as security guards, cleaners, etc.

Acronyms and abbreviations

Covid-19	Coronavirus Disease 2019
DoH	Department of Health
EOC	Emergency Operation Centre
EPWP	Expanded Public Works Program

GLAM	[Art]galleries, libraries, archives and museums
HRM	Human Resource Management
ICT	Information and Communication Technology
NDoH	National Department of Health
NICD	National Institute for Communicable Diseases
OHSA	Occupational Health and Safety Act
PPE	Personal Protective Equipment

2. Introduction

2.1 Purpose of this document

To stipulate operating procedures and measures to be taken by the Archives that are consistent with national strategies and directives aimed at containing the spread of Covid-19. The procedures in this document comply with Regulations issued in terms of the *Disaster Management Act 57 of 2002*; the *Occupational Health and Safety Act (1993)*; and, directives regarding COVID-19 *Occupational Health and Safety Measures in the Workplace (2020)* issued by the Minister of Employment and Labour.

These procedures provide recommendations on administrative, operational, hygiene, and safety measures to be implemented at the Archives, to prevent and reduce the spread of COVID-19. These procedures must be read in conjunction with the Covid-19 Regulations, issued under the Disaster Management Act, 57 of 2002.

2.2 Scope of this document

These guidelines will be applicable to the staff of the Archives, to the members of the public visiting the Archives, to any government official visiting the Archives and service providers.

2.3 Supporting documents

This document will work in concert with other documents that have been drafted for dealing with a return to business by the Archives in a post-Covid-19 situation, these include:

- Western Cape Archives and Records Service, Business continuity plan, issued in June 2020. .
- Western Cape Archives and Records Service, Records Management Section. Basic guidelines for records management: Covid-19, issued in July 2020.
- Western Cape Archives and Records Service, Collections Management Section. Procedures for the safe handling for archival records during the Covid-19 pandemic, issued in June 2020.

2.4 Review intervals

The newness of Covid-19 to medical science, means that best practises for living and working with the presence of Covid-19 will continue to change over time, as new research emerges, and our understanding of the virus improves. Additionally, archives and sister institutions such as libraries and museums (GLAM) may alter their guidelines over time to accommodate the evolving understanding to coexisting with Covid-19. The Western Cape Archives and Records Service will continue to monitor the evolving discourse and practical measures implemented in the GLAM sector, to draw upon the most appropriate practises to ensure the most optimum functioning of the Archives in this time of uncertainty.

It is recommended that in the short term the document is reviewed quarterly to determine its applicability to the situation in the Archives, and to add any information that may emerge going forward, as well as make appropriate alterations to guidelines that require adjustment.

3. Background and context

Following a confirmed case Covid-19 in South Africa, the President of the Republic of South Africa, Mr. Cyril Ramaphosa declared a national state of disaster on 15 March 2020. Covid-19 outbreak has been declared a global pandemic by the World Health Organization (WHO) and classified as a national disaster by the National Health Disaster Management Center. On the 23rd March 2020, the President announced a national lockdown that came into effect on 27 March 2020 that was to end on 16th April 2020, but subsequently extended to 30 April 2020. On 23 April 2020, the President announced that a risk-adjusted strategy will be implemented to ease the lockdown through various alert levels as pronounced.

The COVID-19 pandemic presents challenges for the Western Cape Archives and Records Service, as well as to sister institutions such as museums and libraries. The implications of the disease: the newness of the virus to current medical science, its high transmissibility, the current lack of medical treatment and vaccine will require a fundamental rethinking of the work of the Archives.

These guidelines are both inward- and outward-looking, and are intended to help the archives sector, and to contribute to the understanding of safe operating practices for archives and archival collections care in the Western Cape, as the country moves back from the national lockdown that commenced on 27 March 2020 into a Covid-19 riddled and postCovid-19 world.

The novelty not only of the virus, but also of the consequent “new-normal” of all aspects of life in a world still getting to grips with the exact nature of the virus means that relatively few well-established guidelines exist for current Covid-19 period and postCovid-19 operation: both in terms of an archives' institutional functioning, and the preservation care of archival collections. As the medical understanding of the virus improves, so will guidelines evolve in response to the improved scientific understanding of the virus.

3.1 Understanding the science of Covid-19

Covid-19 is a respiratory illness caused by a novel (new) coronavirus, with no vaccine or medical treatment to protect against it. The best way to prevent infection is to avoid exposure to the virus. Stopping the spread of the virus through hygienic everyday practices is the best way to avoid infection. The current understanding of the virus' transmissibility makes use of the three-Ds: dosage, dispersion, and distance:

- **Dose:** To become infected you need to have contact with enough of the virus. The more people a person is exposed to, and the longer a person is exposed to an infectious person, the greater likelihood of contracting in infection.
- **Dispersion:** Infected people disperse droplets while talking, singing, sneezing and coughing. The particles disperse easily outside in a breeze, but tend to hand around in small enclosed spaces, especially then they are crowded. Wearing a mask is one of the strategies that can help contain dispersion.
- **Distance:** The further away you are from someone who is infected, the less likely you are to be infected by them or to breathe in particles they have breathed out.

The three Ds interact, spending time in a crowded and unventilated space for a long time increases the likelihood of picking up the virus. More information on COVID-19 is available from the National Institute of Communicable Diseases www.nicd.ac.za and the Department of Health www.health.gov.za.

The picture regarding the role of surfaces has changed from the early days of the pandemic's spread. Surfaces are now thought to be less of a concern for virus transmission than the fine (aerolised) droplets disposed by talking, coughing, singing or sneezing. However, in the interests of hygiene, it is still recommended that surfaces be regularly cleaned / sanitized, especially high-contact areas in public and busy traffic areas within a building.

