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**OFFICE OF THE HEAD OF DEPARTMENT**

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**INTERNAL MEMORANDUM**

**TO: ALL DDG'S  
ALL SMS MEMBERS  
ALL EMPLOYEES OF THE ECDoE  
ORGANIZED LABOUR**

**FROM: HEAD OF DEPARTMENT**

**DATE: 11 AUGUST 2021**

**SUBJECT: WORKING ARRANGEMENTS DURING COVID-19  
LOCKDOWN ADJUSTED ALERT LEVEL 3**

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**1. PURPOSE**

- 1.1 The purpose of this memorandum is to clarify the working arrangements within the Eastern Cape Department of Education during Lockdown Alert Level 3 as announced by the Honourable President of the Republic of South Africa on 26 July 2021.
- 1.2 More importantly is the need to clarify the occupancy rate in relation to social distance and alternative work arrangements like rotation.
- 1.3 Lastly, this is a call to all our employees to comply with existing policies on leave determination and other
- 1.4 work-related policies including compliance with the code of conduct during working hours



## 2. BACKGROUND

- 2.1 The Country has moved to Alert Level 3 with effect from 26 July 2021.
- 2.2 DPSA issued Circular 6 of 2021 which further reaffirms the contents of DPSA Circular 4 of 2021 issued on 21 June 2021.
- 2.3 The Circulars are a guide to Head of Departments in the Public Service to continue with measures to mitigate the effects of COVID 19 in the workplace.
- 2.4 The Head of Department in mitigating the effects of COVID 19 in the workplace must at all times strive to take into consideration the service delivery obligations of the Eastern Cape Department of Education, the needs of the public education service recipients and safety of its employees.
- 2.5 The occupancy rate at any time in the workplace must be guided by the need to observe a social distance of one and a half metres (1,5m) between employees.
- 2.6 All health and safety protocols must be complied with by both management and all employees.

## 3. Working Arrangements

**N.B The following work arrangements shall apply to all office based employees and Public Service Act employees in schools. Educators in schools shall observe the contents of DBE Circular 4 of 2021**

- 3.1 From the date of signing of this memorandum the occupancy rate will be aligned to the calculation of one and a half meter (1,5m) social distance between employees in any office or working space.
- 3.2 In implementing 3.1 above each Supervisor/Manager/Senior Manager working with the elected Occupational Health and Safety Representative of the Unit/Chief Directorate and union representatives in that plant/ workplace must measure the social distance of 1,5m between employees in that specific office, agree on a number of employees to be at work at any given time in line with the 1,5m social distance and develop alternative work arrangements in the event not all employees cannot be accommodated at one time.
- 3.3 In the event of a need to rotate because of limited space such rotation should be limited to either daily or 2 to 3 days a week rotation.
- 3.4 No weekly rotation should be allowed.



- 3.5 Remote work arrangements during rotation must be clearly defined and rotation must not be confused with leave.
- 3.6 Each Chief Directorate must keep a schedule of rotation.
- 3.7 SMS members must report for duty daily unless directed otherwise by their branch heads and supervisors.
- 3.8 Leave measures as provided for shall remain in force at all times.
- 3.9 Working times and signing of attendance registers must be observed at all times.
- 3.10 All senior managers must ensure compliance with the contents of this memorandum

**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

11/08/21  
**DATE**