



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref: 2/1/p Enquiries: Molope NM Tel: 015 290 9440 Email: molopenm@edu.limpopo.gov.za

To: All Employees

Circular 42 of 2021

SUBJECT: GUIDELINES FOR RENDERING OF SERVICES BASED ON THE RISK ADJUSTED STRATEGY: ALERT LEVEL 1

1. PURPOSE

The purpose of this Circular is to:

- Ensure the safety of employees and members of public while on the Departmental premises;
- Provide directions for a safe return to work by employees; and
- Minimize the risk of employees contracting the coronavirus.

2. BACKGROUND

2.1. On the 28 February 2021 the President of the Republic of South Africa announced that the country will shift to COVID-19 Lockdown Alert Level 1.

2.2. Subsequently, the DPSA issued Circular No 02 of 2021 entitled "*State of Disaster COVID-19: Public Service Adjustments to Risk Adjusted Level 1 Regulations*". The Circular therefore serves as guide to HODs in the Public Service when they prepare and revise the return to work plans for their departments. Circular is attached for reference.

2.3. The departments have the latitude to apply their discretion on the best applicable effective methods and working arrangements of rendering services to the public taking into account the space available and safety of employees.

The working arrangements should take into consideration the service delivery obligations of the department and needs of service recipients.

2.4. The previously issued Policies, Protocols, Circulars and Directives relating to the management of the pandemic at the work place remain relevant and they are resources for reference.

3. Key principles

3.1. The department will render 100% of its services and operations during Lockdown Level 1.

3.2. All employees should report for duty at their work places with immediate effect except those employees who are on official leave or those that have been identified or reported to be having uncontrolled risks and vulnerabilities. The onus of proof to produce all relevant medical support reports in this respect rests with the affected employee(s). The latter group must sign Remote Working Contractual Agreement with their supervisors as directed in DPSA Circular 1 of 2021.

3.3. To effect 3.2 above, Circular 1 of 2021 will be applied where the return of all employees will cause congestion which shall compromise safety of employees at workplace. Thus, where there is a challenge with accommodating all employees in the workplace due to social distancing the supervisor may consider a hybrid mode; some employees physically coming to work and others working remotely, provided that 50% of employees are at work on any particular working day. The arrangement stated must be approved by the HOD.

3.4. Unless they fall within the category of the vulnerable group and has applied and granted permission to work remotely, all SMS members, staff within the offices of the Executive Authority and HOD as well as all interns in the department must be 100% in attendance taking into account approved COVID-19 health protocols.

4. The Compliance Officers supported by Occupational Health and Safety units will monitor compliance with the COVID-19 Health Protocols, and the Health and Safety Committees will continue to play oversight in this regard.

Approved by:



Mashaba KM
Head of Department (Acting)

10/03/2021

Date

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