3.2 Understanding the social impact of Covid-19

Pandemics are not new to human society, and South Africa has not been exempted from experiencing the effects of global pandemics. The country experienced successive waves of smallpox epidemics starting in 1713 until 1893, until a vaccine could be successfully cultivated in South Africa, and a vaccination program implemented. Other epidemics of highly infectious human diseases included: the bubonic plague from 1901 to 1907; Spanish influenza 1918 to 1919; Poliomyelitis (or, polio) from 1918 to 1963; and more recently, HIV/Aids from 1982, that is ongoing – though greatly mediated by the introduction of anti-retroviral treatments and medical oversight from the late 1990s onwards.

The social effects of epidemics have indelibly shaped South African history and society. The smallpox epidemics of the eighteenth century (1713-14, 1755 and 1767) decimated the indigenous population around the VOC settlement and paved the way for European settlers to relatively easily expand their land holdings into the interior of the country and pave the way for the colonisation of the rest of the country. The Bubonic Plague presented an excuse to the colonial administration of the period to implement forced removals of African and Indian settlements under the guise of public health concerns, paving the way for later forced removals under the guise of public health concerns. Spanish Influenza saw the first creation of a national

Department of Health in the new Union of South Africa's government to coordinate the localised public health efforts of the provinces, in response to the magnitude of the disease's impact on South Africa (one of the worst-affected countries in the world). Each of epidemic occurred at crucial moments in the country's history - early in European colonisation, in the midst of the mineral revolution, during the South African War and World War I, as industrialisation was getting under way, and within the eras of apartheid and post-apartheid.

The social impact of Covid-19 will be no less far-reaching on the world and on South Africa. A fundamental rethink of everyday routines and practises will be required in the light of the evolving understanding of Covid-19, particularly in the absence of a vaccine. Of concern are the social attitudes towards the "new-normal" of social distancing, mask wearing and stringent hygiene requirements. Pandemics typically exacerbate society's existing fractures and inequities: social, political economic, etc. Pandemics also tend to result in the scapegoating of marginalised and disempowered social groups, blamed for the disease's spread, often with little corroborating scientific evidence. Pandemics typically introduce a radical rethinking of established norms and standards, and frequently pave the way for fundamental changes within society.

3.3 Responding to Covid-19 at the Archives

Four interlinked levels of protection are envisaged:

First level protection: Legislation (national, regional, and local), and the use of workplace policies and procedures to keep people safe at work. Disaster management protocol to ensure a speedy response to a changing environment in the post Covid-19 world.

Second level protection: Engineering controls to ensure appropriate hygienic behaviour and compliance with directives. For example, the installation of physical distancing signage and barriers to ensure social distancing.

Third level protection: Administrative controls include the establishing of rules and best practise norms such as access control to limit numbers in the building, cleaning protocols and disinfecting schedules.

Fourth level protection: Personal protection equipment (or PPE) provided to staff along with guidance on how to properly wear and care for the PPE.

3.4 Statement on the value of archives and archival services during Covid-19

The International Council on Archives (ICA), the international umbrella body for archival institutions worldwide, issued a statement on the importance of archives and archival services during Covid-19. The ICA's statement affirmed that archives are responsible for the preservation and maintenance of records, an essential service during this historic event of the Covid-19 pandemic. The traditional role of archives in the proper management and care of information (in documentary or electronic form) has become even more important in this time: access to quality information is fundamental to combat fake news in times of such uncertainty; transparency facilitates the control of government acts by society, including its responsibility in the protection of individual liberties and the exercise of social rights in the context of the fight against the virus. The continued ability of archives to continue to deliver on their mandate of preservation and access to information is the continued investment in archives and archival services as an essential part of the "public good" for the fulfilment of transparent access to information.

More broadly, organisations such as UNESCO have issued statements on the importance and role of heritage / cultural organisations and institutions caring for documentary heritage. The Covid-19 pandemic has demonstrated the value of institutions that are custodians of society's memory, particularly during these historic times. The need for the preservation, management, and accessibility of documentary heritage has been underscored by the massive global interest in historic pandemic events, solely accessible through the surviving collections of documents held by archives worldwide. Additionally, issues around the proliferation of conspiracy theories and "fake news", have made issues around the creation and management of information a flashpoint in the global response to the pandemic.

The global nature of the pandemic has underscored the vulnerability of archival institutions in securing funding and resources to not only continue their work, but to respond to the challenges of a post Covid-19 world. UNESCO notes that the pandemic underscores the need for local, regional, national, and international cooperation amongst archives and other institutions of memory. As well as for an increased need

for investment in archives to ensure the preservation, management, and accessibility of information for future generations. Investment in archival institutions will aid the ability of archival services to become ever more readily available to researchers, policymakers, media professionals, scientists, and the community at large. The value of digitised collections has been emphasised during the extensive "lockdowns" that saw many of the traditional "in-person" archival services suspended for long periods.

4. Roles and responsibilities of the Department (DCAS) and the Archives with respect to the legislative requirements pertaining to Covid-19

4.1 Regulatory Framework

The *Occupational Health and Safety Act* (Act 85 of 1993) states that every employer has a responsibility for providing a working environment that is safe and without risk to health, as far as is reasonably practicable.

To comply with this directive, the Department of Cultural Affairs and Sport (DCAS) has allocated the following responsibilities:

This OHS COVID-19 policy & Workplace Protocols are enabled by the following legislation.

