



Chief Directors
Directors
Centre Managers
All Staff

DEPARTMENTAL COVID-19 CIRCULAR 5 OF 2021: RISK ADJUSTED LEVEL 3 REGULATIONS

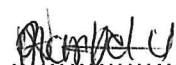
1. The President announced that the country will be placed on adjusted level 3 with effect from 15 June 2021. This requires that the Department continues to have safety protocols in place, in line with the Department of Public Service Administration (DPSA) directives.
2. In order to achieve the decongestion of the workplace to reduce the total number of employees in a facility at any given time, Managers should ensure the reduction of the occupancy rate to 50% for officials using shift work and / or remote working arrangements. This must be done, in the context of Performance Agreements and clear deliverables that can be tracked and accounted for.
3. In determining the eligibility criteria, 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,
4. Consequence management and legal administrative control instruments are provided to manage accountability of employment management obligations during remote working arrangements.
5. 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.
6. According to the DPSA Guideline in *Managing the Return to Work Environment for Employees within the Public Service: COVID-19*, fogging as a deep cleaning method is not recommended. This is due to the disinfectant is inactivated by organic matter, may miss shielded surfaces and causes increased inhalation exposure of disinfectant to officials and members of the community.
7. The DPSA Guideline in *Managing the Return to Work Environment for Employees within the Public Service Department* further directs on "*Standardised decontaminating of Government after Confirmed COVID-19 Employees Accessing the Building*". It is important that the Department's practices on decontamination comply with this directive.
8. The non-pharmaceutical interventions which include wearing of masks, regular hand wash with water and soap and / or the use of sanitizers remain critical aspect of the response to the current surge of COVID-19 infections.

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9. Your 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. NP NTOMBELA

COMPLIANCE OFFICER

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