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**OFFICE OF THE SUPERINTENDENT- GENERAL**

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**INTERNAL MEMORANDUM**

**TO: SMS MEMBERS  
LABOUR UNIONS  
SCHOOL GOVERNING BODIES**

**FROM: SUPERINTENDENT-GENERAL**

**DATE: 03 MAY 2020**

**RE: CLARITY RELATING TO INSTRUCTION NOTE 13 ISSUED ON 02 MAY 2020**

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The above matter bears reference.

On 02 May 2020, I issued Instruction Note 13, which provided guidance on the opening of the Sector and schools respectively. Since issuing the instruction note, there has been some officials seeking clarity on whether the dates appearing are cast in stone.


This memorandum seeks to clarify:

1. Only SMS members and employees already engaged in essential/critical services are expected to report for duty on 4 May 2020.
2. All other officials are to resume duties when all health and safety requirements have been addressed adequately, in line with all Government Regulations on COVID 19.
3. This refers to ensuring that the work environment is disinfected, hygienic, safe and compliant with the Occupational Health and Safety Act (No 85 of 1993 as amended) provisions. The availability of Personal Protective Equipment to all employees is a precondition which must be met.
4. Procurement processes relating to Personal Protective Equipment (PPE) and hygiene packs have been finalised and deliveries of hygiene packs has commenced.

I am hoping the above provides clarity.

All managers at all levels must comply with the above.

Yours in education,

  
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**MR T. KOJANA**  
**SUPERINTENDENT GENERAL**  
**DEPARTMENT OF EDUCATION**

03/05/20  
**DATE**