



Chief Directors

Directors

Centre Managers

All Staff

DEPARTMENTAL COVID-19 CIRCULAR 7 OF 2021: RISK ADJUSTED LEVEL 3 REGULATIONS

1. The President announced that the country will move from adjusted level 4 to level 3 with effect from 26 July 2021. This requires that the Department continues to have safety protocols in place, in line with the Department of Public Service Administration (DPSA) directives.
2. To date, the Department has recorded 391 confirmed COVID-19 cases; 376 recoveries; 5 active cases; and 8 officials have unfortunately passed on.
3. The Social Development sector vaccination roll-out programme in July 2021 was a success, with over 5 500 people vaccinated across the sector i.e. ECD workforce, Social Service Professionals, and frontline staff working in the Department of Social Development, SASSA and NDA.
4. A key aspect of mitigating the spread of COVID-19 infections in the workplace remains the decongestion of facilities in the Department. Senior Managers should ensure the occupancy rate is not more than 50% at any given time, using shift work and remote working arrangements.
5. A Remote Working Contractual Agreement should be in place in order to manage accountability, performance and liabilities. There must be clear deliverables to which the manager and employee agree to and can be tracked and accounted for.
6. Employees that are not physically on site should be on standby and expect to be called into the office at any day for business continuity and operational requirements.
7. In determining the eligibility criteria, Senior Managers should consider the nature of work, scheduling for office based employees, the availability of enabling systems, and business continuity to ensure that the Department meets its service delivery needs.
8. Employees with comorbidities that are unmanageable / uncontrollable need to submit applications for remote work, with supporting medical reports from registered treating medical practitioners through the Employee Health and Wellness unit for the approval of the Accounting Officer.



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9. The DPSA Guidelines in Managing the Return-to-Work Environment for Employees within the Public Service Department further directs on “*Standardised Decontaminating of Government Building after Confirmed COVID-19 Employees Accessing the Building*”. It is important that the Department’s practices on decontamination comply with this directive.

10. The non-pharmaceutical interventions which include social distancing, wearing of masks, regular hand washing with water and soap and / or the use of sanitisers remain a critical aspect of the response to COVID-19 infections.

11. The co-operation of all employees in adherence to the content of this communication will be highly appreciated. It is the responsibility of Senior Managers / Middle Managers and supervisors to communicate this circular to the staff under their responsibility.

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Kind Regards

MS. N NTOMBELA
COMPLIANCE OFFICER
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