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**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 13 - PREVENTION AND MANAGEMENT  
OF CORONAVIRUS (COVID-19) – OPENING OF THE  
EDUCATION SECTOR AND PUBLIC SCHOOLS

**DATE:** 2 MAY 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 the Health and Safety Measures in Workplaces published on 29 April 2020.
2. It must also once again be appreciated that we are dealing with a very fluid situation, which can change at any minute.
3. It is also further confirmed that the safety of all employees and learners are of paramount importance, and that the spread of the COVID-19 virus may lead to the amendment of all plans.

#### **OPENING OF THE EDUCATION SECTOR**

4. As per the briefing of the Honourable Minister of Education on 30 April 2020, and in terms of the Disaster Management Regulations published on 29 April 2020, the education sector will open from **4 May 2020**.



5. All officials will be working from this date. While some officials will be working from the offices, others will be expected to perform their duties from home
6. On **4 May 2020**, only the following officials are required to report to offices:
  - 6.1. Head office - SMS members and already identified officials that perform essential services.
  - 6.2. District offices – District Directors and identified senior officials.
7. Those officials that are required to report to the workplace must as a first priority:
  - 7.1. Prepare the workplace, as per prescribed directives, for the return of identified officials to the workplace.
  - 7.2. Identify and inform officials who are required to return to the workplace.
  - 7.3. Identify the date on when the officials must return to the workplace.
  - 7.4. When so preparing the workplace and identifying officials to return to the workplace, the following must be considered:
    - 7.4.1. Only up to one third of the work force may return to the workplace at this stage.
    - 7.4.2. All health and safety directives be complied with.
8. On **11 May 2020** principals, SMT's and non-teaching officials must report to all public schools to:
  - 8.1. Prepare the schools for the return of the educators.
9. On **18 May 2020** all teaching staff must return to public schools to:
  - 9.1. Continue preparations of the schools to ensure 100% readiness for the return of learners.
  - 9.2. Continue supporting learners and parents on curriculum coverage.
10. Further guidelines for the return of certain officials specifically referred to in the regulations will follow:
  - 10.1. Regulation 5(5)(d) Employees with known or disclosed health issues; and
  - 10.2. Regulation 5(5)(e) Employees above the age of 60 years.
11. On **1 June 2020** the Minister may reconsider the phasing in of some learners, based on the level of readiness of schools, and after receiving concurrence from the National Coronavirus Command Council, approval by Cabinet, and publication of the new school calendar in the Government Gazette.
12. Further guidelines and instructions may follow.

## **PROVISIONING OF PERSONAL PROTECTIVE EQUIPMENT (PPE'S)**

13. It is acknowledged that the availability of personal protective equipment is one of the non-negotiable requirements for the opening of public schools.
14. It is therefore hereby confirmed that all public schools will be provided with the following PPE's for all learners, educators and school-based officials:
  - 14.1. Cloth masks.
  - 14.2. Hand sanitizer.
  - 14.3. Soap.
  - 14.4. Cleaning products for deep cleaning.
  - 14.5. Spray bottles.
  - 14.6. Thermometers.
  - 14.7. Gloves and aprons for cleaning staff.
  - 14.8. Cleaning staff only in schools where no cleaners are available, and where circumstances justify and allow such assistance.
  - 14.9. Infra-structure challenges such as lack of running water and unsuitable ablution facilities are being addressed.
15. Where a specific product, as listed in paragraph 12. above, cannot be centrally procured and provided, districts and schools may be so informed and expected to procure locally. Where schools are requested to procure, funding will be provided over and above the normal financial allocation, subject to strict guidelines.
16. Further specific guidelines for the ordering of a product based on learner numbers, local procurements of some of the products, and delivery of the products to the school will follow.

## **PAYMENT OF NORMS AND STANDARDS ALLOCATIION**

17. The first tranche payment of the Norms and Standards allocation will be made to schools on or before 15 May 2020.

18. Outstanding payments due from the second tranche from 2019/2020 to schools will be made as soon as possible, but not later than on or before 29 May 2020.
19. 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**

**02/05/20**  
**DATE**