



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT- GENERAL

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**INTERNAL CIRCULAR
INSTRUCTION 7**

**TO: ALL EMPLOYEES
ORGANISED LABOUR**

FROM: SUPERINTENDENT-GENERAL

DATE: 24 MARCH 2020

**RE: NATIONAL LOCKDOWN BY GOVERNMENT FOR 21 DAYS AS
DRASTIC MEASURE TO CONTAIN CORONA VIRUS (COVID- 19)**

The above matter has reference.

1. This instruction comes as a response to the clarion call by the South African President to lock down all public and private entities/ organizations/ institutions/ companies, offices, except the Essential Services, at midnight on 26 March 2020. This is a drastic attempt by Government to monitor and manage the implementation of the precautionary measures put in place for all Citizens of South Africa, and to contain the deadly COVID-19 virus that has taken lives of more than 18 500 people globally.
2. There is a National lock down for 21 Days - What are the implications of this lockdown? This means that all Departmental employees at all levels will be working from home as and when required from 26 March 2020 until midnight 16 April 2020. All officials are to be contactable both telephonically and via e-mail for the duration of the lockdown. Employees are reminded that operational activities should continue, from your homes as and when necessary as this lockdown period does not constitute annual leave.
3. The lock down will affect all Departmental employees with the exclusion of the **Essential Services** (HR, SCM, Finance, Customer Care, IT, EMIS, Communication and the District Directors and HR and Finance functions in all Districts) that will remain in operation to render

support to the public when necessity arises. All the necessary basic health items or equipment will be provided to protect the lives of the identified essential personnel from the COVID 19 infections.

4. To help STOP the spread of Corona virus here are the:

DOs:

- ✓ Remain/ Stay at home and self-isolate from others if you can;
- ✓ Minimize visits by / to friends and ensure adherence to precautionary measures;
- ✓ Always keep a safe distance, and avoid close contact (1 meter/ 3 feet);
- ✓ Wash your hands regularly;
- ✓ Go out only to visit a doctor/ pharmacy/ clinic/ hospital/ vets; to buy groceries/ electricity; to visit Bank/ Post Office/ SASSA/ Municipality services.

DONTs:

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

5. All employees, as Education Ambassadors within their own communities, must ensure that their home environments are safe and healthy by adhering to the following:

- (a) All surfaces and floors in their homesteads/ houses, and working tools are always kept clean with the use of disinfectants/ detergents.
- (b) All entries to our homes should be equipped with alcohol-based sanitizers and / or any other disinfectants.
- (c) Ensure all buildings/ rooms have soap and running water at all times.
- (d) All bathrooms to have toilet paper and hand-roll paper towels or any disinfectant at all times.
- (e) All air conditioners/ fans must be in good condition if there are, and general ventilation in rooms be improved.

6. Communication and Advocacy

- (a) Provide your personal contact details (Names, Surname, PERSAL No, Cellphone, and Email, if available) in the template provided by Health and Wellness to your Directorate for easy communication with you when the need arises.

- (b) You will be sent sms(es), whatsapp messages and facebook, and even COVID-19 posters/flyers/ newsletters for you to read if possible (you may download these from our website).
 - (c) Resort to teleconferences and communicate digitally using any IT form of communication instead of face to face communication
 - (d) If an employee presents him or herself at home with similar symptoms consistent with COVID-19 e.g. coughing, sneezing, dry throat, sweating, fatigue, fever, difficulty breathing, etc. **should consult a doctor/ health centre** immediately as advised by the National Department of Health (NDoH) and World Health Organization (WHO).
 - (e) All employees who may be affected and / or infected with COVID-19 during the lock down are encouraged to contact **Ms Nobukhosi Kunene**, Cell. 083 999 8898 or info2020@ecdoe.gov.za so that the necessary support may be given to them.
7. All education offices will close at **10h00 on Thursday, 26 March 2020**. This will allow employees to vacate the premises early so to prepare themselves in advance for the nationwide lockdown at midnight.

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.

Regards



TS KOJANA
SUPERINTENDENT-GENERAL

26/03/2020
DATE