



OFFICE OF THE SUPERINTENDENT GENERAL

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INTERNAL MEMORANDUM

**TO: DDGs
CHIEF DIRECTORS
HEAD OFFICE AND DISTRICT DIRECTORS
CIRCUIT MANAGEMENT CENTRE MANAGERS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS AND SCHOOL BASED EMPLOYEES
LABOUR UNIONS
SCHOOL GOVERNING BODIES**

FROM: SUPERINTENDENT GENERAL

SUBJECT: MANAGEMENT OF EMPLOYEES WITH COMORBIDITIES

DATE: 17 JUNE 2021

1. Purpose

This memorandum seeks to give delegations to District Directors to approve applications submitted by all school based employees with comorbidities in accordance with DBE Circular no. 3 of 2021 and DPSA Circulars 1, 2 and 3 of 2021

2. Background

National Covid-19 Command Council in collaboration with World Health Organisation and Institute for communicable Diseases pronounced possible resurgence of third wave covid-19 outbreak. The resurgence has indeed started with 4 of our 9 Provinces officially in the third wave. All other Provinces are showing growing numbers of infection which is an indication that people have to move away from laxity about COVID-19 to being more circumspect. The country has now been moved to COVID-



19 Alert Level 3 Lockdown. The Eastern Cape Department of Education is calling upon all its employees to heed the call for tighter observance of all precautionary measures meant to mitigate the negative impact of the pandemic in the workplace, its Institutions and beyond. All employees, learners and visitors are reminded to:-

- wear masks at all times,
- sanitise frequently,
- observe social distance at all venues,
- consistent cleaning of all workplace venues, offices, bathrooms and classrooms,
- consistent, tight and strict screening at all entrances.

Managing Employees with Comorbidities.

The contents of DBE Circular 3 of 2021 and Instruction Note 35 are hereby confirmed in as far as the management of employees with comorbidities is concerned. Below are key procedural aspects that have to be complied with by all employees (Educators and PSA) and school principals/managers.

- Submission of a recent medical report from a treating doctor by an employee with comorbidities.
- The medical report should not be more than one month old.
- The medical report must indicate that the employee is at risk of being affected by COVID-19 due to his /her medical condition.
- The principal/manager and the employee are required to agree on how such a comorbidity or underlying medical condition shall be accommodated whilst taking into consideration the operational requirements of the school.
- The principal/manager must agree on arrangements to either work from home or for special workplace arrangements to be made to accommodate him/her.
- The Individual Risk Assessment Form for all vulnerable employees must be filled and both the employee and the principal/manager must sign.



Approval of Applications for Employees with comorbidities to work from home

District Directors are hereby delegated authority to approve all applications within five working days of an agreement being concluded by the employee and the principal/manager.

Thank you

Yours faithfully,

DR N. MBUDE
SUPERINTENDENT GENERAL: EDUCATION
DATE: 17/06/21