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**OFFICE OF THE DIRECTOR: EMPLOYEE WELLNESS SERVICES**

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**CIRCULAR NO 5 of 2021**

**TO: DDGs**  
**CHIEF DIRECTORS**  
**HEAD OFFICE AND DISTRICT DIRECTORS**  
**CIRCUIT MANAGEMENT CENTRE MANAGERS**  
**CIRCUIT MANAGERS**  
**SCHOOL PRINCIPALS**  
**SCHOOL GOVERNING BODIES & ORGANISED LABOUR**

**FROM: Act SUPERINTENDENT GENERAL**

**SUBJECT: APPROVAL FOR UTILIZATION OF PUBLIC SCHOOLS AS REGISTRATION  
AND VACCINATION SITES**

**DATE: 01 JUNE 2021**

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**1. PURPOSE**

This Circular seeks to communicate the approval by the Superintendent-General for the utilization of Public Schools as Registration and Vaccination sites, as well as the processes to be implemented.

**2. BACKGROUND**

The Eastern Cape Department of Education has collaborated with the Eastern Cape Department of Health in embarking on the phase 2 Covid 19 Vaccination Programme which started on the 17 May 2021, preceded by the registration process which is currently underway.

**3. DELIBERATIONS**

- 3.1 The Eastern Cape Department of Education has agreed that Public Schools will be utilised as registration and vaccination sites.
- 3.2 The department has been mandated to establish a Vaccination Project Team that will be responsible, amongst other things for:



- Communication and advocacy
- Registration drive
- Identification of 750 schools from the pool of 3 050 that are needed as vaccination sites

#### **4. MANAGERS ARE URGED TO ENSURE THAT THE FOLLOWING IS DONE**

- District Directors, Principals and SGBs are requested to
  - ✚ Allow access to Government Offices and schools as registration and vaccination sites
  - ✚ verify the readiness of the identified 3 050 schools (list attached) that have the relevant facilities in place to host the registration process using the following criteria:
    - Availability of water
    - Availability of ablution facilities
    - Availability of electricity
    - Available space
    - Internet connectivity
- ✓ Vaccination sites will be chosen from the verified lists
- ✓ Principals are requested allow the use of their ICT and nominate 2-3 administrative staff members, in schools where these personnel exist. They will assist employees as well as community members to register on the Electronic Vaccination Data System (EVDS)
- ✓ Principals of schools without administrative staff are encouraged to work with SGBs and Ward Councillors to seek volunteer services.
- ✓ Educators are excused from the task of assisting in this process. Teaching time must be protected.
- ✓ District Directors are requested to submit reports about readiness of the identified schools to their Cluster Offices for attention of Mr. Payi and Mr. Magadu. Consolidated reports will be submitted to Mrs P. Tabata by 10h00 on Friday 10 June 2021
- ✓ The Principal and SGB may decide on the time that the facility will be available, e.g.:
  - time - table for groups coming in on certain days,
  - after school hours or
  - on weekends only and this must be clearly communicated.



- ✓ **District Directors, Principals and SGBs must ensure that all COVID19 health and safety protocols and Standing Operating Procedures are adhered to at all times all times:**
  - Allocating a well-ventilated space
  - Screening and sanitizing people coming into the premises
  - Ensuring that people are wearing masks and
  - Ensuring that social distance is observed
- ✓ Covid19 Vaccination Task Team members will serve as champions for training, registration process as well as giving support to fellow employees and community. A list of members is attached.

Yours in Quality Education

DR N. MBUDE  
SUPERINTENDENT-GENERAL

04/06/2021  
DATE