



## community safety & liaison

Departement :  
Community Safety and Liaison  
PROVINSIE VAN KWAZULU-NATAL

**TO : DIRECTORS  
SUPERVISORS AND  
ALL STAFF**

**SUBJECT: UPDATE ON THE DEPARTMENTS' PLANS FOR THE RETURN OF  
EMPLOYEES TO THE WORKPLACE AFTER COVID-19 LOCKDOWN**

1. The Department is currently preparing the workplace environment for the return of employees after the easing of COVID-19 national lockdown.
2. This is done in line with the Department of Employment and Labour's Directive on COVID-19 Occupational Health and Safety measures in workplaces, DPSA's circular no 18 of 2020 on Public Service return to work after the easing of national lockdown as well as the circular issued by the Office of the Premier on 01 May 2020 on the same subject.
3. In keeping with the provisions of the abovementioned documents, the Department has, up to so far, achieved the following:
  - a) The Departmental COVID-19 Steering Committee has been established;
  - b) The Departmental Policy to combat the spread of COVID-19 in the workplace has been developed;
  - c) The Departmental plan for the return of employees to the workplace has been developed;
  - d) Workplace Protocols to be followed during the lockdown period have been developed;
  - e) COVID-19 risk assessment document has been compiled;
  - f) The HOD has appointed Mr CS Ngcobo as a COVID-19 Compliance Officer in line with the DPSA's circular No.18 of 2020;
  - g) The procurement of personal protective equipment and services to sanitize and disinfect the workplace buildings and equipment is underway.
4. Staff members are encouraged to cooperate with all Departmental COVID-19 related plans and directives in order to ensure their safety, the safety of fellow employees and to ensure a healthy working environment by adhering to the following guidelines:
  - a) Read information on COVID-19 which will be communicated through emails and Departmental COVID-19 WhatsApp group;
  - b) Stay away from the office until you are advised to come back;
  - c) Avail yourself when you are required to work remotely;

- d) If you are having a chronic disease or you are above 60 years of age, you are directed not to come to work but work remotely if you fall in the category of employees who are required to work;
- e) Access the Employee Health and Wellness services as and when necessary by contacting Ms Nokulunga Shange through her official email;
- f) When you come to the office building, ensure that you wear a face mask, sanitize your hands, keep the one and half meter social distance and fill the contact tracing register at the reception.

5. Queries pertaining to the contents of this circular may be directed, through respective Directors, to Mr TS Mohlomi.



**MR TS MOHLOMI**

**CHIEF DIRECTOR: CORPORATE MANAGEMENT**

**DATE:** 18/05/2020