



Chief Directors

Directors

Centre Managers

All Staff

DEPARTMENTAL COVID-19 CIRCULAR 9 OF 2021: RISK ADJUSTED ALERT LEVEL 1

1. The President announced that the country will move from adjusted level 2 to level 1 with effect from 01 October 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 416 confirmed COVID-19 cases; 0 active cases; and 8 officials have unfortunately passed on.
3. It is important to note that the number of cases being reported in the Department have drastically reduced, with only 4 cases reported since 23 September 2021.
4. All officials returned to work from 22 September 2021, in line with COVID-19 Circular 8 of 2021. This was with the exception of officials who are sharing offices. However, officials who are sharing offices should only remain on a rotational schedule if 1.5m social distancing is not possible, as determined and directed by the Senior Managers.
5. Under alert level 1, officials are expected to be at the office during normal working hours.
6. 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.
7. 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.
8. Employees with comorbidities that are unmanageable / uncontrollable who do not have approval as yet, should still 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 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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Stay safe

MS. N NTOMBELA
COMPLIANCE OFFICER
DATE: 25/10/2021