



OFFICE OF THE SUPERINTENDENT GENERAL

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INSTRUCTION NOTE 50

**TO: ALL DDGs
ALL SMS MEMBERS
ALL OFFICE BASED AND SCHOOL BASED EMPLOYEES
SCHOOL GOVERNING BODIES
ORGANISED LABOUR**

FROM: ACTING SUPERINTENDENT-GENERAL

DATE: 10 JANUARY 2021

**RE: COVID-19 MANAGEMENT IN THE WORKPLACE UNDER LOCKDOWN
ALERT LEVEL 3 – RETURN BACK TO WORK ARRANGEMENTS FROM
11 JANUARY 2021**

1. INTRODUCTION

- 1.1 The resurgence of COVID 19 which resulted in the drastic increase in COVID-19 infections and deaths has necessitated the country to move from Alert Level 1 Lockdown to Adjusted Alert Level 3.
- 1.2 The President has indicated that Adjusted Alert Level 3 may be reviewed by 15 January 2021.
- 1.3 The Eastern Cape has become the leading Province in terms of the number of deaths and this has resulted in the majority of its municipal districts being declared as hotspots.
- 1.4 The Eastern Cape Department of Education could not escape the viciousness of the pandemic in that it has also experienced an unprecedented number of deaths of its learners, educators and non-educators including its managers at all levels.
- 1.5 It is therefore imperative for the department to continue putting in place all measures that are meant to prevent the rapid spread of the virus in all its institutions and workplaces.

- 1.6 The Department is committed to working collaboratively with all stakeholders, other Government Departments and organs of civil society in the quest to unleash an army that will work towards the destruction of the virus in order to save lives. .
- 1.7 This instruction note must be read in conjunction with all COVID-19 Regulations based on the Disaster Management Act, all DPSA and DBE Regulations and Circulars on COVID-19, and all other Instruction Notes issued by ECDoE on the subject of mitigating the impact of COVID-19.

2. PURPOSE

The purpose of this Instruction Note is to request all Chief Directors and Directors to adopt remote work arrangements in respect of employees who do not perform essential or critical services from the date of this Instruction Note until 22 January 2021 in line with the circular from the Director General of the Eastern Cape dated 4 January 2021.

3. RETURN TO WORK ARRANGEMENTS.

- 3.1 Chief Directors and Directors in consultation with their DDGs must identify from amongst their functions areas that may be declared essential or critical in as far as they may not be performed remotely.
- 3.2 Employees performing such functions (mentioned in 3.1 above) and who are due to return to work from 11 January 2021 must be informed to do so but those who do not must be informed to return to work on the 25 January 2021.
- 3.3 Employees identified as not performing essential or critical services who are to work from home from the 11 January 2021 must be provided with the necessary work schedules and tasks to perform including working tools.
- 3.4 All COVID-19 health protocols must be applied in case of all employees identified as essential or critical.
- 3.5 All health and hygiene practices like regular washing of hands with soap and water, use of sanitizer, wearing of masks and keeping of social distance must be implemented in line with the existing regulations, protocols, instructions and circulars.
- 3.6 Screening protocols at all entrances shall remain in force and no employee may refuse to be screened.

The contents of this Instruction Note must be brought to the attention of all managers, employees, SGBs and Unions with immediate effect.

Regards



R Tywakadi.
Acting Superintendent General

10/01/2021

Date