



**KWAZULU-NATAL PROVINCE**

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

Private Bag X454, Pietermaritzburg, 3200  
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**TO: CHIEF DIRECTORS;  
DIRECTORS;  
SUPERVISORS; AND  
ALL STAFF**

**SUBJECT: DIRECTIVE FOR STRICT COMPLIANCE WITH COVID 19  
WORKPLACE REGULATIONS AND PROTOCOLS**

1. The Departmental COVID 19 Steering Committee is responsible for, amongst other things, monitoring compliance with COVID 19 guidelines and protocols in the Department.
2. It has been observed that some staff members are not fully compliant with certain provisions of COVID 19 guidelines and protocols. In this light, management and staff is advised to strictly adhere to the following, but not limited to, COVID-19 protocols at all times:
  - a. Correct wearing of face masks;
  - b. Sanitization of hands;
  - c. Completion of screening / contact tracing register;
  - d. Washing of hands after every 20 minutes with water and soap;
  - e. Maintenance of social distance of 1.5 metres;
  - f. Closing of mouth and nose when coughing and sneezing;
  - g. Using of temperature scanner;
  - h. Office doors must be kept open to avoid multiple touching of door handles;
  - i. Staying in the office and avoid unnecessary movements inside the building;
  - j. Staff members with comorbidities should work from home;
  - k. Staff members who are above 60 years of age should work from home;
  - l. All protocols developed for the reception areas, kitchen, boardroom, utilization of shared equipment and toilets should be observed and adhered to at all times;
3. Staff members who have either tested positive or developed symptoms and those who fall under the description of "close contacts" are requested to comply with the following requirements:



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- a. Advise the supervisor and Chairperson of the Department's COVID-19 Steering Committee immediately;
  - b. Provide information pertaining to your last date at work, date of noticing symptoms, people who are close contacts with (less than 2 metres, for at least 15 minutes), areas frequently visited in the building and meetings attended;
  - c. Stay at home for the duration of the isolation / quarantine period. Do not come to the Department's office buildings. After testing, you must stay at home until the test results are known;
  - d. Do not use state vehicles. Do not touch official documents;
4. The following types of leaves are applicable:
- a. Sick leave in the event of being symptomatic or diagnosed positive;
  - b. Sick leave in the event of being a close contact of a confirmed case, except in circumstances where the employee is able to work remotely;
  - c. The annual leave may be used in the event of non-medical self-quarantine, subject to the approval of the supervisor;
  - d. A family responsibility leave may be used in the event of a sickly family member.
5. Two face-masks were provided for each employee. However, more face-masks will be provided for employees who did not receive.
6. A 500ml spray of hand sanitizer to be provided on request after every two months.
7. Visitors are still not allowed to enter office buildings until further notice.
8. All meetings should be held under strictly controlled arrangements. The checklist should be submitted to Mr Mohlomi prior to the meeting and should include issues of social distancing, duration of not more than 3 hours, wearing of masks, venue with ventilation, provision of sanitizers, availability of water and soap for handwashing.
9. Directors and supervisors should ensure that the contents of this circular are communicated to all employees under their respective span of control and assist in monitoring compliance with all provisions.
10. Enquiries pertaining to the contents of this circular may be channelled via relevant

Directors to Mr TS Mohlomi.



**MR TS MOHLOMI**

**CHAIRPERSON OF THE COVID 19 STEERING COMMITTEE**

**DATE:** 21/07/2020