



Steve Vukile Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605

REPUBLIC OF SOUTH AFRICA * Website: www.ecdoe.gov.za

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**TO: DDG-CM& D
ADDG-DC & IOM
ACFO
ALL CHIEF DIRECTORS AND DIRECTORS
ALL OFFICIALS OF THE ECDOE**

FROM: SUPERINTENDENT-GENERAL


**SUBJECT: INSTRUCTION 16: TEMPORARY EXEMPTION OF
CERTAIN SCHOOL BASED OFFICIALS**

DATE: 14 MAY 2020

1. This Instruction must be read in conjunction with previous instructions regarding the prevention of the spread of the Corona virus.
2. The Department acknowledges that schools need to perform certain administrative actions, such as payments of accounts and SGB employees. In many instances, these payments must be done from school.
3. To ensure the effective running of the school, the following school-based officials considered to be essential are hereby exempted from the ban on movement for **MONDAY 18 MAY 2020 ONLY**:
 - 3.1. Principal.
 - 3.2. Bursar.
 - 3.3. Secretary.
 - 3.4. Signatory to account.
 - 3.5. Groundsman.
4. The following must be observed during the exemption:
 - 4.1. Social distancing.
 - 4.2. Sanitation protocols.
 - 4.3. Official must be in possession of a letter from the principal indicating the name, ID and post filled by the official, as well as proof of residence.
 - 4.4. Shortest route between the home and school must be followed.

5. Take care, be safe, and act responsibly during these extraordinary times.
6. District Directors are hereby instructed to ensure that this communication reaches all schools immediately.

Yours faithfully



MR. T. KOJANA
SUPERINTENDENT-GENERAL

14/05/20
DATE