



**OFFICE OF THE SUPERINTENDENT- GENERAL**

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**INTERNAL CIRCULAR  
INSTRUCTION 11**

**TO: ALL EMPLOYEES  
SCHOOL GOVERNING BODIES  
ORGANISED LABOUR**

**FROM: SUPERINTENDENT-GENERAL**

**DATE: 6 APRIL 2020**

**RE: 21 DAYS OF NATIONAL LOCKDOWN: ISSUES OF HEALTH AND  
WELLNESS**

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The above matter has reference.

1. This instruction seeks to acknowledge and applaud the sacrifice shown by all the identified essential services personnel, who remained behind in their offices and still continue to render services to the public during this novel period of lockdown. These civil servants have steadfastly and diligently obeyed and supported the Presidential call. Thus the Department prides itself about those people and their deeds, and hence we say: ***Bravo!!!, MATHANDAZWE.***
2. The lockdown is affecting the entire population in our country, and invariably has brought up a myriad of new challenges that could not have been anticipated. It is commendable that our identified essential cohort has risen to the challenge and continue to do their work against all odds and in the process, they are redefining the perceptions about the Department amongst peers and the general public. In the midst of it all, we are advised to remain calm, patient and follow the stipulated precautionary measures to contain the COVID-19 to the letter.
3. COVID 19 has affected **183 countries** or regions, **1 280 046 people** confirmed with the virus and **69 789 people have died**. The people confirmed to have the virus in **South Africa are 1655 and 11 deaths so far** (Eastern Cape has 31 COVID 19 cases, and no death so far).

4. This virus has no borders; has no nationality; has no age limits; knows no skin colour; and has no status. It affects everybody from anywhere and anyhow - from the poor to the rich, from commoners to kings, from ordinary voters to Heads of States - no one is immune from COVID 19. Rest assured – it only needs observance of rules and to religiously stick to them no matter what.
5. To help contain the coronavirus, all employees MUST stick to the following:

**DOs:**

- ✓ Remain/Stay at home and self-isolate from others;
- ✓ Minimize visits by/to friends or guests;
- ✓ Observe the maximum numbers set for funerals/weddings/traditional ceremonies (less than 50);
- ✓ Always keep a safe distance, and avoid close contact (1 meter/3 feet);
- ✓ Wash your hands regularly (using soap);
- ✓ Go out only to visit a doctor/healthcare centres; to buy basic necessities; to visit Banking facilities/ Post Office/ SASSA/ Municipal centres.

**DONTs:**

- ✓ No loitering on the streets;
- ✓ No visits to Gyms/Bars/Clubs/taverns/Music Shows/Cinemas.
- ✓ Do not attend or hold mass meetings/gatherings/ funerals;
- ✓ Don't touch your eyes, nose or mouth;

6. Communication and Advocacy

- (a) The Department is undertaking a comprehensive advocacy campaign in all media platforms including radio, print, and social medium. This is done in order to profile all of the curriculum support that is being offered to all learners as they sit at home during the lockdown.
- (b) All employees are encouraged to support the Department's initiatives by constantly being ambassadors of these endeavours and sharing the information on all the platforms and groups that they are affiliated with, especially those that link teachers, parents and learners.
- (c) If an employee whilst at home presents him or herself with similar symptoms consistent with COVID-19 e.g coughing, sneezing, dry throat, sweats, fatigue, fever, difficulty breathing, etc, **should consult a doctor/ healthcare centre** immediately. This must be in compliance with National Department of Health (NDoH) and World Health Organization (WHO) Protocols.
- (d) All employees who are affected and/ or infected with COVID 19 are still encouraged to contact **Ms Nobukhosi Kunene**, Cell. 083 999 8898 so that the necessary support may be given to them.

**Employees are called upon to be careful of fake news that may be publicized regarding the Covid-19 virus. It is advisable that any information received is verified with the structures established by the Department, DBE, DPSA and other relevant government institutions.**

Yours in education,



08/04/20

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**MR T. KOJANA  
SUPERINTENDENT GENERAL  
DEPARTMENT OF EDUCATION**

**DATE**