



## **KWAZULU-NATAL PROVINCE**

**SOCIAL DEVELOPMENT**  
REPUBLIC OF SOUTH AFRICA

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PIETERMARITZBURG  
3200

17 December 2020

**TO : ALL EMPLOYEES OF THE DEPARTMENT**

**HRM CIRCULAR NUMBER 21 OF 2020**

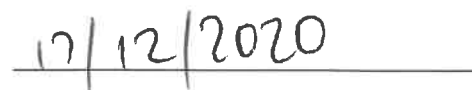
**SUBJECT : COVID-19 MANAGEMENT: IMPLEMENTATION OF  
RESTRICTED REGULATIONS: ALERT LEVEL 1  
REGULATIONS LOCKDOWN STRATEGY.**

1. The Department of Cooperative Governance and Traditional Affairs under alert level 1 restricted lockdown strategy which came into effect on the 14<sup>th</sup> of December 2020 prescribed guidance on the management of the second wave of corona virus; the government departments are required to implement guidelines as issued by the aforementioned department to mitigate the spread of corona virus.
2. The COVID-19 Regulations dated the 14<sup>th</sup> of December 2020, Section 67 makes it compulsory for the wearing of the cloth face mask to cover the nose and mouth, it is mandatory for every person when in a public place. The employer may not allow an employee to perform any duties or enter the employee premises if the employee is not wearing a cloth face mask which covers the nose and mouth.
3. Section 67 (5) of the aforementioned regulations prescribes that every business premises, shall determine the area of a floor space in square metres, based on the information contemplated above determine the number of customers and employees who may be inside the premises at any time with adequate space available; take steps to ensure that every persons queueing inside or outside the premises are able to maintain the social distance of one and half metre from each other.
4. The employer must where possible, make provision for minimising the number of employees at the workplace at any given time, through rotation, staggered working hours, shift systems, remote working arrangements or similar measures, in order to achieve social distancing and to limit congestion at the workplace.

5. The alcoholic based sanitiser, face cloth masks, deep cleaning, sanitation, temperature scanning and access control registers must not be compromised. The front line officers who interact with customers on daily basis must be provided with visors/ face shield to protect themselves from the spread of dreadful, invincible, horrendous and invisible outrageous pandemic diseases. The high traffic areas must be cleaned not less than three times a day. The common rooms, door handles, office furniture must be continuously sanitised. The employees who share the office space which does not allow them to observe 1/5 metre social distance, in addition to face cloth masks must be provided with visus. Furthermore, the employees and public must be sanitised at the entrance to the premises.
6. The directives in respect of hygienic conditions must be maintained and employers must adopt measures to promote physical distancing of employees including enabling employees to work from home or minimizing the need for employees to be physical present at the workplace. The provision of adequate work space for employees to reduce the spread of corona virus is mandatory and compulsory. The virtual meeting instead of face to face to meeting are encouraged.
7. The employer is required to implement special measures for employees with known or disclosed health conditions or comorbidities or with any condition which may place such employees at high risk of complications or death if they are infected with COVID-19 and special measures for employees above the age of sixty (60) years who are at high risk of complications or death if they are infected with COVID-19. The relevant health protocols and social distancing measures set out in directives must be adhered to, in addition to the occupational health and safety directives issued by the Cabinet member responsible for employment and labour, and applicable labour legislation.
8. Therefore, in view of the aforementioned, the managers whose offices do not allow adherence to health protocols such as congested office space must prepare a well-structured shift work system and a well-structured remote work arrangement, these structured work arrangements and shift work systems must be coordinated by Corporate Managers for onwards transmission to the Directors, Cluster Chief Directors.
9. This circular must be brought to the attention of all employees of the department.



**MRS NI VILAKAZI**  
**HEAD OF DEPARTMENT**



**DATE**