



**KWAZULU-NATAL PROVINCE**

**COMMUNITY SAFETY AND LIAISON  
REPUBLIC OF SOUTH AFRICA**

**DIRECTORATE:**

**CORPORATE SERVICES**

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**TO: CHIEF DIRECTORS;  
DIRECTORS;  
SUPERVISORS; AND  
ALL STAFF**

HRM Circular no 12 of 2020

**SUBJECT: RETURN OF DEPARTMENTAL STAFF TO THE WORKPLACE  
DURING ALERT LEVEL ONE OF THE NATIONAL LOCKDOWN**

1. The DPSA circular no 27, issued on 23 September 2020, pertaining to the above-stated subject refers.
2. In terms of the provisions of the circular, the Department, guided by the relevant regulations, directions and directives, is required to balance service delivery obligations with regulated occupational health physical and social distancing protocols within the workplace.
3. One of the key principles stated in the circular is that Departments are required to ensure that 100% of services are operational during alert level one of the lockdown.
4. The abovementioned DPSA circular directs that all employees should report for duty at their workplaces except for those who are on official leave or who have been identified with uncontrolled risks and vulnerabilities.
5. In line with the provisions of the above-mentioned DPSA circular, all Departmental employees are directed to return to work on a full time basis with effect from 05 October 2020.
6. This means that rotation rosters will be followed only until 02 October 2020.
7. With regard to issues of comorbidities, the DPSA's circular provides for the following:
  - a. Employees who are 60 years and older, with one or more stated comorbidities (as published by the Department of Health) which are not well managed or controlled as medically determined may be permitted to work remotely where possible.
  - b. Employees with assessed identified medical risks defined as uncontrolled comorbidities, and/or vulnerabilities may from time to time come to work to attend to urgent matters which impact directly on operations and which cannot be done remotely and ensure that they observe social distancing.

8. The conditions applicable to the two above listed categories of persons with comorbidities are as follows:
- a. Submission of a medical report from a medical practitioner which confirms that the employee suffers from any one of the comorbidities as published by the Department of Health (see the attachment);
  - b. The medical report should corroborate and support the conditions as stated in the standard medical certificate;
  - c. The standard medical certificate will not be accepted if it is not supported by a short medical report stating the following
    - Medical practitioners practice details;
    - Duration that they have been treating the patient for the stated condition;
    - Confirmation that the employee does have the stated comorbidity ;
    - Confirmation that the stated comorbidity does present a medical risk, and such risk/s must be clearly stated in relation to that comorbidity;
    - Confirmation of the recommended duration that the employee remains at risk and is recommended for a managed return to work.
    - The date of submission of medical reports and medical certificates is 02 October 2020.
9. The Head of Department will use his discretion in dealing with matters which may not be specifically covered in the DPSA's circular but which may be workplace, occupational or sector specific and in line with the delegated authority.
10. Directors and supervisors are requested to ensure that the contents of this circular are urgently communicated to all employees under their respective span of control.
11. Enquiries pertaining to the contents of this circular may be channeled via relevant Directors to Mr CS Ngcobo or Mr MG Ferreira.



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**MR B.S. GUMBI**  
**HEAD OF DEPARTMENT**  
DATE: 29/09/2020

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