

Return to Work

Dear Webroy Staff,

The automotive industry has been added to the list of level 4 industries allowed to open from 1 May. There is a condition that the startup must be phased and employee hours / production are limited to 50%.

Below are the plans about startup procedures including induction, screening and training days which will allow us to startup according to the regulations. Your safety is our priority.

MONDAY 4th MAY & TUESDAY 5th MAY – TRAINING DAYS

All staff will need to be part of an induction, screening and training day before returning to work. Your training day depends on your shift and start group. Refer to the staff list below for your Shifts and Start Group. Depending on your Shift and Start Group you will need to work on the following dates and times.

- Monday 4th May 09:00 to 12:00 (3 hrs) Shift 1 - Start Group A and B
- Monday 4th May 13:00 to 16:00 (3 hrs) Shift 1 - Start Group C and D
- Tuesday 5th May 09:00 to 12:00 (3 hrs) Shift 2 - Start Group A and B
- Tuesday 5th May 13:00 to 16:00 (3 hrs) Shift 2 - Start Group C and D

Example. If you are on Shift 2 and in Start Group B, you will be required to attend training on Tuesday 5th May at 09:00 until 12:00.

TRAVEL GUIDANCE

- An SMS will be sent to you giving you permission to travel to work on the 4th or 5th May. It will state that you can collect your work permit when you arrive onsite. Thereafter you will need to carry this permit and your ID to travel at all times.
- If possible, print this letter or alternatively have it available on your phone to present if required.
- Travel with your ID
- **YOU MUST WEAR A MASK WHILE TRAVELLING**
- If travelling by car or public transport ensure you follow government rules on the number of people per vehicle. Sanitise hands before and after.
- Ensure you remain 1.5m apart on arrival
- Bring a pen as there will be paperwork to complete.



SHIFT PATTERNS

Following the training days, from Wednesday 6th May we will return to the shift pattern below. With the exception of Starting Group A (VW 270), everyone will work 9.5 hours per day, 2 days a week, totaling 19hrs per week. The shortfall of hours will form part of a TERS (UIF) claim for May.

- We will operate 2 shifts, called Shift 1 and Shift 2
- **Shift 1** will work Mondays and Wednesdays
- **Shift 2** will work Tuesdays and Thursdays
- Each shift has 4 starting times called groups A, B, C, D.
- Each employee is assigned to a Shift and a Starting Group. See the full list of employees, shifts and starting groups below.
- Once you have your Shift and Starting Group use the table of shifts to see your shift start times.

Shift Start Times Table

Shift Start Group	Arrival & Change Room	Shift Start	Break 1 (10 Mins)	Lunch (30 Mins)	Break 2 (10 Mins)	End Shift	Change Room Exit	Notes
A	05:45	06:00	09:00	12:00	15:00	18:00	18:15	This is the VW 270 line, to meet VW Demand
B	06:45	07:00	10:00	13:00	15:00	17:00	17:15	
C	07:00	07:15	10:15	13:30	15:30	17:15	17:30	
D	07:15	07:30	10:30	14:00	16:00	17:30	17:45	

SHIFT NOTES

- We have tried to create 2 even shifts. These shifts will have no contact with each other. If a positive case of COVID19 is detected on a shift, the other shift can continue after a deep clean / disinfect program.
- In addition, equal shifts and staggered start times ensures less people onsite at any one-time which aids:
 - Easier to maintain social distancing of 1.5m
 - Shorter queues at bottleneck areas such as Main Gate, Clocking In, Changerooms and Toilets
- We have split the 20 minute break into two 10 minute breaks. This will reduce uncontrolled bathroom breaks and infection between workcentres.
- The staggered start times allow 15 minutes before the shift and at the end of the shift in the changerooms, therefore reducing the number of people in the changeroom at any one time.



EMPLOYEE SHIFTS AND START GROUPS

Below is the full list of employees Shifts and Start Groups. Use this table to find your Shift and Start Group

Example

As an example using the first name in the list. Emp.Code: 13 Name: Mr J Govender is on

- Shift 2 (Works Tuesdays and Thursdays)
- Is in Start Group C
 - o Can enter the changeroom between 07:00 and 07:15
 - o Shift Starts at 07:15
 - o Shift Ends at 17:15
 - o Can enter the changeroom from 17:15 to 17:30
- Will attend the training day on the 5th May at 13:00

