



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: G. N Ngcobo

Tel: 033 846 5129

Ref: COVID - 19

**DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
ALL OFFICIALS OF THE DEPARTMENT
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

KZN CIRCULAR NO. 26 OF 2020

DEPARTMENT OF EDUCATION GUIDELINES FOR THE CONTAINMENT/MANAGEMENT OF THE CORONA VIRUS (COVID-19) IN THE WORKPLACE

1. The World Health Organization (WHO) declared COVID-19 a pandemic which is a Public Health Emergency of International Concern. The State President declared the outbreak of COVID-19 a National Disaster. This calls for drastic measures to be taken in order to contain and manage the outbreak in order to preserve lives.
2. In keeping with the President's broad range of measures announced at the National Disaster address, the Department of Public Service and Administration (DPSA) Circular No 07 of 2020 and the Department of Basic Education (DBE) Circular No. 03 of 2020, the Department provides the following measures to all employees of the department, inclusive of office administrative staff as well as educators / support staff in all education sites:
 - 2.1 Management in all education buildings / sites consider that it is a legal obligation in accordance with Section 8 of the Occupation Health and Safety Act (OHSA), 1993, as amended to, where reasonably practicable, provide and maintain a safe, healthy work environment that is without risk to employees.
 - 2.2 To comply with OHSA in the light of COVID-19 threat Office Management and Heads of Institutions must take as a minimum, the following steps to manage / contain the spread of virus:
 - 2.2.1 Conduct a risk assessment to identify the risks of a COVID-19 outbreak in the respective buildings / education sites. Where provisions against COVID-19 are still inadequate and processes to immediately / urgently correct these.
 - 2.2.2 Improve existing health and safety provisions in the buildings / education sites.
 - 2.2.3 Establish a **Local Steering Committee** to deal with all issues concerning COVID-19. Schools, Circuits, CMCs and District Offices report directly to the Chief Director: District Operations Management office, using this dedicated address Covidnews@kzndoe.gov.za to receive and process information on COVID-19

...Leading Social Impact and Economic Emancipation
Through a Revolutionary Education for all....

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137| Pietermaritzburg| 3200| Republic of South Africa

Physical Address: 247 Burger Street| Anton Lembede Building| Pietermaritzburg| 3201

Tel.: +27 33 3921060| **Call Centre:** +27 0860 596 363| **Fax:** +27 033 3921207| **Email:** Lucky.Mithetho@kzndoe.gov.za | **Web:** www.kzneducation.gov.za

from the districts. Head Office reports to the Chief Director: Administrative Services office, using the same dedicated address.

- 2.2.4 These two offices shall, without delay, report to the Offices of the HOD and MEC ensuring the issues of confidentiality and sensitivity of the matter as reported.
- 2.2.5 To manage any confirmed cases of COVID-19, protocols issued by National Department of Health (NDoH) should be taken in to consideration, whilst aligning with all other national directives and advice, which includes, inter alia, the following:
- 2.2.5.1 An employee tested positive for COVID-19 should be formally granted approval for sick leave in accordance with the Determination and Directive on Leave of Absence in the Public Service or incapacity leave in accordance with the Policy and Procedure on Incapacity Leave and Ill-Health Retirement processes if the employee has exhausted his / her normal sick leave.
 - 2.2.5.2 The employee should be formally granted approval in accordance with *Public Service Regulation 51* for all employees who worked closely with the affected employee to self-quarantine for a period of 14 days to ensure the infection does not spread.
 - 2.2.5.3 The cleaning / disinfection of the affected workspaces must be facilitated.
 - 2.2.5.4 Relevant Public Health officials must always be consulted in cases concerning COVID-19.
- 2.3 Simple ways to prevent the spread of COVID-19 in the workplace are as follows:
- 2.3.1 Make sure your workplaces are clean and hygienic.
 - 2.3.2 Ensuring proper management of entry and exit points, and keeping proper records of all entering buildings and schools to be able track and trace them should the need arise.
 - 2.3.3 Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly.
 - 2.3.4 Promote regular and thorough hand-washing by employees, contractors and customers.
 - 2.3.5 Promote good respiratory hygiene in the workplace.
 - 2.3.6 Anyone with even a mild cough or low-grade fever needs to stay at home / consult medical practitioners.
3. Kindly bring the contents of this circular to all officials of the department.


Dr E. V. Nzama
Head of Department

Date: 18/03/2020

...Leading Social Impact and Economic Emancipation
Through a Revolutionary Education for all....

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137| Pietermaritzburg| 3200| Republic of South Africa

Physical Address: 247 Burger Street| Anton Lembede Building| Pietermaritzburg| 3201

Tel.: +27 33 3921167| Call Centre: +27 0860 596 363| Fax: +27 033 3921207| Email: Lucky.Mthetho@kzndoe.gov.za | Web: www.kzneducation.gov.za