Occupational Health and Safety Act 1993;

Disaster Management Act, 2002;

Labour Relations Act of 1995; and

Basic Conditions of Employment Act of 1997.

4.2 Governance Arrangements

The following governance arrangements have been established to ensure the effective implementation and management of Occupational health and Safety aspects related to COVID-19. Clear roles and responsibilities have been outlined as follows:-

4.3 Head of Department (HoD)

The overall responsibility and accountability for health and safety in all Department of Cultural Affairs and Sport's buildings/facilities/areas of operations rests with the HoD.

The HoD is responsible for:

Providing a safe and healthy workplace for all employees.

Approve the Departmental OHS COVID-19 Policy and related Protocols;

Appoint COVID-19 Compliance Officer; and

Establish the OHS COVID-19 Steering committee.

4.4 Departmental COVID-19 OHS Steering Committee

Comprise of senior managers;

Prepare for and monitor the return to work process; and

Initiate, promote, maintain and review all measures put in place to prevent the spread of COVID-19 in the workplace.

4.5 COVID-19 Compliance Officer

The Director: Strategic and Operational Management Support (SOMS), has been appointed as the COVID-19 Compliance Officer. The Compliance Officer will:

Ensure OHS COVID-19 compliance

The Compliance Officer will also oversee the adherence to the health and safety measures established in the workplace, including appointing employees to perform this function in other departmental workplaces. He will also address employees or workplace representative concerns and keep them informed, and, consult with the workplace health and safety committee

4.6 Line Managers and Supervisors

Line managers and supervisors have a major influence on the safe working practices carried out in their area of responsibility. Line managers/ Supervisors are responsible for:

Implementing COVID-19 OHS Policy & Protocols

Implementing safety measures, for staff, clients and service providers
Managing operations during COVID -19

4.7 Role of all staff at the Archive in combatting Covid-19 at work

All members of staff at the Archives will have a role to play in ensuring that measures to combat Covid-19 are consistently implemented in the course of their work.

4.7.1 All employees (staff)

All members of staff are expected to take reasonable care for their own health and safety by complying with hygiene directives pertaining to the combatting of Covid-19 at work. All staff members are further required to not adversely affect the health of others by ignoring- or refusing to comply with hygiene directives.

Established directives regarding mask-wearing, hand sanitizing and maintenance of appropriate social distancing must always be adhered to. Staff members are required to practice good hygiene by washing hands with water and soap for 20 seconds, or by using an alcohol-based hand sanitizer with at least 70% alcohol, throughout the day or as required.

All members of staff are required to comply with any new measures introduced by the Archives, as required by the government directives; and, to carry out any lawful instruction given to them by anyone acting on behalf of the Archives. Staff will be required to shoulder a greater responsibility for the cleaning and sanitizing of their immediate work areas, surfaces, and tools.

Staff member will be responsible for ensuring that the work equipment they use, e.g. trolleys, is sanitized before and after each use.

Common and shared areas like kitchens, photocopier rooms and toilets should be cleaned regularly. Staff must take care of their food and beverage containers and utensils.

A safe working environment can be achieved by:

- Adhering to social distancing measures: Keep a distance of 1.5 to 2 meters between persons in all circumstances.
- Wearing of personal protective equipment (PPE) - always use protective face masks. Ensure they are fitted properly, covering the nose and mouth.
- Avoiding gatherings and contact activities. Meetings in person are discouraged in favour of remote contact through email, telephone and teleconferencing.
- Practicing hand hygiene:
 - Washing hands frequently with soap and water for 20 seconds, especially after using the bathroom, touching food, surfaces and if hands are visibly soiled/dirty.
 - Using alcohol-based hand sanitiser regularly, especially after contact with any person or after contact with frequently touched surfaces i.e. phones, door handles, etc.
- Practicing general hygiene:
 - Avoid touching eyes, mouth, or nose with unwashed/un-sanitised hands.
 - Practicing cough and sneeze etiquette, catching a sneeze or cough in the crook of the elbow or a tissue that is immediately discarded.
- Limiting exposure to airborne virus:
 - Allow adequate cross ventilation in rooms, where practicable.
 - Limiting the number of staff in a room or office, including lunchtime and tea break
 - No socialising inside the building
 - Meet or socialise outside the building where necessary.
 - Limiting the number of staff and users entering the building.
- Preventing direct contact with persons who are sick. Encourage staff and users to stay at home when feeling sick.
- Environmental cleaning and disinfection of high contact surfaces in a staff member's workspace: door handles, computer keyboards, windows, etc.

4.7.2 Cleaning staff

Cleaning staff will be shouldering a considerable additional burden for the cleaning and disinfecting of the working surfaces. The cleaning of surfaces, particularly those areas heavily used by people is an important tool in the fight against Covid-19. Greatly increased frequencies of cleaning routines will need to be implemented.

- Cleaning staff will be required to clean all surfaces e.g. floors, public reception areas, bathrooms twice daily with a disinfectant cleaner at minimum.
- High contact / use areas will require more frequent cleaning.
- Surfaces that are frequently touched, e.g. taps, doorknobs, reception desks must be cleaned hourly or wiped down with disinfectant wipes.
- Doors must be left open to avoid regular touching by various people. Regular cleaning of high contact areas of the building including: door handles, hand rails, trolleys, desks, lifts, tables, windows, etc.
- Extra precautions will be required when collecting refuse: tie the bin liners and place them into a big refuse bag, tie the refuse bag again and dispose of safely.

5. Measures for the safe reopening of the Archives building and its services

The proposed date of reopening of the Western Cape Archives is **3 August 2020**. The re-opening of the Archives must happen safely. The safe re-opening of the Archives will occur in phases and will result in limited services. The limiting of services is intended to limit contact between Archives staff and Archives users, and to prevent situations where people may gather – all situations where the transmission of Covid-19 is likely to occur.

