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**OFFICE OF THE HEAD OF DEPARTMENT**

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**INTERNAL MEMORANDUM 001**

**TO: DDGs  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
SCHOOL PRINCIPALS  
ORGANISED LABOUR  
SGBs  
ALL OFFICIALS**

**FROM: HEAD OF DEPARTMENT**

**SUBJECT: NOTICE OF LOCKDOWN ALERT LEVEL 4**

**DATE: 28 JUNE 2021**

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1. The matter above has reference.
2. Following the announcement by the President on Sunday, 27 June 2021, placing the Country on lockdown alert level 4, your attention is drawn to Government Gazette 44633 of 28 June 2021.

The Office of the HOD directs as follows:

- a) Schools will close for learners on 30 June 2021
- b) All educators and non-teaching staff will continue with administrative duties until 2 July 2021 which is the last day for schools.
- c) Schools will reopen on 19 July 2021.
- d) Schools that have been identified as vaccination sites will remain open for the purpose of administering the vaccines.
- e) Schools will remain open for feeding in terms of the National School Nutrition Programme
- f) Independent Schools must close for a period of two weeks from 30 June 2021.

3. District Directors are instructed to ensure that the contents of this memorandum is actioned at all schools.

Yours in education services

**Dr. N. Mbude**  
**Head of Department: Education**  
**Date: 28/06/21**