



the dpsa

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TO ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR NO 02 OF 2021

STATE OF DISASTER COVID-19: PUBLIC SERVICE ADJUSTMENTS TO RISK ADJUSTED LEVEL 1 REGULATIONS.

1. INTRODUCTION

- 1.1 On 28 February 2021, the President announced a shift from Covid 19 Lockdown Alert level 3 to Alert level 1 in response to the low level of COVID-19 infections across the Republic.
- 1.2 A key aspect in response to alert level 1 is that all places of work should continue to implement safety protocols in line with the revised Regulations.
- 1.3 This Circular is a guide to Heads of Department in the Public Service on the decongestion of workspaces by keeping the number of employees on-site within the safety protocols. This can be achieved through the introduction of rotational and/or remote working arrangements for public servants as part of measures to comply with the Regulations to mitigate the effect of the resurgence of COVID-19. The working arrangements should take into consideration the service delivery obligations of Departments and the needs of service recipients.

2. KEY PRINCIPLES

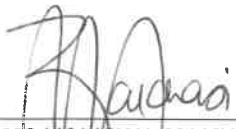
- 2.1 Accounting Officers have an obligation to ensure that the following necessary administrative measures are put in place in each Department, using all existing legal instruments to hold all government officials accountable for service delivery and lawful administrative practices whilst ensuring that they adhere to health protocols.

3. REMOTE WORKING ARRANGEMENTS

- 3.1 Circular 1 of 2021 remain in place until further notice (With the exception of all staff within the Offices of Executive Authorities and Heads of Department as well as all interns in departments who must be 100% in attendance taking into consideration approved COVID 19 health protocols).
- 3.2 Departments are required to ensure that 100% of its services are operational.
- 3.3 This Circular should be implemented in conjunction with other circulars related to the management of COVID-19 in the workplace including Circular 1 of 2021 in terms of Administrative controls.

All Heads of Departments should use their discretion in dealing with risk assessment and the categorizing of employee comorbidities and vulnerabilities. Furthermore, discretion must be applied pertaining to matters which may not be specifically covered in this circular but which may be workplace, occupational or sector specific and in line with the delegated authority.

Accounting Officers retain the legal responsibility to determine workplace requirements and for ensuring the delivery of the full array of public services. Taking into account the dynamic and fluid contextual circumstances arising from the declared National Disaster, Departments are encouraged to comply with the health guidelines and weekly reporting on Covid-19 statistics in line with DPSA Circular 7 of 2020. All reports must be emailed to COVID-19@dpsa.gov.za.


MS YOLISWA MAKHASI
DIRECTOR GENERAL
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