The following general measures will be implemented, during the phased reopening of the Archives:

- There will be a limit of 50 people in the Archives inclusive of staff maintained at all times.
- Limit the number of staff in the building by introducing teams that work on

different days to reduce the risk of infections and ensure services are rendered.

- Limiting of opening hours to users from the original 08h00 to 16h00 to 10h00 to 14h00.
- The extended services for Thursdays and Saturdays will be suspended until further notice.
- Limiting the number of people using the Archives Reading Room at any given time,
- Use of public amenities, such as computers, restricted
- Archives public programming involving gatherings or groups will be suspended.
- In-person visits to the Archives by persons older than 60 and with comorbidities will be discouraged.
- Telephone and email enquiries will be processed and where needed copies will be provided by email.

5.1 Administrative measures

The following administrative measures must be established and implemented before the return of staff to the Archives building.

5.1.1 Inform staff of the requirements of the Covid-19 and postCovid-19 workplace, including:

- The contents of the Directives and how the Archives will implement the Directives.
- Information that raises awareness, for example leaflets and notices placed in conspicuous places in the workplace.
- Awareness information must inform staff of:
 - the dangers of the virus,
 - the manner of its transmission,
 - the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette, and:
 - where to go for screening or testing if presenting symptoms

5.1.2 Risk assessment of the Archives building, regarding the following:

- Identification of exposure levels
- Identification of “high contact” activities and areas in the building
- Identification of vulnerable workers and special measures for their protection, including protection against unfair discrimination or victimization

Please see the following page for a summary of the risk of Covid-19 transmission through human contact in the course of work activities.

SUMMARY OF RISK ASSOCIATED WITH HUMAN CONTACT/TRAFFIC IN THE ARCHIVES BUILDING			
RISK FACTOR	AREA / LOCATION	REMEDY	
High risk / contact	Staff amenities	Toilets	No queues allowed
		Large staff kitchen	Only two people allowed at a time
		Small staff kitchen	One person at a time
	Staff access	Passages on ground floor	Staggered working schedules; sanitising; individual hygiene routines; in-person meetings not encouraged. . Only two people allowed in a lift
		Shared offices	
		Conference rooms	
		Registry desk	
		Lifts	
	Public areas / access	Stairs from ground to first floor	
		Building entrance	Limited number of clients allowed in the Reading room.
		Public reception area / front desk	
	Lockers		

	Reading Room	
	Reading Room finding aids room	
	Trolley parking area, back of Reading Room,	
	Registry window	
Moderate risk / contact	Photocopy room (ground and first floors)	One person allowed
	Registry (ground and first floors)	One person allowed
	Passages on floors, except ground and first floor	
	Smoking area, for public and staff	Limited number
Low risk / contact	Strong rooms (except Room 14)	
	Utility rooms (air-conditioning plant, backup generator)	
	Bindery / Preservation Section	
	Fire escape stairs and corridors, back of building	
	Garage	
	Loading zone	
	Staff parking and public parking areas	
	Building grounds, except entrance of building	

5.2 Engineered measures: including social distancing, provision of PPE and sanitizer- provision in the Archives building

5.2.1 Routine social distancing measures

As far as practicable, minimise the number of staff at the workplace at any given time through the following: rotation, staggered working hours, shift systems, remote working arrangements to achieve social distancing. Teams have been identified, taking into account the need to have representation of all sections for business continuity. One team comprises of vulnerable staff who are above 60 years of age and those with comorbidities. Measures for social distancing, such as the installation of screens or

barriers at receptions on marking of floors to minimise contact between workers as well as between workers and members of the public,

Arranging the workplace to ensure minimal contact between staff and as far as practicable ensure that there is a minimum of one and a half meters between staff while they are working with workstations being spaced at least one and a half meters apart.

Enforcement of social distancing measures through supervision both in the workplace and in the common areas through queue control or within the workplace. Additionally, staggering break-times to avoid the concentration of workers in common areas.

5.2.2 Provision of hand-sanitiser, cloth masks to staff

Provision has been made for sufficient quantities of hand sanitiser (70% alcohol content) based on the number of staff or other persons who access the workplace. Sanitisers have been placed at the entrance to the building, in the Reading Room and at appropriate locations within the building where persons are working. Clear markings showing sanitiser stations have been put in place.

For staff interacting with the public, the Archives will provide the worker with sufficient supplies of hand-sanitisers at their workstation for both the staff member and the person with whom the worker is interacting. This sanitiser will also be used for the workstations.

The Archives will provide each of its employees, free of charge, with a minimum of two cloth masks, which complies with the requirements set out in the Guidelines issued by the Department of Trade, Industry and Competition, for the employee to wear while at work and while commuting to and from work.

5.3 Hygiene routines and new health norms at work:

5.3.1 Cleaning and hygiene routines for staff:

The Archives will keep the workplace well ventilated by natural or mechanical means to reduce Covid-19 exposure. In the latest development around understanding Covid-19 transmission, the need for well-ventilated interiors are emerging as a critical factor. This requires well-maintained filters and regular external air-exchanges.

All work surface and equipment are disinfected before work begins, regularly during the working period and after work ends. All areas such as toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected.

Adequate facilities for the washing of hands with soap and clean water will be provided. Only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited.

Staff interacting with the public are instructed to sanitise their hands between each interaction with the public. Surfaces that staff and members of the public use are routinely cleaned and disinfected.