Work centre	Emp. Code	Employee Name	Shift	Start Group
2	13	MR J GOVENDER	Shift 2	C
3	667	MR M FISHER	Shift 1	C
3	956	MR X D MCHUNU	Shift 2	C
4	2	Miss C.R. DOS SANTOS	Shift 2	C
4	8	MRS E C STAFFORD	Shift 2	C
4	101	MR F KHAN	Shift 1	C
4	157	MRS M B KLEIN	Shift 2	C
4	180	MRS Z U VERE	Shift 1	C
4	856	Mr TK LYONS	Shift 1	C
4	913	MR B D MAFISA	Shift 1	C
4	946	MISS D C NGUBANE	Shift 1	C
6	835	Mr DA STIEGER	Shift 1	B
13	1	MR D C MOODLEY	Shift 1	C
15	168	Mr M CHETTY	Shift 2	A
15	405	Mr C M Zondi	Shift 1	B
15	508	MISS YNM MZOLO	Shift 2	B
15	903	MISS P S BUTELEZI	Shift 1	B
15	938	MR P N GOVENDER	Shift 1	A
15	957	MR E M MAHOMED	Shift 2	B
15	958	Mr Y DEOLALL	Shift 1	B
16	203	MR JS PILLAY	Shift 1	A
16	665	MRS K NAIDOO	Shift 2	A
16	771	MR K NAIDOO	Shift 2	A
16	791	Mr SB HUDLA	Shift 1	A
16	847	Mr B G EVERTON	Shift 1	B
16	876	Mr K C Lewis	Shift 1	A
16	900	MR M M NAIDOO	Shift 2	B



16	912	MR S B PHUNGULA	Shift 1	A
16	923	MR Q R ISAACS	Shift 1	B
16	931	MR B L MADONSELA	Shift 2	B
16	937	MR C MSOMI	Shift 1	A
16	947	MR L S NYEMBE	Shift 2	A
16	950	MR DP KHUMALO	Shift 1	A
50	27	MR M MUNYAI	Shift 2	B
50	45	MR M GOVENDER	Shift 1	B
50	205	Mr B Jones	Shift 1	C
50	955	MR V SUKRAM	Shift 2	D
50		Mongezi	Shift 1	D
100	866	MR SM KHUMALO	Shift 2	C
100	896	MR M W MADLALA	Shift 1	D
102	599	MR IN DLAMINI	Shift 2	C
102	602	MR MNB NGCOYA	Shift 1	D
102	948	MISS B I DLAMINI	Shift 2	C
103	671	MRS B M MBATA	Shift 1	D
103	782	MRS NC MADONDO	Shift 1	D
104	19	MR K NAIDOO	Shift 2	C
104	755	MR M S MVELASE	Shift 2	C
105	780	SL NENE	Shift 1	D
105	936	MR T C ZUMA	Shift 2	C
106	63	MISS C V HARRY	Shift 2	B
106	844	Ms TL MTSHALI	Shift 2	B
106	851	MR SM MLOTSHWA	Shift 2	B
106	898	MR S B MKHIZE	Shift 2	B
106	S004	MRS ZM MADONDA	Shift 2	B
106	T900	NE MNCUBE	Shift 2	B
200	432	Mr M L BELA	Shift 2	D
201	435	Mr M W NGCOBO	Shift 1	D
201	935	MR K PILLAY	Shift 2	D
202	784	Mr DE BROWN	Shift 2	D
202	870	Mr ARJ DOS SANTOS	Shift 2	D
202	918	MR C S SHANGE	Shift 1	D
202	925	MISS N P ZUNGU	Shift 2	D
202	927	MR P E MNTUNGWA	Shift 1	D
203	926	MISS G NDLOVU	Shift 1	D
203	928	MR S M MNCULWANE	Shift 2	D
500	206	MS T VILAKAZI	Shift 1	C
500	659	MR M P MTHALANE	Shift 2	C
500	825	Mr RJ SMITH	Shift 2	C
500	939	MR ME DLAMINI	Shift 1	C



501	500	MR D S PATHER	Shift 1	D
501	501	MR RK REDDY	Shift 2	D
501	795	Mr RS THABEDE	Shift 2	D
502	5	MISS NV ZONDI	Shift 1	B
502	42	MR P PILLAY	Shift 2	B
502	61	MS ME VISSER	Home	Any
502	120	MS N MAZIBUKO	Shift 1	A
502	201	MR IB MARAIS	Home	Any
502	600	MR GR ROYSTON	Home	Any
502	940	MRS A SUKRAM	Shift 2	D
502	999	MR RR ROYSTON	Home	Any
503	67	MR R PADAYACHEE	Home	Any
503	204	Mrs B Narensamy	Shift 1	C
505	785	MR H FRANCIS	Shift 1	B
505	879	Miss B Simes	Shift 2	B

Contact your supervisor\manager if you are unsure.

We look forward to returning to work, please ensure you stay safe and follow the rules and guidelines.

Together we will overcome COVID19.

Regards

Robin Royston

Managing Director