

# Covid-19 Communication

**To:** All Employees

**From:** COVID-19 Task Team

## Process for applying for access to the Mint's site

### 1. Who?

These regulations apply to all South African Mint employees, contractors and visitors.

### 2. Regulations:

Access to the Mint's site will only be granted when:

2.1 **Medical clearance** has been issued by the Occupational Health and Wellness unit (OHW), following the submission of an online medical questionnaire.

All essential workers on site should submit the online medical questionnaire every **14 days** to ensure that medical clearance remains current.

2.2 A **travel permit** has been issued by the Joint Operational Centre (JOC) that allows a person to travel between home and the Mint.

### 3. How?

Any person requiring access to the Mint's site will have to request access by completing the online medical screening and permit request form. Employees, contractors and visitors can access the form by entering <https://hw.resbank.co.za> in their browser. This link is also accessible from a mobile device.

The information must be submitted **two (2) days prior** to the date on which access is required.

Once a request is submitted, the information will be channelled to the relevant teams for processing. In order to keep requestors abreast of the status of the application, SMS notifications will be sent at the end of each step of the process.

Should any issues exist regarding the issuance of medical clearance, the OHW team will be in contact with the person who submitted the request.

**4. To note:**

4.1 Permits for **essential employees** will have an open-ended duration, however, employees who are in possession of such an open-ended permit will still be required to complete a medical questionnaire every 14 days, in order for the permit to remain valid.

4.2 Permits for once off/temporary access, contractors and visitors will include a validity period, after which the permit will be deemed expired. If access is required after the expiration of a temporary permit, the process for requesting access must be repeated.

**5. Need assistance?**

Should any challenges arise with the use of the system, please log said issues with the BSTD Service Desk (email: [BSTD-ICT-ServiceDesk@resbank.co.za](mailto:BSTD-ICT-ServiceDesk@resbank.co.za) or telephone: +27 12 313 3456).

In cases where *emergency access* is required to the Mint in terms of a critical requirement, please contact the Group Head of the Group Security Management Department, David Garnett, directly via 082 652 4079 to arrange access.

Thank you for your continued support.