5.3.2 Daily routine health screening measures for staff

Symptom screening of all staff before they enter the workplace, to ascertain whether they have any of the observable symptoms associated with COVID-19, such as fever, cough, sore throat, redness of eyes or shortness of breath (difficulty in breathing).

Enable workers to report by completing the screening form that must be provided at reception whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhea, fatigue, weakness or tiredness; and ensure workers immediately inform their Manager or Supervisor if they experience any of the symptoms as stated above.

Temperature will be screened using temperature gauges and any staff member registering a minimum temperature of 37.5 will not be allowed to enter the building.

5.3.3 Procedure for a staff member presenting with Covid-19 symptoms at work:

The person is not permitted to enter the workplace or report for work; or if the worker

is already at work, immediately –

- Isolate the worker and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and
- assess the risk of transmission, disinfect the area and the worker's station, and refer those workers who may be at risk for screening and take any other appropriate measures to prevent possible transmission

5.3.4 Procedure for a staff member who has tested positive for Covid-19

Place the staff member who tested positive on a paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement is exhausted, make an application for an illness benefit in terms of clause 4 of the Directives issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.

Ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998)

If a staff member has been diagnosed with Covid-19 and isolated under the Department of Health Guideline, the Archives may only allow a worker to return to work on the following conditions:

- The person has undergone a medical evaluation confirming that the worker has been tested negative for Covid-19;
- The personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the staff member; and
- The staff member is screened for symptoms on return to work.

5.3.5 Protecting vulnerable staff, and against Covid-19 discrimination

Ensuring that potential exposure to Covid-19 is either eliminated or substantially reduced. Vulnerable staff who includes officials over the age of 60, those with comorbidities and those that are pregnant will be allowed to work from home. The necessary equipment will be provided. Management of work output will be dealt with by respective supervisors.

6. Measures regarding the access of the public to the Archives: Reading Room; Public programming and outreach

Aspects of the Archives' functioning that involves close and sustained contact with other people have been reconsidered in the light of measures to fight Covid-19. Areas where there is the most contact between Archives staff and the public are: Reading Room and public programming (or outreach). Additionally, contact between Archives staff and government officials from other departments occurs during records management inspections, and meetings between records management and departments.

Contractors and service providers visiting the archives will also be expected to adhere to rules and regulations as implemented by the Archives.

6.1 Public access to the building and Reading Room

Access to the Reading Room will only be granted upon successful health screening at the entrance to the building. Continued access to the building will be contingent on adherence to sanitizing and social distancing requirements. Failure to do so, will result in being asked to leave the building.

All persons entering the Archives building must correctly wear a face mask (covering the face from the bridge of the nose to the chin). Users intending to use the Reading Room must wear their masks while stowing any belongings in the lockers, while using the toilets and while in the Reading Room. Persons who do not wear masks will be denied entry to the building.

All persons entering the building must sanitise and / or wash their hands, on entry to the building. Frequent sanitising and/or washing of hands during your visit will be required and enforced. All persons entering the building will be required to maintain social distancing practises of at least 1.5 metres and adhere to any instructions / directions and signage regarding social distancing by Archives staff.

A tag and the locker key will be handed to the researcher at the foyer when they enter the Archives building and they must return both items upon exiting the building. The tag and the locker key will be sanitised before being issued and upon return. Researchers will be encouraged to bring their own pencils with for use when dealing with records, if not the reading room employees must sanitize pencils before issuing to the researchers.

Reading Room user register for contact tracing purposes must include the following: full name, address, contact telephone number, record of the person's temperature, time in/out, and their signature. Details must be entered legibly in the register to be of use, and to permit entry.

6.2 Research in the Reading Room

The provision of access to archival materials is one of the two major functions of the Archives. Public access to archival materials is primarily gained by visiting the Archives' Reading Room. It is within the confines of the Archives' Reading Room where the greatest contact between members of the public and staff occur. The Archives' Reading Room is normally open during its operating hours to anyone over the age of 13.

Requirements of physical distance maintenance (and enforcement), along with regular sanitising of surfaces will be important in ensuring a safe working environment for both staff and users alike. Required social distancing practices in the Reading Room include:

- Only one person pursuing a research enquiry will be permitted to use the reading room, no groups will be permitted.

- No queuing in front of the reference desk.
- No congregating in groups in the Reading Room.
- Sanitise laptops, etc., before entering reading room
- Ensure a minimum distance of 1.5 meters between yourself and anyone else.
- Comply with any directive from reading Room staff regarding social distancing.

The careful handling of archival records in the Reading Room remains a priority. The existing Reading Room regulations regarding the handling of archival records must always be adhered to. Failure to do will result in your removal from the building.

6.2.1 Use of the Reading Room for research, and supply of copies

The total number of researchers permitted in the Reading Room will be limited to 10 persons to comply with social distancing requirements, with one person seated per table.

None of the closed consultation rooms will be available for use. No reservation of archival materials is permitted while the Western Cape Archives remains under any level of COVID -19 pandemic alert.

Only one person will be served by a member of the Reading Room staff at a time, to ensure adherence to social distancing practices. Only one person will be allowed in the finding aid room of the reading room at a time, to ensure adherence to social distancing practises.

Protective gloves will be made available on request for working with archival material. The regular sanitising and washing of hands is encouraged, as gloves can make the handling of records difficult. The careful handling of archival records remains a priority.

A limited number of archival records provided, to avoid damage to records, and to manage hygienic handling of the records.

Prominent posting of Covid-19 related regulations and behavioral requirements of users of the Reading Room. Prominent posting of total number of persons allowed in the Reading Room at any one time, as is the case in retail shops.

