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CIRCULAR

TO: ALL TARGETED SCHOOLS

FROM: A/DDG – CORPORATE SERVICES

DATE: 26 JULY 2021

SUBJECT: COVID 19 PROTOCOLS FOR HR DMS (DOCUMENT MANAGEMENT SYSTEM) SITES

1. The Department has embarked on a process to digitise all documents and HR related correspondence from schools.
2. There are 2215 schools targeted for this roll-out as a start, this will continue until all schools are reached and the Eastern Cape Department of Education is fully digitized.
3. The sites need to adhere to strict Covid 19 protocols these would include the following:
 - a. Social Distancing of 1.5 meters.
 - b. Masks to be always worn covering the nose and mouth.
 - c. Regular sanitising of the desks and devices being use.
 - d. 50 people maximum at any given time inside the venue as per the Covid 19 regulations.
 - e. 10-minute breaks in between sessions to allow the teams to sanitize desks and chairs.
4. The protocols need to be observed and the teams to make sure they are sanitizing regularly.
5. These protocols are there to protect everyone that will be receiving these resources from the Department.

Sihle Mnguni

A/DDG – CORPORATE SERVICES

26 - 07 - 2021

Date