



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE: HUMAN RESOURCE SERVICES**

<b>Standard Operating Procedure for employees with comorbidities in terms of COVID-19 Regulations (School and Office Based Educators)</b>	
Function	Provision of conditions of services for employees with comorbidities in terms of COVID-19 Regulations
Title of SOP	Procedure for employees with comorbidities in terms of COVID-19 Regulations (School and Office Based Educators)
Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide guidance to evaluate and manage vulnerable employees in the context of the COVID-19 pandemic
Scope	All school and office based educators
Procedure	<ol style="list-style-type: none"> <li>1. The educator must provide a medical report by treating doctor indicating the following medical evidence: <ul style="list-style-type: none"> <li>• The name of qualification of the medical Practitioner issuing the certificate.</li> <li>• Contact number and physical address.</li> <li>• Practice or registration number.</li> <li>• Confirmation that the educator falls within the category of comorbidities as determined by the department of health.</li> </ul> </li> <li>2. The Principal/Line Manager/Supervisor must complete the risk assessment form with the affected employee.</li> <li>3. The risk assessment form with medical evidence must be submitted as follows: <ul style="list-style-type: none"> <li>▪ All educators at educational institutions to submit to the Circuit Manager.</li> <li>▪ All office based educators at district level to submit to the District Director.</li> <li>▪ All office based educators at Head Office to submit to the Chief Director: Human Resource Management.</li> </ul> </li> <li>4. The Circuit Manager must submit the risk assessment form together with the medical evidence i.r.o. school based educators to the District Director for approval.</li> <li>5. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators in the District to the District Director for approval.</li> <li>6. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators at Head Office to the Chief Director: Human Resource Management for approval.</li> <li>7. The respective Human Resource Component to communicate the decision to the employee.</li> <li>8. Any grievance arising therefrom shall be dealt with in terms of the Grievance Procedure as outlined in Chapter G of the PAM.</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• <b>The medical evidence must be treated with the utmost confidentiality.</b></li> <li>• <b>This concession is only applicable to alert levels 3 and 2.</b></li> </ul>



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure for employees who are 60 years and above with comorbidities and wish to report to work (School and Office Based Educators)</b>	
Function	Provision of conditions of services for employees with comorbidities in terms of COVID-19 Regulations
Title of SOP	Procedure for employees who are 60 years and above with comorbidities and wish to report to work (School and Office Based Educators)
Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide a standard operating procedure for employees who are 60 years and above with comorbidities and wish to report to work (School and Office Based Educators)
Scope	All school and office based educators
Procedure	<ol style="list-style-type: none"> <li>1. The educator must discuss his/her intention to report for duty with the Principal/Line Manager/Supervisor and submit a written confirmation thereto.</li> <li>2. The Principal /Line Manager/Supervisor must complete risk assessment form with the affected employee.</li> <li>3. Principal/Line Manager/Supervisor to submit risk assessment form together with the written confirmation as follows: <ul style="list-style-type: none"> <li>▪ All educators at educational institutions to submit to the Circuit Manager.</li> <li>▪ All office based educators at district level to submit to the District Director.</li> <li>▪ All office based educators at Head Office to submit to the Chief Director: Human Resource Management.</li> </ul> </li> <li>4. The Circuit Manager must submit the risk assessment form together with the written confirmation i.r.o. school based educators to the Human Resource Support Services to the District Director for approval.</li> <li>5. The Supervisor must submit the risk assessment form together with the written confirmation i.r.o. office based educators Human Resource Support Services for onward transmission to the District Director for approval.</li> <li>6. The Supervisor must submit the risk assessment form together with the Written confirmation i.r.o. office based educators at Head Office to the Director: Human Resource Services for onward transmission to the Chief Director: Human Resource Management for approval.</li> <li>7. The respective Human Resource Component to communicate the decision to the employee.</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• The medical evidence must be treated with the utmost confidentiality.</li> <li>• This concession is only applicable to alert levels 3 and 2.</li> </ul>



# KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure for employees with medical conditions and comorbidities not classified as high risk by the Department of Health (School and Office Based Educators)</b>	
Function	Provision of conditions of services for employees with comorbidities in terms of COVID-19 Regulations
Title of SOP	Procedure for employees with medical conditions and comorbidities not classified as high risk by the Department of Health (School and Office Based Educators)
Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide guidance to evaluate and manage vulnerable employees in the context of the COVID-19 pandemic
Scope	All school and office based educators
Procedure	<ol style="list-style-type: none"> <li>1. The educator must provide a motivation by treating doctor indicating the following medical evidence: <ul style="list-style-type: none"> <li>• The name of qualification of the medical Practitioner issuing the certificate.</li> <li>• Contact number and physical address.</li> <li>• Practice or registration number.</li> <li>• Medical report, which in the opinion of the doctor renders the employee vulnerable.</li> </ul> </li> <li>2. The Principal /Line Manager/Supervisor must complete risk assessment Form together with the affected employee.</li> <li>3. Submit risk assessment form together with medical report as follows: <ul style="list-style-type: none"> <li>▪ All educators at educational institutions to submit to the Circuit Manager.</li> <li>▪ All office based educators at district level to submit to the District Director.</li> <li>▪ All office based educators at Head Office to submit to the Chief Director: Human Resource Management.</li> </ul> </li> <li>4. The Circuit Manager must submit the risk assessment form together with the medical report i.r.o. school based educators to the District Director for onward transmission to the Head of Department for approval.</li> <li>5. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators in the District to the District Director for onward transmission to the Head of Department approval.</li> <li>6. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators at Head Office to the Chief Director: Human Resource Management for onward transmission to the Head of Department for approval.</li> </ol> <p>N.B.: The Head of Department may subject the application to the health risk manager or health professional for further assessment for a period not exceeding 30 days.</p> <ol style="list-style-type: none"> <li>7. The respective Human Resource Component to communicate the decision to the employee.</li> <li>8. Any grievance arising therefrom shall be dealt with in terms of the Grievance Procedure as outlined in Chapter G of the PAM.</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• The medical evidence must be treated with the utmost confidentiality.</li> <li>• This concession is only applicable to alert levels 3 and 2.</li> </ul>



**KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure for the Appointment of Substitute Educators during COVID-19</b>	
Function	Provide human resource provisioning services.
Title of SOP	Procedure for the appointment of Substitute Educators during COVID-19
Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide a standard operating procedure for the Appointment of Substitute Educators during COVID-19
Scope	Schools
Procedure	<ol style="list-style-type: none"> <li>1. The school management team must identify vacancies as a result of the concession granted to educators with comorbidities.</li> <li>2. The school management team must identify a suitable educator from within the school who will be able to teach the subject/phase in respect of the grade.</li> </ol> <p><b>N.B.: The timetable must be reconfigured to ensure that the curriculum needs are accommodated utilising all available resources within the school.</b></p> <ol style="list-style-type: none"> <li>3. If all efforts to fill the vacancy internally have failed, the Principal must complete the form requesting for appointment of a substitute educator (alert levels 3 and 2).</li> <li>4. Principal to submit completed form to Circuit Manager.</li> <li>5. The Circuit Manager verifies the information in terms of the approved PPN of the school and that the post cannot be filled internally.</li> <li>6. The Circuit Manager to forward completed form to the Deputy Director: Human Resource Support Services in the District.</li> <li>7. The Division Service Conditions certifies that: <ul style="list-style-type: none"> <li>• The concession application form is recorded on the database</li> <li>• The leave in respect of the educator has been processed</li> <li>• The temporary incapacity leave has been processed by conditionally granting 30 days leave</li> </ul> </li> <li>8. The Division HR Provisioning verifies the vacancies and identifies suitable candidates from the database and submit to the District Director for signature.</li> <li>9. The schedule of identified suitable candidates is submitted to the Principal to follow due process with regard to interviews</li> <li>10. The school governing body to ratify the nomination/s.</li> <li>11. The Principal must submit the nomination together with the relevant documentation to the Circuit Manager.</li> <li>12. The Circuit Manager certifies that the nomination is in accordance with the recommendation of the District Director as per paragraph 8 above.</li> <li>13. The Circuit Manager submits to the Deputy Director: Human Resource Support Services to certify the nomination is in accordance with the provisions of paragraph 8 and submits to the District Director for signature.</li> </ol>



**KWAZULU-NATAL PROVINCE**

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<b>Standard Operating Procedure for the Appointment of Substitute Educators during COVID-19</b>	
<b>Procedure</b>	<ol style="list-style-type: none"><li>14. The District Director submits the nomination to the Directorate: Human Resource Services for onward transmission to the Head of Department for approval.</li><li>15. The Directorate: HRS informs the District Director of the outcome of the process.</li><li>16. The Deputy Director: Human Resource Support Services processes the appointment and informs the Principal.</li></ol>