Enforcement by Reading Room desk staff of compliance in matters of proper mask wearing and social distancing by users, with removal of those not complying.

Reading Room staff must ensure that all researchers adhere to regulations pertaining to general to Reading Room conduct, as well as to ensure that the wearing of personal protection equipment (PPE) is adhered to and that social distancing practises are maintained.

Reading Room staff will ensure that the user workplaces are sanitised immediately after each use, and before use by another researcher. Reading Room staff will need to take responsibility for this task, as the cleaning staff will have considerably more to do in the building.

- The table, chair and partition are to be sanitised once a user has left the Reading Room. Users may only sit at a table once it has been sanitized.
- Reading Room desk staff must sanitise their work areas after each consultation with a member of the public.
- Mandated PPE must be worn by staff of the Reading Room.
- Pens, pencils and stationery are not to be shared.

Other considerations

- Consideration should be given to older persons and people living with disabilities. Where practical, they must be encouraged to utilise online or telephonic consultation services.
- Where there is a high number of people wanting to use the Reading Room, specified periods of time for users to spend in the Reading Room should be considered.
- Where possible, encourage users to make an appointment or request information via telephone and email to minimise person-to-person contact.
- Due to number of requests for photocopies, the normal waiting period of 10 working days also applies.
- No loaning of archival records to governmental bodies during this pandemic period.

6.2.2 Reprographic services at the Archives

Reproduction services will continue to be provided on request, these are: photocopies, digital prints and scanned images of archival materials that can be copied.

Services to remote clients will remain the same; archivists will continue to respond to emails and telephonic enquiries. No photocopies/ copies will be forwarded via postage during this period of the COVID-19; copies will be scanned and sent via email.

6.3 Document retrieval, supply to the reading room, and return to shelf

The careful handling of archival records remains a priority. This includes the use of records in the Reading Room for consultation; as well as while supplying records to the Reading Room – that is, the retrieving, transporting, and refiling of records within the building. Staff may only carry two volumes per person, and these two volumes must be carried in both hands. For transporting more than two items at a time, a trolley must be used. There should be two staff members in a lift.

Archives staff working to supply the Reading Room with records must practice social distancing while retrieving, transporting, and refiling records in the strong rooms, as well as in the lifts and passages. Staff working to supply records will be divided into different supply work streams to promote social distancing practises: some will exclusively supply records, while others will refile. One records supply staff member, will be responsible for providing records to archivist staff working in their offices.

Once records are finished being consulted; must be taken to a separate space for quarantine, at least 3 days before use by other clients or returned to the relevant stack rooms. Trolleys must be sanitised before and after each use.

6.4 Public programming and outreach

Archives public programming involving gatherings or groups is suspended. The use of the Archives building by external organisations to host workshop, meetings and gatherings is not permitted.

ACTIVITY / FUNCTION		STATUS	TIMEFRAME
Courses / workshops	Research workshops for researchers at the Archives	Cancelled	2020 - 2021
	National Archives Week	Cancelled	
Outreach activities	National Archives Week Launch	Cancelled	
	Internal: building tours, talks, etc	Postponed	
	External: talks and poster sessions	Postponed	
	Archives staff attending in-person meetings outside institutions	Not permitted, to be done remotely	

6.5 Records management: inspections, meetings:

ACTIVITY / FUNCTION		STATUS	TIMEFRAME
Courses / workshops	Records management	Some cancelled and redesigned	2020 - 2021
	NPHAF and training session to National Archives Pretoria	Postponed and redesigned	
	National Archives Week	Cancelled	
Visits / inspections	Benchmarking visits by archives from other provinces	Postponed	
	Records management inspections by archives staff	Postponed	
In-person meetings	Archives Advisory Council	Postponed and redesigned	
	with private institutions, government departments	Postponed, and redesigned	

	Archives staff attending in-person meetings outside institutions	Not permitted, to be done remotely	
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7. Handling archival material during Covid-19:

Preservation of records is one of the two main functions of the Archives. One of the most important tools in ensuring the preservation of archival materials is to prevent physical wear and tear associated with rough and inconsiderate handling, as well as unnecessary usage. It is important that in this time of uncertainty and rapid change, the priority of ensuring that damage does not come to archival materials by poor handling practices does not occur. The additional burden of Covid-19 measures should not be used as an excuse for tolerating poor handling practices at the Archives.

Concerns about the handling of archival materials stems from the concern that the Covid-19 virus may be transmissible through the virus' presence on surfaces. The newness of the virus means that little is known about the presence of the virus on different types of surfaces, including wither virus deposits may be sufficient to ensure infection.

As a general rule, disinfecting of archival materials is strongly discouraged, as there are concerns about the long-term impact of solvents (for example alcohol, bleach) that can damage inks and pigments over time. This includes the handling of material with sanitised hands. The current recommended practice is the quarantining of materials for 72 hours. Research on the matter is ongoing, and new information may come to light as the response to the pandemic is evolving.

The most recent research on the virus' ability to transmit, indicates that surfaces are less of a concern for transmission than exposure to the virus in crowded and unventilated rooms for an extended period. The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against Covid-19 virus remains unknown currently.

7.1 Handling of archival materials by Archives staff, Reading Room staff, users and materials delivery staff (retrieval and filing)

The careful handling of archival materials remains a priority for all staff at the Archives. All users consulting archival materials in the Reading Room are also expected to comply with careful handling requirements for archival materials.

It is incumbent on Reading Room staff to ensure that appropriate handling of archival records is enforced in the Reading Room. Reading Room rules in respect of the handling of archival materials still apply.

