

# NEWSLETTER

RTC CONTROL SYSTEMS (PTY) LTD

June 2021

Flu season is nearly upon us, In a regular year, the flu, on its own, can have a significant impact on organizations in both direct costs and lost productivity. Add in COVID-19, and the cost can be detrimental to a small business. On top of the safety precautions to help prevent the spread of coronavirus, companies need to be prepared for the flu season and minimize the risk of employee illnesses by practicing flu prevention procedures.

This year, getting a flu vaccine will be even more critical than ever. It will not protect against COVID-19, but it has shown to reduce the risk of flu illness, hospitalization and death and having one will help conserve health care resources.

## Cold and Flu Prevention Tips for the Workplace

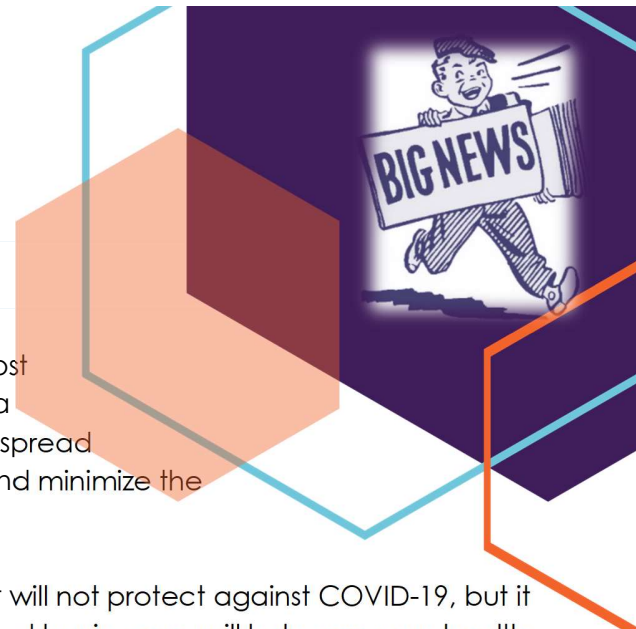
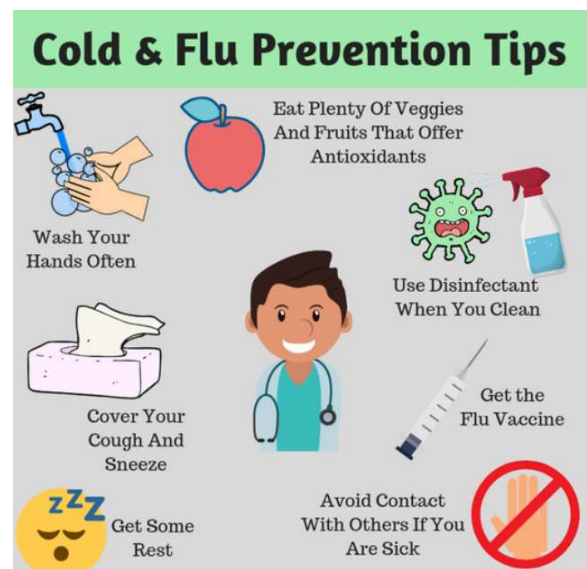
Employees need to be informed about the contagious nature of colds and flu in the workplace and the proper way to prevent spreading these illnesses. The Occupational Safety and Health Administration (OSHA) created basic hygiene guidelines for workers to help prevent the spread of the flu in the workplace. Getting a flu shot is the best method, but additional cold and flu prevention tips for the workplace include:

- **Staying at home:** If employees have the symptoms of the flu, recommended that they stay at home. Symptoms include fever, runny nose, body aches, headache or vomiting. The CDC recommends that workers who have a fever and respiratory symptoms stay at home until 24 hours after their fever (100 degrees Fahrenheit) ends. Employees should be encouraged to use their sick days or work from home to help prevent the spread of the flu.
- **Washing your hands:** Wash your hands frequently with soap and water for at least 20 seconds, especially after sneezing, coughing or blowing your nose. If soap and water are not available, use an alcohol-based hand rub as an interim until hand washing is possible.
- **Avoid touching your face:** Avoid touching the nose, mouth and eyes to prevent the spread of the germs. Also, do not shake hands or come in close contact with co-workers who might be ill.
- **Cover your mouth:** Cover coughs and sneezes with a tissue or your upper sleeve. Throw the used tissue away immediately.
- **Clean surfaces:** Keep frequently touched common surfaces, counters, copiers, telephones, computers, etc., clean. Wipe them down with a disinfectant.
- **Be healthy:** Eat a healthy diet and get plenty of rest and exercise.

**NB!**

### Sick Notes

**If the employee is absent for “more than two consecutive days” or either on a Monday/Friday without a medical certificate, the employer does not have to pay the employee. This means that an employee needs to produce a medical certificate on the third day in order to receive his/her pay for the days absent.**



# Staff Birthdays

Keenan Fernandez - 06<sup>th</sup> June 2000  
Kholisile Ntsizi - 08<sup>th</sup> June 1984  
Faso Molungwane - 12<sup>th</sup> June 1965  
Stacy-Lee Pretorius - 14<sup>th</sup> June 1984



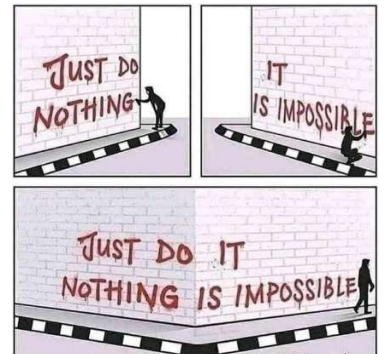
## SKILLS DEVELOPMENT

A great big CONGRATULATIONS to Mr. Barend Jacobus Wiese on passing his Trade Test and becoming a qualified Artisan.

## SALES TARGET WINNER

Congratulations and Thank You to **Mrs. Theresa Barkhuizen** on reaching your sales target for the month of May.

You have set your target, you consistently keep on working hard to achieve the target, today your hard work paid up. Congratulations on achieving what you have set, and may you reach much higher targets in the future and that too you achieve.



## Employee of the month

Congratulations and Thank You to **Mr. Kholisile Ntsizi** On being selected for the employee of the Month for May.

On behalf of the entire RTC Control Systems (PTY) Ltd team thank you both for your excellent work ethic, professional attitude and all-around dedication to what you do. We couldn't do it without team members like you!



“Our goal is to always be the best and we are confident that with your work and participation we will achieve that goal.” – “The greatness of our company is based on the quality of workers like you and the effort they make every day to provide the best service.”

Everyone in this company could be employee of the month, the trick to doing all well at work is to get passionate about it and convey confidence on what you are doing. Take challenges which come your way and never say no to try. The success you got is the result of your hard work, keep it up for the future. Help each other to reach the destination, you desire.

Appreciate your job and love your family, and everything will go well for you.