



OFFICE OF THE SUPERINTENDENT-GENERAL

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INTERNAL MEMORANDUM

**TO: DDGs
CHIEF DIRECTORS
HEAD OFFICE AND DISTRICT DIRECTORS
ALL SCHOOL AND OFFICE BASED EMPLOYEES
LABOUR UNIONS
SCHOOL GOVERNING BODIES**

FROM: SUPERINTENDENT GENERAL

**SUBJECT: VACCINATION OF PERSONNEL IN THE BASIC EDUCATION
SECTOR**

DATE: 21 JUNE 2021

1. PURPOSE

This memorandum seeks to inform Eastern Cape Department of Education employees about the Covid 19 Vaccination roll – out plan which commences on the 23 June 2021. The process is expected to run over a period of 14 days.

2. BACKGROUND

The Minister of Basic Education has announced that all employees in the sector will be vaccinated from 23 June 2021. The President has further confirmed to the Minister that vaccines will be available to DBE for this purpose. Already on 17 June 2021, 300 000 doses had arrived with additional doses expected during the course of the week.



3. TARGET POPULATION

The COVID-19 Vaccination Role Out Plan will target:

- All adults working in public and independent schools (teachers including SGB paid, admin staff, cleaners, VFH's, etc)
- All officials in district, provincial and national offices
- No age limitations
- Will include over 60's.
- Any person that contracted COVID-19 in the past 30 days should not be vaccinated (3393).
- Any person that was vaccinated using another vaccine (Pfizer or using J&J under Sisonke) should not be re-vaccinated.
- Any person that vaccinated for flu in the past 14 days should not be vaccinated.

4. REGISTRATION

- All employee data (PERSAL, SGB employed teachers, support staff) has been provided to the DOH and available in the 'data lake'.
- Data will be uploaded onto the Electronic Vaccine Data System (EVDS) – no need for registration.
- As of April 2021, 52 844 educators, 13 125 non-educators, 7 464 SGB employed educators and ECD practitioners in public ordinary schools and 3 394 independent school educators were registered through the EVDS process. This makes a total of 76 827 employees.
- Anyone not registered on the system will not be vaccinated.
- ID and Medical Aid details will be required.
- Contact details will have to be provided on site.



5. ECDOE ROLL OUT PLANS

- All ECDOE personnel (76 827) as per the target group above have been uploaded onto the Electronic Vaccinated Data System (EVDS) by DBE.
- There are provincial joint coordinating task teams comprising officials from the Provincial Department of Health and ECDOE for both Head Office and all Districts.
- Through these joint task teams 67 mass vaccination sites have been identified in the Eastern Cape and they are spread throughout all Districts.
- These sites have been validated and registered on the Master Facility List (MFL) as per the Department of Health requirements.
- Personnel in schools will be attached to each vaccination centre for purposes of vaccination and a schedule in this regard will be issued indicating the site to which the schools and personnel in such schools are attached.
- The schedule will also indicate the dates and times that employees will be expected to visit the vaccination sites.
- The District Joint Task Teams will monitor this process to make sure that there is no congestion at the vaccination sites.
- Employees are therefore advised not to visit the vaccination site outside of the dates and times appearing on the schedule.



- Employees are to make their own transport arrangements to the vaccination sites.
- Vaccination is voluntary.
- Vaccination does not mean that an employee vaccinated will not be infected and employees are advised to always observe all COVID-19 precautionary measures and protocols even after vaccination.
- There will be screening at all vaccination sites and all personnel visiting the vaccination sites are expected to wear masks, keep social distance and sanitize.
- SGB's together with local ward committees are expected to provide for queue marshals and other services.
- Any challenges in any vaccination centre must be communicated with the Joint Task Team of the relevant District.
- Districts are expected to submit daily reports to Mrs. Tabata at 17h00.
- District Directors are called upon to brief all stakeholders (unions, TEF's, SGB's) in their districts about this process by no later than 22 June 2021.
- The vaccination centres are attached to this memorandum.

Let us "Drop all and vaccinate"

Yours faithfully,

DR N. MBUDE
SUPERINTENDENT-GENERAL

21/06/21
DATE