



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

TO : ALL DDG'S

ALL SMS MEMBERS

ALL EMPLOYEES OF THE ECDoE

ORGANIZED LABOUR

ASSOCIATION OF SGB'S

FROM : HEAD OF DEPARTMENT

DATE : 29 JUNE 2021

**SUBJECT : WORKING ARRANGEMENTS DURING COVID-19
LOCKDOWN ALERT LEVEL 4**

1. PURPOSE

- 1.1 The purpose of this document is to clarify the working arrangements within the Eastern Cape Department of Education during Lockdown Alert Level 4 as announced by the Honourable President of the Republic of South Africa on 27 June 2021.

2. BACKGROUND

- 2.1 On 27 June 2021 the President announced the country's movement to Lockdown Alert Level 4.
- 2.2 This is as a result of the increasing number of COVID-19 infections in the country with five provinces already having reached the third wave.
- 2.3 Of concern in the third wave is the new variant called Delta whose transmission is easier and quicker than the previous variants.



- 2.4 As of yesterday, 27 June 2021, the country has recorded the following:
- **Tests conducted: 12 968 748**
 - **Positive cases: 1 928 897**
 - **Recoveries: 1 709 999**
 - **Deaths: 59 900**
 - **New Cases: 15 036**
- 2.5 According to the President, the seven day average of newly daily cases nationally has overtaken the peak of the first wave in July 2020 and will soon overtake the peak of the second wave we experienced in January 2021.
- 2.6 Further to this, Government will also be putting in place measures to reduce physical attendance of its employees at workplaces while limiting the disruption of government activities and services.

3. WORKING ARRANGEMENTS

- 3.1 The workplace must adhere to strict COVID-19 protocols which include:-
- Screening at all entrances;
 - Wearing of masks at all times;
 - Frequent sanitizing;
 - Regular washing of hands;
 - Keeping social distance of not less than 1.5m in offices and staffrooms at all times.
 - Social distance in the classroom must be in line with the provisions of DBE Standard Operation Procedures (SOPs) issued in May 2020
- 3.2 No employee or visitor may be allowed access to the workplace without wearing a mask.
- 3.3 School based employees with comorbidities should follow the procedure outlined in DBE Circular 3 of 2021.
- 3.4 Office based employees should follow the procedure in DPSA Circulars 1,2 and 3 of 2021 read in conjunction with Instruction Note 35 dated 19 June 2020.
- 3.5 Below are key procedural aspects that have to be complied with by all employees (Educators and PSA} and school principals/managers/directors/chief directors:
- Submission of a recent medical report from a treating doctor by an employee with comorbidities.
 - The medical report should not be more than one month old.



- The medical report must indicate that the employee is at risk of being affected by COVID-19 due to his /her medical condition.
 - The chief director/director/principal/manager and the employee are required to agree on how such a comorbidity or underlying medical condition shall be accommodated whilst taking into consideration the operational requirements of the school or office.
 - The chief director/director/principal/manager must agree on arrangements to either work from home or for special workplace arrangements to be made to accommodate him/her.
 - The Individual Risk Assessment Form for all vulnerable employees must be completed and both the employee and the chief director/director/principal/manager must sign.
 - District directors are hereby delegated the authority to approve all applications within five working days of an agreement being concluded by the employee and the principal/manager.
 - Chief Director: HRM & D is hereby delegated the authority to approve all applications within five working days of an agreement being concluded by the employee and the chief director/director.
- 3.6 All physical meetings / workshops are put on hold in favour of virtual meetings.
- 3.7 Chief Directors and Directors must identify essential services / work that cannot be performed remotely.
- 3.8 Employees linked to such services / work must be identified and be informed that during Lockdown Alert Level 4 they are expected to report physically for duty except for those who have been approved to work remotely due to having comorbidities or underlying medical conditions.
- 3.9 In all cases of physical attendance to the workplace, COVID-19 protocols must be observed.
- 3.10 Chief Directors and Directors must use rotation in a manner that does not compromise COVID-19 protocols.
- 3.11 Employees working remotely must be assigned responsibilities and be contactable during lockdown Alert Level 4.



- 3.12 School principals and other employees assisting at vaccination centers must remain rendering services at those centers until the vaccination process is completed.
- 3.13 All employees involved in the National School Nutrition Programme in schools should be available at the workplace until 9 July 2021 for purposes of ensuring that learners are fed.
- 3.14 The NSC and SC May/June 2021 examinations currently underway must continue as planned and therefore employees involved must avail themselves accordingly. Schools with examination centers should remain accessible for this purpose.
- 3.15 Marking of the May/June 2021 examinations shall continue as planned and adherence to Covid-19 procedures and procedures will be strictly implemented and monitored as per the determination by the Department of Health. Ideally appointed markers should have been vaccinated by the time they report to the marking center. However, mandatory COVID 19 testing shall be conducted to all marking center personnel prior to the admission and assumption of duty in the marking centers.
- 3.16 The Provincial SBA moderation has been postponed until the country moves to Lockdown Alert Level 3.
- 3.17 All Grade 12 schools must submit the corrected preliminary schedules of learner entries by Wednesday, 30 June 2021.
- 3.18 All schools must start winding up on their planned activities until 02 July 2021. Test and assignments planned for 30 June up to 02 July 2021 must go ahead as planned and learners be released immediately thereafter.
- 3.19 These arrangements will remain in place until further notice.

Yours faithfully,

DR N. MBUDE
HEAD OF DEPARTMENT: EDUCATION
DATE: 29/06/21