



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT GENERAL**

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

Enquiries: Mr. S. Mnguni

Tel: 040-608 652

Email: sihle.mnguni@ecdoe.gov.za

Fax: 040-608 4564

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**INTERNAL CIRCULAR  
INSTRUCTION NOTE 47**

**TO: ALL EMPLOYEES  
All SMS MEMBERS  
SCHOOL PRINCIPALS  
SCHOOL GOVERNING BODIES  
ORGANISED LABOUR**

**FROM: SUPERINTENDENT-GENERAL**

**DATE: 17 SEPTEMBER 2020**

**RE: RETURN TO WORK OF EMPLOYEES WHO WERE GRANTED  
CONCESSION TO WORK FROM HOME DUE TO HAVING  
COMORBIDITIES**

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The above matter has reference.

**INTRODUCTION**

1. Employees with comorbidities were granted an option of working from home in terms of regulations that were issued in terms of Section 27(2) of the Disaster Management Act, 2002, Directives from the Minister of Employment and Labour (Covid-19 Occupational Health and Safety Measures in workplaces – 29 April 2020), DPSA circulars on Covid-19, ELRC Collective Agreement 1 of 2020 and Eastern Cape Departmental Instruction Note 35.
2. In terms of Collective Agreement 1 of 2020, read with Departmental Instruction Note 35, the concession for employees working from home is only applicable during lockdown alert level 3 and 2.

Return to work of employees who were granted concession to work from home due to having comorbidities.

3. The president has announced that the country will move to lockdown alert level 1 with effect from midnight of 20 September 2020. This therefore confirms that the life span of Collective Agreement 1 of 2020 together with Instruction 35 has come to an end.


## **PURPOSE**

4. The purpose of this instruction note is to inform all employees who were granted concession to work from home that the concession will come to an end on the midnight of 20 September 2020.

## **DIRECTION TO EMPLOYEES, SCHOOL PRINCIPALS AND MANAGERS**

5. All affected employees are therefore advised to report for duty with effect from 21 September 2020.
6. School principals, District Directors, all Directors at head office, Chief Directors and SLMC members are advised to receive the employees mentioned in this Instruction note and in doing so must ensure that:
  - (a) The affected employees are provided with PPE's;
  - (b) They are accommodated in areas where social distance is observable;
  - (c) That they are orientated back into the workplace.
  - (d) All Covid-19 health and safety precautionary measures continue to be observed as the pandemic is still prevalent.
7. From this point going forward, all leave of absence from work will be managed in line with applicable leave measures.
8. The contents of this memorandum should be brought to the attention of all employees.

Yours in education,

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

20/09/20  
**DATE**