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REPUBLIC OF SOUTH AFRICA \* Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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## INSTRUCTION NOTE 36

**TO:** ALL DDG'S  
ALL CHIEF DIRECTORS  
ALL DIRECTORS  
ALL OFFICE-BASED EMPLOYEES

**FROM:** SUPERINTENDENT GENERAL

**SUBJECT:** INSTRUCTION NOTE 36 - PROCEDURE ON MANAGING  
COVID-19 SUSPECTED INFECTIONS AND CONFIRMED  
INFECTIONS FOR OFFICE-BASED EMPLOYEES

**DATE:** 3 JULY 2020

1. This Instruction Note 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 28 May 2020, the Health and Safety Measures in Workplaces published on the 28<sup>th</sup> of April 2020.
2. The Instruction is further meant to manage and control possible fear and stigmatisation that may arise as a result of Persons Under Investigation and or possible COVID-19 contaminated offices.
3. Below is a guide on how to manage and communicate a suspected and or confirmed COVID-19 case in offices including District and Circuit Management Centres.
4. **MANAGEMENT OF PREMISES WITH SUSPECTED and or CONFIRMED COVID-19 CASES.**

4.1 If a COVID-19 case is suspected, it will not be necessary to close the entire building. However, the following steps must be followed:

## **PROCEDURE ON MANAGING COVID-19 SUSPECTED INFECTIONS AND CONFIRMED INFECTIONS FOR OFFICE-BASED EMPLOYEES**

- a) A Health Representative must be informed to liaise with Employee Wellness Services unit for further advice.
- b) Any employee who had close contact with someone who was confirmed to be COVID-19 positive, must be referred to a local health facility or health professional for health advice and management
- c) After test results are confirmed as positive, the office must undergo a decontamination process (Cleaning and Disinfecting) using a chlorine-based or 70% alcohol disinfectant.
- d) No employees to be allowed in the office where the employee that tested positive operated, until the decontamination process is conducted.

### **4.2 MANAGEMENT OF A CONFIRMED COVID-19 CASE**

4.2.1 If an employee has been confirmed to be COVID-19 positive through results from a Health Professional:-

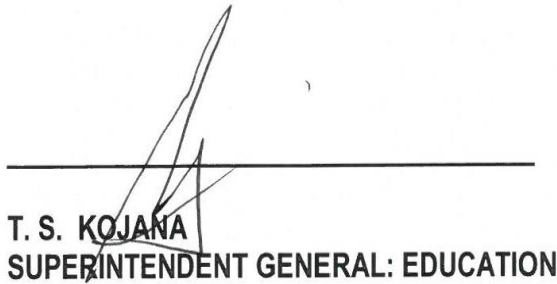
- a) The infected employee must contact Employee Wellness Coordinator at head office or district office whichever is applicable and a record of the COVID-19 positive case must be kept.
- b) All employees that had close contact with the infected individual are expected to be quarantined and get tested for COVID-19.
- c) The office must undergo a decontamination process (Cleaning and Disinfecting) using a chlorine-based or 70% alcohol disinfectant. No employees to be allowed in the office where the employee who tested positive operated until the decontamination process is conducted.

**PROCEDURE ON MANAGING COVID-19 SUSPECTED INFECTIONS AND  
CONFIRMED INFECTIONS FOR OFFICE-BASED EMPLOYEES**

d) Communication to staff regarding PUI or confirmed infection is to be conducted by the communication unit of the Department.

**5. Senior Management Service staff are hereby instructed to ensure that this communication reaches all officials.**

Yours faithfully



A handwritten signature in black ink is written over a horizontal line. The signature is stylized and appears to read 'T. S. Kojana'. Below the signature, the name and title are printed in bold, uppercase letters.

**T. S. KOJANA**  
**SUPERINTENDENT GENERAL: EDUCATION**