**KWAZULU-NATAL PROVINCE**EDUCATION  
REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure i.r.o. managing COVID-19 suspected and positive cases in Schools</b>	
Function	Develop and co-ordinate school safety programmes in line with COVID-19 Regulations.
Title of SOP	Procedure for managing COVID-19 suspected and positive cases in the Schools
Mandate	Employment of Educators Act Public Service Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide a standard operating procedure for managing COVID-19 suspected and positive cases in Schools.
Scope	Schools
Procedure	<ol style="list-style-type: none"><li>1. The Principal must report suspected and positive cases to the Circuit Manager.</li><li>2. The Principal must request the individual to go to the sick bay/ isolation room and arrangements must be made for him/her to be taken to the nearest health facility for further testing/screening.</li><li>3. The individual must be advised to stay away from school and follow the directions given by the Department of Health until the results are released.</li><li>4. The Principal in consultation with the Circuit Manager and on the advice of the Department of Health informs the parents accordingly</li><li>5. The Principal to arrange for the school to be decontaminated in accordance with the guidelines by the Department of Health.</li><li>6. The individual may only return to school once he/she has been sanctioned to do so by the Department of Health.</li></ol>



# KWAZULU-NATAL PROVINCE

EDUCATION  
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<b>Standard Operating Procedure for the management of school attendance of learners in all grades with comorbidities in terms of COVID-19 Regulations</b>	
Function	Manage learner affairs in terms of COVID-19 Regulations
Title of SOP	Procedure for the management of school attendance of learners in all grades with comorbidities in terms of COVID-19 Regulations
Mandate	South Africans Schools Act Occupational Health and Safety Act Disaster Management Act COVID 19 Regulations KZN Circular number 49 of 2020
Purpose	To provide guidance to manage school attendance of learners in all grades with comorbidities in the context of the COVID-19 pandemic
Scope	All schools
Procedure	<ol style="list-style-type: none"><li>1. The Directorate Governance and Management issues circular to schools with the relevant application forms .</li><li>2. The Principal issues circular and application form to all parents.</li></ol> <p><b>N.B.: Parent to obtain medical report from medical practitioner and complete Form.</b></p> <ol style="list-style-type: none"><li>3. The Principal receives completed application form together with medical evidence and appends signature.</li><li>4. The application form forwarded to the Circuit Manager for recording.</li><li>5. The Circuit Manager forwards the application form to the School Governance Subdirector, District Office for recording.</li><li>6. The School Governance Subdirector forwards the application form to the District Director for onward transmission to the Chief Director: District Operations, Head Office.</li><li>7. The Chief Director: District Operations forwards the application form to the Head of Department for approval.</li><li>8. The Head of Department will consider each application and take a decision.</li><li>9. The decision (application form) is submitted to the District Office for onward transmission to the Principal.</li><li>10. The Principal informs the parent of the decision.</li></ol> <p><b>N.B.: The exemption is applicable for the 2020 academic year only.</b></p>



**KWAZULU-NATAL PROVINCE**

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REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure i.r.o. managing COVID-19 suspected and positive cases in Departmental Buildings</b>	
Function	Management of Occupational Health and Safety Practices in line with COVID-19 Regulations.
Title of SOP	Procedure for managing COVID-19 suspected and positive cases in Departmental Buildings
Mandate	Public Service Act Occupational Health and Safety Act Disaster Management Act COVID 19 Regulations
Purpose	To provide a standard operating procedure for managing COVID-19 suspected and positive cases in Departmental Buildings.
Scope	Departmental Buildings
Procedure	<ol style="list-style-type: none"> <li>1. The Supervisor must report a suspected and positive case to the Line Manager.</li> <li>2. The Line Manager must request the employee to go to the sick bay/ isolation room and arrange for the employee to be taken to the nearest health facility for further testing/screening.</li> <li>3. The employee must be advised to stay away from the workplace and follow the directions given by the Department of Health until the results are released.</li> <li>4. The Line Manager in consultation with the Compliance Officer and on the advice of the Department of Health may request the Branch Head to close the affected areas.</li> <li>5. The Director: Facilities Management (Head Office buildings and District Director District Office buildings) to arrange for the affected areas to be decontaminated in accordance with the guidelines by the Department of Health.</li> </ol> <p style="text-align: center;"><b>N.B.: The affected staff must self-isolate for a period of 14 days and if symptomatic follow the directions of the Department of Health</b></p> <ol style="list-style-type: none"> <li>6. Upon finalisation of the decontamination process of the affected areas, The Department of Health inspects the affected areas and gives permission for staff to return to the workplace.</li> <li>7. The affected individual may only return to the workplace once he/she has been sanctioned to do so by the Department of Health.</li> </ol>





