



Chief Directors

Directors

Centre Managers

All Staff

DEPARTMENTAL COVID-19 CIRCULAR 8 OF 2021: RISK ADJUSTED ALERT LEVEL 2

1. The President announced that the country will move from adjusted level 3 to level 2 with effect from 11 September 2021. Given the relaxation of the restrictions in the Disaster Management Regulations as well as the recent reduction in the COVID-19 infection rate, employees are hereby informed that everybody should return to work in line with the appropriate risk mitigation measures.
2. To date, the Department has recorded 412 confirmed COVID-19 cases; 409 recoveries; 3 active cases; and 8 officials have unfortunately passed on.
3. Senior Managers should ensure that all officials return to work from 22 September 2021. This is with the exception of officials who are sharing offices. Officials sharing offices should remain on a rotational schedule using shift work and remote working arrangements, as determined and directed by the Senior Managers.
4. 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.
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 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.
7. In ensuring adherence to social distancing measures at entrances of facilities, Senior Manager can make arrangements that officials report for duty at the following staggered intervals:

REPORTING TIMES	KNOCK OFF
07:30-08:00	16:00-16:30
08:00-08:30	16:30-17:00



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8. 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.

9. 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.

10. 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.

ENQUIRIES		
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Kind Regards

MS. N NTOMBELA

COMPLIANCE OFFICER

DATE: 21/09/2021