



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

REPUBLIC OF SOUTH AFRICA \* Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Enquiries: S. MNGUNI

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**TO:** ALL DDG'S  
ALL CHIEF DIRECTORS AND DIRECTORS  
ALL PRINCIPALS  
ALL SGB'S  
ALL PUBLIC SERVICE ACT EMPLOYEES OF ECDOE

**FROM:** SUPERINTENDENT-GENERAL

**SUBJECT:** INSTRUCTION NOTE 35 - PREVENTION AND MANAGEMENT  
OF CORONAVIRUS (COVID-19) – MANAGEMENT OF CERTAIN  
CATEGORIES OF PUBLIC SERVICE ACT EMPLOYEES WHO  
COMORBIDITIES IN TERMS OF DISASTER MANAGEMENT ACT  
REGULATIONS

**DATE:** 19 JUNE 2020

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1. This Instruction must be read in conjunction with all instructions previously issued in this regard, Regulations in terms of the Disaster Management Act published on 29 April 2020 and 28 May 2020, the Health and Safety Measures in Workplaces published on 29 April 2020, and the Directions by the Minister of Basic Education published on 29 May 2020 and the amendment to the Directions published on 1 June 2020.
2. The requirements, processes and forms provided for in the Collective Agreement 1 of 2020 dated 30 May 2020 (as it may be amended from time to time) shall *mutatis mutandis* apply to all public service employees.
3. The process to be followed by each employee with underlying condition or comorbidity will be as follows:-
  - a. the employee must obtain a medical report from a treating doctor.
  - b. A school based employee must present the medical report to the school principal.

- c. An employee in a district must present the medical report to his or her section head ( Deputy Directors or CESs).
  - d. Employees below level 13 at Head Office must present their medical reports to the Chief Director of that section.
  - e. All Directors (District and Head Office) and Chief Directors must present their medical reports to the relevant Deputy Director General.
  - f. Annexure A attached hereto must be completed by the official it is presented to in the presence and participation of the employee.
  - g. Once Annexure A is completed and signed by both, it together with the medical report and any other document relevant must be submitted to the Circuit Manger (in the case of school based employees), Deputy Director HRA (in the case of district and CMC based employees) and Chief Director HR (in the case of Head Office, Clusters and Teacher Development Institutes).
  - h. Once all documents are received and Annexure A is completed an employee will remain home on full pay subject to all the requirements as contained in Annexure A being met.
4. There are no leave forms to be filled in relation to clause 3 above
  5. Approvals are expected within 30 days.
  6. Any grievance that may arise during this process must be dealt with in terms of the grievance procedures applicable to Public Service Act employees.
  7. **District Directors are hereby instructed to ensure that this communication reaches all officials and public schools immediately.**

Yours faithfully

  
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**T. KOJANA**  
**SUPERINTENDENT-GENERAL**

**19/06/20**  
**DATE**