



Province of the
EASTERN CAPE
EDUCATION

EMPLOYEE WELLNESS SERVICES DIRECTORATE

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INTERNAL MEMORANDUM

TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS OF SCHOOLS

Cc CESs – HRD & Labour
WELLNESS COORDINATORS

FROM: CHIEF DIRECTOR: ER & WS

SUBJECT: REQUEST FOR COVID 19 CASES AND MONTHLY EMPLOYEE WELLNESS REPORTS

DATE: 19 JANUARY 2021

1. PURPOSE:

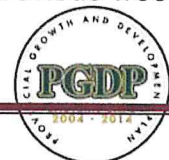
This memorandum serves as a reminder for the submission of Covid 19 cases and monthly Employee Wellness reports requested by the Head Office.

2. BACKGROUND:

The resurgence of the COVID-19 in the second wave has taken the country to the worst. It is taking everyone irrespective of age, gender and social status. Employee Wellness Services Directorate became the center in collating and supplying Government with accurate and credible data as required. The statistics provided assists in planning for interventions that may be needed to dispense with the mandate of the department which is teaching and learning. In the same breath, the support staff enables the educators to do their work.

3. DELIBERATIONS:

A memorandum date 04 August 2020 indicates that there was a resolution taken in a virtual meeting, that Districts must submit reports on a weekly basis covering the previous week.



Districts are once more reminded that they must receive reports from School Principals, after having collated them, these must be submitted to Head Office weekly.

In the same vein, Employee Wellness Coordinators are expected to submit monthly reports by the 25th of every month covering the four pillars of Employee Wellness. These monthly reports feed into the quarterly report that is ultimately presented to Strategic Planning, ELRC, OTP and DPSA. These reports should be accompanied by evidence as it is a requirement.

4. RECOMMENDATION:

I recommend that:

- The submission of the statistics should be as follows:

<i>Schools to districts</i>	<i>Thursdays by 15h00</i>
<i>Districts to Head Office</i>	<i>Mondays by 10h00</i>
<i>Head Office Chief Directorates</i>	<i>Mondays by 15h00</i>

- Monthly report must be submitted by the 25th of the month, accompanied by evidence.
- The name of a Wellness person responsible for collating the statistics be forwarded in order to be able to contact him/her when the report is not forthcoming.
- Reporting templates are hereby attached as a reminder.
- Reports must be submitted electronically to nobukhosi.kunene@ecdoe.gov.za

Yours in Wellness



MR. S. MNGUNI
CHIEF DIRECTOR
Employee Relations & Wellness Services

19-01-2021
DATE