



KWAZULU-NATAL PROVINCE

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

DIRECTORATE:

OF THE HOD

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

**SUBJECT: CIRCULAR PERTAINING TO THE RETURN OF HEAD OFFICE
EMPLOYEES TO THE WORKPLACE AFTER A REPORTED
COVID-19
CASE.**

1. The staff communication issued on 29 June 2020 pertaining to the temporary closure of Head Office building refers.
2. Management extends its appreciation to all employees and stakeholders who ensured that there is no panic during this period.
3. Relevant protocols have been followed in line with the Department of Health's Guidance Note for workplaces in the event of identification of COVID-19 positive employee, as follows:
 - a. The incident-based risk assessment has been conducted;
 - b. The affected areas have been cleaned and decontaminated;
 - c. Going forward, the improved control measures based on the risk assessment will be implemented by the Departmental COVID-19 Steering Committee;



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- d. A comprehensive Department's COVID-19 Workplace Response Protocols have been developed and will be distributed to all staff. The said document aims to give a clear step-by-step guide on the reporting and management of confirmed cases, symptomatic /suspected cases, close contacts of suspected and confirmed cases as well as casual contacts. The same document outlines procedures to be followed before, during and after the cleaning and disinfection of office buildings.
4. In light of this, the date of return to the workplace for Head Office-based staff is Thursday, 09 July 2020.
5. Accordingly, staff members are given the assurance that the Department is in full control of the situation and it continues to ensure that all role-players, including employees, work collectively and cooperatively to safeguard the workplace.
6. Management and staff is encouraged to report suspected or confirmed infections through their supervisors and to Mr. T. Mohlomi in writing. The COVID-19 Steering Committee will provide on-going support and assistance whilst ensuring that confidentiality is not compromised.
7. Future lapses and incidents should be prevented and everyone is expected to work towards the achievement of a safe, healthy and COVID-19 stigma-free workplace.
8. Deliberate distortion of facts, lack of confidentiality, spreading of insensitive and unconfirmed rumors about COVID-19 infections as well as conscious / unconscious stigmatization of fellow employees who are infected or affected by COVID-19 are some of the practices that are discouraged in the strongest possible terms.
9. Directors and supervisors are requested to ensure that the contents of this circular are communicated to all employees under their respective span of control.



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10. Enquiries pertaining to the contents of this circular may be channelled via relevant Directors to Mr T. Mohlomi.

MR B.S. GUMBI

HEAD OF DEPARTMENT

DATE: 08 July 2020