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<b>Standard Operating Procedure for employees with medical conditions and comorbidities not classified as high risk by the Department of Health (School and Office Based Educators)</b>	
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Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide guidance to evaluate and manage vulnerable employees in the context of the COVID-19 pandemic
Scope	All school and office based educators
Procedure	<ol style="list-style-type: none"> <li>1. The educator must provide a motivation by treating doctor indicating the following medical evidence: <ul style="list-style-type: none"> <li>• The name of qualification of the medical Practitioner issuing the certificate.</li> <li>• Contact number and physical address.</li> <li>• Practice or registration number.</li> <li>• Medical report, which in the opinion of the doctor renders the employee vulnerable.</li> </ul> </li> <li>2. The Principal /Line Manager/Supervisor must complete risk assessment Form together with the affected employee.</li> <li>3. Submit risk assessment form together with medical report as follows: <ul style="list-style-type: none"> <li>▪ All educators at educational institutions to submit to the Circuit Manager.</li> <li>▪ All office based educators at district level to submit to the District Director.</li> <li>▪ All office based educators at Head Office to submit to the Chief Director: Human Resource Management.</li> </ul> </li> <li>4. The Circuit Manager must submit the risk assessment form together with the medical report i.r.o. school based educators to the District Director for onward transmission to the Head of Department for approval.</li> <li>5. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators in the District to the District Director for onward transmission to the Head of Department approval.</li> <li>6. The Supervisor must submit the risk assessment form together with the medical evidence i.r.o. office based educators at Head Office to the Chief Director: Human Resource Management for onward transmission to the Head of Department for approval.</li> </ol> <p>N.B.: The Head of Department may subject the application to the health risk manager or health professional for further assessment for a period not exceeding 30 days.</p> <ol style="list-style-type: none"> <li>7. The respective Human Resource Component to communicate the decision to the employee.</li> <li>8. Any grievance arising therefrom shall be dealt with in terms of the Grievance Procedure as outlined in Chapter G of the PAM.</li> </ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• <b>The medical evidence must be treated with the utmost confidentiality.</b></li> <li>• <b>This concession is only applicable to alert levels 3 and 2.</b></li> </ul>



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

<b>Standard Operating Procedure for employees who are 60 years and older without comorbidities (School and Office Based Educators)</b>	
Function	Provision of conditions of services for employees without comorbidities in terms of COVID-19 Regulations
Title of SOP	Procedure for employees who are 60 years and older without comorbidities (School and Office Based Educators)
Mandate	Employment of Educators Act Occupational Health and Safety Act Disaster Management Act ELRC Collective Agreement 1 of 2020 COVID 19 Regulations
Purpose	To provide a standard operating procedure for employees who are 60 years and older without comorbidities (School and Office Based Educators)
Scope	All school and office based educators
Procedure	<ol style="list-style-type: none"><li>1. The Principal /Line Manager/Supervisor must complete risk assessment form with the affected employee.</li><li>2. Principal/Line Manager/Supervisor to submit risk assessment form together with a copy of the identity document as follows:<ul style="list-style-type: none"><li>▪ All educators at educational institutions to submit to the Circuit Manager.</li><li>▪ All office based educators at district level to submit to the District Director.</li><li>▪ All office based educators at Head Office to submit to the Chief Director: Human Resource Management.</li></ul></li><li>3. The Circuit Manager must submit the risk assessment form i.r.o. school based educators to the Human Resource Support Services to the District Director for approval.</li><li>4. The Supervisor must submit the risk assessment form i.r.o. office based educators to the Human Resource Support Services for onward transmission to the District Director for approval.</li><li>5. The Supervisor must submit the risk assessment form i.r.o. office based educators at Head Office to the Director: Human Resource Services for onward transmission to the Chief Director: Human Resource Management for approval.</li><li>6. The respective Human Resource Component to communicate the decision to the employee.</li></ol> <p><b>NOTE:</b></p> <ul style="list-style-type: none"><li>• This concession is only applicable to alert levels 3 and 2.</li><li>• Any grievance arising from this process shall be dealt with in terms of the grievance procedure as outlined in Chapter G of the PAM.</li></ul>