



# education

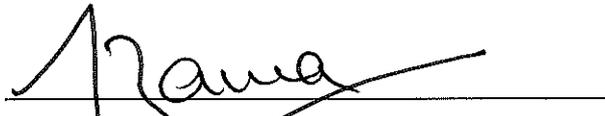
Department:  
Education  
PROVINCE OF KWAZULU-NATAL

**TO : ALL EMPLOYEES,  
SERVICE PROVIDERS AND  
GENERAL MEMBERS OF PUBLIC**

**SUBJECT: NOTICE TO ALL PEOPLE INTENDING ENTERING GOVERNMENT  
BUILDINGS**

1. Coronavirus (COVID 19) cases are increasing in alarming figures daily and every day there are people succumbing to it.
2. Contact tracking is key to controlling the effects of COVID 19
3. Flattening the curve of infections is a responsibility for every person since this is a novel virus.
4. Coronavirus has brought in a new culture of doing things to people
5. Every person has to make a deliberate effort to prevent it by wearing mask, washing hands with soap for at least 20 seconds, practising physical distancing (2 metre apart), hygiene coughing/ sneezing and hand sanitizing.
6. In keeping with the preventative measures for COVID 19, every person (employee, service provider, general member of public) who intends to enter the government buildings must:
  - 6.1. Always wear a mask
  - 6.2. Sign the access control register (FORM 1)
  - 6.3. Complete the screening questionnaire (FORM 2)
  - 6.4. Sign time out when leaving the building

Your cooperation is highly appreciated

  
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**Dr. E. V. NZAMA**  
**HEAD OF DEPARTMENT**

**DATE:** 19/5/2020