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REPUBLIC OF SOUTH AFRICA * Website: www.ecdoe.gov.za

Enquiries: Mr S Mnguni

TO: ALL DDG'S
ALL CHIEF DIRECTORS AND DIRECTORS
ALL PRINCIPALS
ALL SGB'S
ALL OFFICIALS OF THE ECDOE

FROM: SUPERINTENDENT-GENERAL

SUBJECT: INSTRUCTION NOTE 26 - PREVENTION AND MANAGEMENT OF
CORONAVIRUS (COVID-19) – MANAGEMENT OF RETURN TO WORK
OF OFFICE BASED EMPLOYEES


DATE: 4 JUNE 2020

1. This instruction must be read together with:
 - 1.1. All previous instructions issued.
 - 1.2. DPSA Circulars on COVID 19
 - 1.3. Regulations issued in terms of the Disaster Management Act.
 - 1.4. Directions by the Minister of Education in terms of regulations
 - 1.5. Directions by the Minister of Employment and Labour in terms of regulations.
2. The general principle in terms of lockdown alert level 3 is that the education sector is open and that all employees are expected to return to work subject to the following preconditions:
 - 2.1. Availability of PPE's; and
 - 2.2. Social distancing must be maintained in all workplaces.
3. Where social distancing cannot be maintained, or where PPEs are not available, Chief Directors and District Directors must consider applying the following measures:
 - 3.1. staggered return of employees
 - 3.2. rotational return of employees.
 - 3.3. Working from home/ remotely.

4. Chief Directors and District Directors must submit a workplace plan indicating the following
 - 4.1. Total number of employees in the Chief Directorate or District, per directorate or section.
 - 4.2. Total number of employees who are to report for duty on 08 June 2020.
 - 4.3. Total number of employees already rendering critical services
 - 4.4. Total number of employees who are to report on a later date, also specify the date. (this depends on the availability of PPEs and Disinfection of the building)
 - 4.5. If rotation is to be used indicate the schedule and numbers of employees per schedule.
 - 4.6. A list of all employees returning to work on a specific date must be kept by the Chief Director or District Director.
 - 4.7. Attendance registers for those reporting for duty must be closely monitored.
5. The information on 4 above must be submitted electronically to the email above on 09 June 2020.
6. Officials who work from home must be monitored.
7. Chief Directors and District Directors must ensure that all employees are subjected to the orientation training that has been provided.

NB: All officials must ensure compliance.

Yours in education,



MR T. KOJANA
SUPERINTENDENT GENERAL
DEPARTMENT OF EDUCATION

04/06/20
DATE