



**OFFICE OF THE DIRECTOR GENERAL**

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Ref: COVID-19

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11 March 2021

**TO: HEADS OF DEPARTMENTS**  
**CHIEF DIRECTOR: CORPORATE MANAGEMENT (OTP)**

Dear Colleagues,

**PROVINCIAL DISASTER: COVID-19 CONTAINMENT MEASURES IN THE LIGHT OF DPSA CIRCULAR 2 OF 2021**

1. The purpose of this circular is to draw your attention to DPSA Circular No. 02 of 2021 dated 08 March 2021 which was issued in the light of the announcement by the President of the shift from COVID-19 Lockdown Alert level 3 to Alert level 1 in response to the low level of COVID-19 infections across the Republic.
2. DPSA Circular No. 02 stresses the need for continued implementation of safety protocols and guides Heads of Departments on the decongestion of workspaces by keeping the number of employees on-site within the safety protocols.
3. The determinations of DPSA Circular No. 01 of 2021 remain in place until further notice. However, all staff within the Offices of Executive Authorities and Heads of Departments as well as interns must be 100% in attendance taking into consideration approved COVID-19 health protocols.
4. In general, the occupancy rate of the workplace should not exceed 50% as stipulated in paragraph 2.1.1 of DPSA Circular 1 and SMS members are required to be at work in the office at least three days a week.
5. All measures to consider the eligibility of people with comorbidities to continue working from home remain valid provided these are implemented in accordance with the requirements issued earlier and in line with DPSA Circular 1 of 2021.



**PROVINCIAL DISASTER: REVISED COVID-19 CONTAINMENT MEASURES  
IN THE LIGHT OF DPSA CIRCULAR 1 OF 2021**

6. Accounting Officers are reminded of their legal responsibility to determine workplace requirements and for ensuring the delivery of the full array of public services.
7. Please forward the weekly reports required on COVID-19 statistics in line with DPSA Circular 7 of 2020 to [Lauwrence.vanzuydam@ecotp.gov.za](mailto:Lauwrence.vanzuydam@ecotp.gov.za) by close of business on Wednesday of every week.
8. As always, I request Heads of Departments and all Members of the Senior Management Service to provide leadership to ensure the successful implementation of these measures.
9. Should you require further information regarding this correspondence, please do not hesitate to contact Mr. Lauwrence van Zuydam by email on [Lauwrence.vanzuydam@ecotp.gov.za](mailto:Lauwrence.vanzuydam@ecotp.gov.za).

Kind Regards,



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**MBULELO SOGONI (MR)**  
**DIRECTOR-GENERAL**

Cc Premier and Members of the Executive Council

