

**KINDLEWOOD MANAGEMENT ASSOCIATION
NPC**

Registration No. 2007/034586/08

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Good afternoon

Please note the amended action plan for Kindlewood Estate distributed below applies to Level 3 only.

Kindlewood Level 3 Amended Action Plan: COVID-19

Dear members and residents

The Country is of midnight 31 May 2020 moving to a more relaxed state of Lockdown and we would like to thank everyone who has made our life bearable by abiding by the restrictions put in place and also to the staff from Excellerate who have ensured access/egress to the Estate during the Lock down period has been well managed.

In essence, all but a few categories of employment have been opened; to comply with the level 3 restrictions as described more accurately in the Disaster Management Regulations published on 28 May 2020, the following access procedures will be implemented on the Estate. **PLEASE** note, this is only as of 1 June:

DOMESTICS / GARDENERS / POOL MAINTENANCE

Each resident requiring their domestic/gardener access during level 3 is required to do the following:

Advise the control room via email: enforce@kindlewood.co.za of their domestic's name and supply the prescribed completed permit. Click here: [Permit.docx](#)
Access Cards will be activated and access will be made through the turnstile at Gate 1.

CONTRACTORS

All contractors servicing the gardens/pools/refuse removal etc of Body Corporates will be required to submit their Workplace Safety Plan to KMA's Operations Manager via email: opsmanager@kindlewood.co.za. The plan needs to be accompanied by the prescribed completed permit for each staff member requiring access. Click here: [Permit.docx](#) Access Cards will be activated and access will be made through the turnstile at Gate 1.

BUILDING SITE CONTRACTORS

Interaction has already taken place with all building contractors and their safety officers. Workplace plans have been submitted by most. Completed permits are required prior to the activation of access cards. Access Cards will be activated and access will be made through Gate 1.

CONTRACTORS WITHOUT ACCESS CARDS

Application for a day pass will be made at the Access office as per normal. The requisite permit must be produced.

As a proactive measure, all non-resident employees with an access card will be temperature tested by the guards at either the visitor's lane (driver) or turnstile (passengers/on foot arrivals). Access will not be granted to anyone measuring a temperature above 38°C, the resident will be contacted in this regard. The hand sanitisers at each entrance lane/turnstile are to be used prior to entering the Estate. The actual turnstile bars will be regularly cleaned during use in the morning and afternoon.

The current practice of all deliveries being escorted will continue for a temporary period. The new version of the APP is being registered in the APP Stores as we speak and this will be reactivated once upgraded.

As a responsible employer, Kindlewood Management Association has taken the prescribed necessary precautions into the Regulations regarding its staff and of its Contractors:

- Health assessments are completed on arrival and at lunch time daily;
- Washable 3ply masks have been provided to each staff member on return to the office; the masks are to be worn at all times whilst at work;
- Hand sanitizers are available at all access points;
- Social distancing is exercised at all times where possible;
- Regular Toolbox talks regarding COVID-19 issues take place;
- Workplace plans have been submitted by the Contractors and checks are made to ensure such is being complied with.

A pertinent point in respect of all residents employing staff (domestic/garden/pool service etc), it is incumbent of you to ensure that all such employees/contractors are healthy and not showing any signs of being ill. Please use the questionnaire on Page ??? to safeguard yourself in this regard [PREWORK COVID SCREENING SHEET.xlsx](#)

Please take note of the following:

Movement on the Estate

- Walking (including the dog), jogging, exercising in any form is permitted on the Estate outside of your own home between the hours of 06:00 and 18:00.
- Movement in large groups within the Estate is not allowed, meaning no congregating at any site on the Estate. Please note to adhere to the requirements of social distancing. (we understand issues of families with kids walking together, please take the necessary measures)

- Should you leave your place of residence for any of the above reasons, the wearing of a face mask (or another appropriate item) is mandatory.

Estate Amenities

- The Community Centre and all its amenities are closed.
- The jungle gyms and fishing deck are "no go" areas.

Security

- Security are considered "essential services" and as such will be operating "business unusual", the Control room "your first port of call" is contactable on 031-8182005.
- The full security complement will be on duty at all times.
- Gate 1 will be manned 24/7.
- Fence patrols will continue.
- Access/egress to the Estate will be via Gate 1 only.
- Gate 2 will remain closed; the guards will be used to bolster patrols.

Administration

- KMA has cancelled all community events and functions to be held at the Community Centre as well as non-essential meetings.
- The AGM planned for April is postponed until further notice.
- The HOA office will remain closed, however some essential service staff will be on site; the control room will remain open.
- The switchboard at the office has been diverted to the Security Control room.

Disclosures

If you have tested positive or believe you have been exposed to the virus and are self-quarantining, please let Jon know; this will be kept in confidence; and will be used by management in determining whether further steps are required.

Help us keep our community healthy, be safe.

Regards

Jon Dreyer
Estate Manager