



**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS OF DISTRICT OFFICES
CES: CIRCUIT MANAGEMENT AND CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

HRM CIRCULAR No. 43 OF 2020

**ADHERANCE TO COVID 19 PROTOCOLS IN THE SELECTION PROCESSES
FOR FILLING OF POSTS**

1. The protocols for the management of COVID 19 in the workplace as determined in terms of the Disaster Management Act and the regulations applicable for the duration of alert levels 3 and 2 must at all times be adhered to. As such, it must be emphasised that any person displaying symptoms, having been in close contact with a person who tested positive or testing positive themselves for COVID 19 must be quarantined or isolated in-keeping with the applicable guidelines.
2. The Resource person must, at all stages of the selection processes, (shortlisting, interview, ratification by SGB, etc) ensure that the necessary COVID 19 protocols are in place to eliminate or minimise the risk of the spread of the virus. This includes, but is not limited to, the following:
 - Screening of all persons entering the premises
 - Provision and use of hand sanitisers with 70% alcohol content
 - Proper disinfection and sanitization of door handles, common areas, shared equipment and surfaces
 - Adequate access to water for the washing of hands
 - Use of cloth masks by all persons
 - Compliance with the recommended social distancing of 1.5 meters
 - Use of well-ventilated area/room
3. The School Governing Body must make the necessary contingency arrangements to cater for the non-availability of the selection committee panel members due to them being required to be quarantined or isolated. In this regard an additional member of the SGB must be identified to substitute any member of the panel. Where there is a minimum availability of 50% plus 1, the process must continue. Where the minimum number is not available, the shortlisting or interview must be rescheduled.



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4. There may also be instances where a candidate/s may be unavailable to attend the interview due to a need to be quarantined or isolated. In such cases, the following must apply:
 - (i) All candidates must be informed in the written notice of interview of the enquiries person and contact numbers for, amongst others, an indication of their non-availability for the interview for any reason including them being required to undergo quarantine or isolation.
 - (ii) Where the candidate/s indicates non-availability, a decision will have to be taken regarding the continuation of the process depending on the number of candidates being unavailable.
 - (iii) Where there is only one candidate that is unavailable, the committee may continue with the interviews and conduct a separate interview for the candidate not available. In such instances, it must be ensured that questions are developed on both the days so as to maintain consistency and fair treatment.
5. The Resource person must ensure that, at all times, neither the unavailable candidate/s nor those candidates who attend the interviews are treated unfairly or prejudiced in any way.
6. The content of this Circular must be brought to the attention of all employees of the Department.


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HEAD OF DEPARTMENT: EDUCATION

DATE: 12/08/2020