If space constraints mean that quarantining of used archival materials is not a practical option, then archival materials must immediately be replaced on the shelf.

Trolleys used to transport archival materials must be cleaned daily, and trolley handles must be sanitised after each use.

Staff using archival materials in their offices must ensure that the records are not placed in direct sunlight or in direct draught of an open window. No eating or drinking is permitted when working with archival materials in offices.

Materials must be carefully transported to offices, using a trolley when transporting too many materials to be carried with two hands. Trolleys used to transport archival materials must be cleaned daily, and trolley handles must be disinfected after each use.

7.2 Changes in dealing with the collection, as a result of Covid-19

The use of surrogates, especially digitized versions of documents provides safe access to collection materials and information during a pandemic. The experience of the Covid-19 pandemic could inform digitization strategies to make more materials accessible while minimizing health risks to staff and visitors.

The application of any chemical disinfectant or sanitizer on collection material is not recommended. Isolation periods of 72 hours for paper and paper-based items is recommended. Longer periods may be required for less porous surfaces such as plastics and metals. Research on this matter is ongoing, including how much viral load is present and for how long it is viable. The approach taken will need to incorporate the developments in research.

Changes in the routines of document retrieval and filing may need to incorporate an isolation period between uses could be prudent. Additional labeling and signage to indicate items are in isolation may be implemented. Created labels that will accompany the items to storage should include, at minimum, the object's unique identifier, the standard quarantine statement, as well as the start and end dates of the isolation period. They should be prominent and visible to all staff.

The routine quarantining of materials poses a problem for the archives' current space constraints, even within its own collection. Ideally there should be a temporary isolation room, separate from the other normal activities of the Archives. Depending on space constraints and receiving requirements, materials may be unpacked before isolation or left as received.

7.3 Handling by staff of other Government Departments (on loan):

No loaning of records to other institutions during this pandemic period. Offices are advised to visit the reading room for access to records to ensure safety measures are applied by users and staff.

7.4 Other contingencies: disinfecting collection spaces, after an infection:

If a person infected with Covid-19 has been working in collection spaces the procedure is as follows:

- First follow public health guidelines for people who were in close contact with the infected person, or who shared working spaces

- Secondly, follow public health guidelines for cleaning and disinfecting the area:
 - Isolate the area by closing it off and increase air circulation. It may not be necessary to close the building if the affected area can be isolated.
 - Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - If it has been more than 7 days since the infected person was in the building, further cleaning and disinfecting is not required.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
 - Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
 - Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
 - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

8. **Procedure for receiving incoming archival materials (transfers):**

During institutional closure, delaying returns and extending loans will minimize risks to documents and people alike. Even after reopening, isolating incoming materials to

give time for any possible viral contamination to naturally degrade is a prudent protective measure.

Application of any chemical disinfectant or sanitizer on collection material is not recommended. Isolation periods of 72 hours for paper and paper-based items is recommended. Longer periods may be required for less porous surfaces such as plastics and metals. Research on this matter is ongoing, including how much viral load is present and for how long it is viable. The approach taken will need to incorporate the developments in research.

The routine quarantining of materials poses a problem for the archives' current space constraints, even within its own collection. Ideally there should be a temporary isolation from, separate from the other normal activities of the Archives. Depending on space constraints and receiving requirements, materials may be unpacked before isolation or left as received. Taking into account that less unpacking (and therefore less handling) minimizes staff exposure. Either safely discard unwanted packing materials (remembering to care for human health at each stage of disposal), or store packing materials for their own isolation period before reuse.

Incoming materials should be received while wearing PPE. All trolleys and lifting equipment should be sanitized immediately once finished being used to move documents (or twice daily in the event of a large transfer). Due to this challenging time the Western Cape Archives is not ready to receive transfer of records. The transfer of records by governmental bodies to the Western Cape Archives will not take place until the end of the year 2020. Receiving records from other institutions is too risky, can increase the spread of the virus. Governmental bodies will be informed to keep the records under their respected repositories until further notice.

9. Dealing with institutional closure and re-opening at the Archives in the future

Much of preservation care of collections in GLAM institutions depends on the regular presence of collections staff, security and building maintenance staff. When this presence is disrupted, some risks to collections may increase, while others may decrease. Covid-19 lockdown measures have resulted in the Archives staff not being

able to access the collection for monitoring purposes, or to respond to any emergencies that may affect the collection. Plans need to be put into place to remedy the risk to the collection resulting from a lack of monitoring and response presence. The legislated mandate of guarding and caring for the documentary heritage of South Africa's history is critical even in these uncertain times.

9.1 Procedures for future closures due to Covid-19

9.1.1 Secure the building

Ensure that all doors and windows are properly closed and locked. Check that the intrusion detection and fire protection systems are working properly. Check the perimeter for any maintenance issues that could become problematic during an extended closure.

Review building maintenance tasks and ensure that essential projects are completed. In addition to checking the site and building perimeter, conduct regular inspections inside the building if possible, paying attention to areas of concern, such as locations prone to leaks. A checklist is recommended to guide such inspections. If non-collection staff are responsible for inspections, provide virtual collections care training, highlighting key issues, or set up a system for remote reporting and consulting.

Good security is vital during long-term closure. Criminals may take advantage of reduced staff presence on site. The economic downturn may motivate criminal behaviour. Ensure that security protocols and monitoring systems are maintained. Document all entry into the facility.

Pest risks could be problematic, especially where chronic problems are no longer monitored closely. Remove all food waste and garbage to outside receptacles. If possible, replace sticky traps prior to closing and monthly thereafter if site inspections are possible to remove dead insects that can attract certain museum pests. Since infestations are common in spring, plan for response in advance.

