TO : CHIEF DIRECTOR : CLUSTER A
    CHIEF DIRECTOR : CLUSTER B
    ALL DISTRICT DIRECTORS
    ALL SCHOOLS
    SCHOOL GOVERNING BODIES
    ALL LABOUR UNIONS

FROM : SUPERINTENDENT GENERAL

SUBJECT : RECRUITMENT AND PLACEMENT OF UNEMPLOYED INDIVIDUALS IN PUBLIC ORDINARY AND SPECIAL SCHOOLS AS SCHOOL SUPPORT TEAMS DURING COVID-19

DATE : 20 MAY 2020

1. In ensuring adherence to the COVID-19 regulations the Department will embark on the recruitment and placement of unemployed individuals in all public ordinary and special schools as school support teams for a period of 3 months.

2. This is in line with the proposal that was announced by the Minister, as means of ensuring that all schools are hygienic and safe during COVID-19.

3. All Principals of public ordinary and special schools are requested to facilitate recruitment and placement of school support teams through School Governing Bodies.

4. The table below details all actions that are required to be carried out by all schools to ensure that the above intervention achieves its intended purpose.
<table>
<thead>
<tr>
<th>Category</th>
<th>Job Function</th>
<th>Action Required</th>
<th>Stipend</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Support Team</td>
<td>Maintenance of hygiene in the classrooms. Monitor the compliance – Social distancing, sanitizing and Screening</td>
<td>Recruitment of unemployed individuals and placed in schools as support staff. Schools with more than 1 000 learners is eligible to recruit and place maximum of 4 unemployed individuals. Schools with less than 1 000 learners is eligible to recruit and place 3 unemployed individuals. Schools with less than 300 learners is eligible to recruit and place 2 unemployed individuals.</td>
<td>R2 500pp</td>
<td>School Principal</td>
</tr>
</tbody>
</table>

5. After recruitment is finalised, all documents are to be captured on SA-SAMS or emailed to lukhanyo.sidiya@ecdoe.gov.za. The form attached as Addendum A should be emailed if it is not captured on SA-SAMS.

6. The funds will be transferred to schools for processing of payment of stipends.

__________________________  21/05/20  
MR T. KOJANA  DATE
SUPERINTENDENT GENERAL  
DEPARTMENT OF EDUCATION