



BOTSWANA  
EXAMINATIONS  
COUNCIL

# COVID 19 RULES AND GUIDELINES

## General Information on COVID-19

### Symptoms

- The 2019 novel coronavirus is spread through respiratory droplets:
  - (a) from person to person through coughing, sneezing, close contact; and
  - (b) touching contaminated surfaces.
- Symptoms range from mild (like the common cold and other common respiratory infections) to severe, and can include: fever, cough, and difficulty breathing, muscle aches, fatigue, headache, sore throat, and runny nose.
- Complications from the novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

### How to Protect Yourself and Others

- Avoid non-essential travels.
- Drink plenty of fluids, get rest and sleep as much as possible, and try a humidifier or a hot shower to help with a sore throat or cough.
- There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses. Take these everyday steps to reduce exposure to the virus and protect your health:
  - (a) wash your hands often with soap and water or alcohol-based hand sanitiser;
  - (b) sneeze and cough into your sleeve;
  - (c) avoid touching your eyes, nose or mouth;
  - (d) avoid contact with people who are sick; and
  - (e) Physical distancing (maintain 1 – 2 metres distance from others).
- Employees shall keep all doors open. Where it is not possible to open doors, windows shall be kept open. Whilst doors are kept open, compliance to the requirements of the BEC/CS/Pol06 – Security Policy shall be maintained.

### Physical Distancing

- Practice physical distancing to reduce your exposure to other people. Do your best to avoid close contact with people outside of your immediate family. Close contact includes being within one (1) to two (2) meters of another person.
- If you believe you have been exposed to someone with COVID-19 symptoms, you should begin to self-isolate for a period of 14 days or as advised by the Director of Health Services. This means that, in addition to physical distancing, you should track how you feel. You should take your temperature daily and log any other symptoms that may develop (for example, sore throat, new cough). You can share these records with your primary care provider over the phone if you seek assessment services.

## Guidance for Employees and Visitors

### General

- During the phases of the lockdown and until further notice, all employees and visitors shall wear a face mask or home-made item or appropriate item that covers the person's nose and mouth in line with Directions for Prevention of Spread of COVID-19.
- During the phases of the lockdown and until further notice, all employees and visitors shall avoid handshakes, hugs and kisses when greeting each other.
- During the period of the COVID-19 pandemic and until further notice, the BEC shall ensure that employees and visitors –
  - (a) Wash their hands with clean water and soap or use hand sanitiser;
  - (b) Observe the social distancing requirements of being at least two (2) metres apart from each other;
  - (c) Cover their mouth and nose with tissue or flexed elbow when sneezing or coughing;
  - (d) Avoid direct contact with anyone with flu or cold symptoms;
  - (e) Avoid handshakes, hugs, kisses when greeting each other; and
  - (f) Comply with Directions for the Prevention of Spread of COVID-19 issued by the Director of Health Services as published in the Government Gazette or as amended from time to time.
- All employees should be aware of early signs and symptoms of acute respiratory infection.
- All employees and visitors shall be notified prior to arrival of new screening measures and policies at the facility pertaining to entrance to the facility.

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