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

Enquiries: Mr E. Scheun (043 -702 7459)

TO: DDG-IOM
DDG-EPEM
ACTING CFO
CHIEF DIRECTOR: CLUSTER A
CHIEF DIRECTOR: CLUSTER B
ALL SCHOOLS
ALL OFFICIALS OF THE ECDOE

FROM: SUPERINTENDENT-GENERAL

SUBJECT: INSTRUCTION NOTE 28 - PREVENTION AND MANAGEMENT
OF CORONAVIRUS (COVID-19) – RESTRICTION OF VISITORS
TO SCHOOL PREMISES

DATE: 5 JUNE 2020

1. The Department acknowledges the invaluable role which various stakeholders in basic education, in our schools and in our communities, play.
2. As a result of a discussion and agreement by the Council of Education Ministers (CEM) on 4 June 2020, it was decided that visitors to schools, including civil organisations, must be limited and that the process must be controlled in order to protect our facilities from the risk of contamination and our learners from being infected.
3. All visitations to, gatherings and events, including religious, social and cultural events, on school premises are therefore prohibited unless with prior written approval from the school principal.
4. When assessing an application, a school principal must give due regard to the reason for, the number of persons, the date and time, and whether any other suitable arrangements can be made to avoid such proposed visitation, gathering or event.
5. School principals are urged to treat these requests with the necessary circumspection in order to manage and prevent the spread of COVID-19 on school premises.

Principals are also urged to maintain all required health and safety protocols when a visitation, gathering or event is deemed absolutely necessary. Detailed record must be kept of every visitor on school premises.

6. Where a party is aggrieved by a school principal's refusal to permit a visitation, gathering or event, such party may approach the Superintendent-General in writing at info2020@ecdoe.gov.za for further consideration.
7. **District Directors are hereby instructed to ensure that this communication reaches all officials and schools immediately.**

Yours faithfully



T. KOJANA
SUPERINTENDENT-GENERAL

05/06/20
DATE