9.1.2 Secure the collection

Consider returning vulnerable collection objects in workspaces or galleries to storage, if that is more secure, or taking additional precautions to move certain items to more secure storage, as required. Consider collection items with respect to windows and ensure that no collection items are vulnerable to smash-and-grab thefts. Turning off or blocking light in collection spaces, except for security lighting, will limit the effects of light and UV on the collection. Uniquely vulnerable items may require additional securing prior to closure.

Decreasing the air exchange rate when few or no people are on site can provide a more stable, less dusty environment. In newer buildings HVAC systems can probably be monitored and adjusted remotely. If portable equipment, such as humidifiers, is used to maintain environmental conditions, provide ongoing maintenance or consider shutting it down, particularly if it is prone to malfunction or leaks. Consider dropping the temperature set point a few degrees if this can be done without increasing the risk of mould: lower temperature slows degradation rates, reduces pest activity and saves on heating costs.

9.1.3 Secure valuables and important documents

Valuables are not only the collection, but also items such as cash boxes, computer screens, laptops, and other electronic equipment that may be attractive for thieves. Ensure that desks and offices are left clean, that all sensitive documents and information is appropriately secured.

9.1.4 Communicate with Archives staff

Communicate to staff during the lockdown regarding expectations for a return to work, and the evolving response from the Department regarding Covid-19 measures. Communicate all information pertaining to the business continuity of the institution and that of the Department.

9.1.5 Maintain a presence

Check the site and perimeter from time to time, according to the permitted movements to identify problems and initiate corrective action quickly.

9.1.6 Disaster preparedness and response during closure

As at any time, quick response to emergencies can limit damage to collections and enhance recovery. Response will be more challenging during the Covid-19 pandemic. Local Covid-19 regulations may prevent gatherings of the number of people needed to respond quickly and effectively. Staff may be ill, self-isolating or laid off. Personal protective equipment (PPE) required for responders may have been donated to local hospitals.

Certain measures can be taken to reduce the likelihood or negative consequences of another kind of emergency. We highly recommend that institutions check doors, windows, and alarm systems to make sure they are working correctly and inspect facilities regularly during closure so that other emergencies are detected early. Turn off and unplug non-essential electrical equipment. Cover collections with plastic sheeting in areas prone to leaks. Drain plumbing if there is a risk of freezing. For institutions in areas prone to spring flooding, we suggest moving collections potentially at risk to higher ground prior to indefinite closure.

The Archives will need to review and update emergency plans and discuss options for response by teleconference, email or chat using a simple tabletop exercise. Basic training may be essential if there is a need to bring new people into your emergency response team. If our plan depends on securing materials and equipment as needed, or on the services of external contractors, check to see if these will still be available. Documenting our response to the pandemic could be useful should a similar situation occur in the future.

The Archives should ideally have a small component of the staff to monitor the collection and respond to any problems or emergencies. If an emergency does occur, implement response as best you can. Inform local authorities of the need to respond and request guidelines for safe working conditions. Use methods to buy time, such as freezing wet materials, wherever possible. Take particular care of responders

since high stress and fatigue can increase chance of infection.

SCENARIOS FOR MONITORING OF THE COLLECTION FOR DISASTER RESPONSE AND MITIGATION DURING COVID-19 CLOSURES OF THE ARCHIVES BUILDING			
Presence	Description	Risk	Possible outcome
No presence	Preservation Section staff not able to access building.	Vandalism and theft at a building appearing to be unoccupied.	Ranges from minor damage through to significant damage, with the potential for total loss, not detected quickly. Emerging issues cannot be detected quickly. Highly undesirable
		Start of fire or flooding undetected until too late.	
	Security personnel may / may not be onsite and may not know how to respond appropriately to event.	Seasonal flooding of the basement goes unnoticed, potentially leading to loss of documents, and onset of mold infestation.	
		Other flooding from failing infrastructure is not detected, and responded to, also leading to loss of documents and extensive damage to the building.	
Limited presence (key staff only)	Preservation Section staff able to monitor the building, while complying to requirements of social distancing and hygiene for Covid-19. Liaison with security personnel possible, allowing them to act	Response can be much sooner, small emerging issues spotted and must be reported.	Timeous response that can mitigate against issues, as well as early detection of emerging issues. Compromise, allowing for
		Preservation Section staff can be summoned by security staff on duty, in the event an issue is detected.	
		Seasonal flooding of basement detected, possibly not as speedily. But still better than no apparent monitoring.	

	as an extension of the Preservation Section staff's "eyes".	Unknown quality is ability to procure emergency resources in event of closure of other parts of WCG.	some monitoring and response.
Normal presence	Preservation Section staff able to monitor building on a continual basis. Security onsite, as per norm.	Response can be sooner. Unknown quality is ability to procure emergency resources in event of closure of other parts of WCG.	Timeous response that can mitigate against issues, as well as early detection of emerging issues.
		Preservation Section staff can be summoned by security staff on duty, in the event an issue is detected.	
		Seasonal flooding of basement detected, possibly not as speedily. But still better than no apparent monitoring.	Ideal case, not necessarily practicable during a closure.

10. Cleaning and disinfecting the Archives building when re-opening

Given public anxieties and the possibility of resurgence of the virus, establishing good cleaning and disinfecting protocol is prudent even if persistence of the virus in the building is unlikely due to closure. Follow health guidelines for cleaning public spaces. Normal cleaning procedures should be sufficient for lower traffic collection spaces.

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- *Cleaning and disinfection for community facilities with suspected/confirmed Coronavirus Disease 2019 (COVID-19)* <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

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