



KWAZULU-NATAL PROVINCE

SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Private Bag X9044, PIETERMARITZBURG, 3200

Auxiliary Services & Records Management

174 Mayors Walk, Pietermaritzburg, 3200

Tel: 033 264 2070

Fax: 033 264 2067

Enquiries/Imibuzo/Navrae: Mr TF Mkhize

Email: Thulasizwe.mkhize@kznsocdev.gov.za

Reference no. 5/2/2/1

INTERNAL CIRCULAR NO. 03 OF 2021

TO : ALL STAFF

SUBJECT : SANITIZING OF OFFICES

1. Sanitizing and or disinfecting of offices is done as and when there is a COVID-19 positive case reported to OHS Officer of the Department, subsequently after following COVID-19 Departmental protocols, Office Support under Auxiliary Services and Records Management Directorate then facilitates sanitizing and disinfecting of offices and buildings thereof, to provide safe and secured working environment, to increase the healthy environment and to comply with the requirements of the Occupational Health and Safety (Act No. 85 of 1993);
2. At Management Committee Meeting (MANCO) held on 06 January 2021, a resolution was taken that every Friday all DSD offices and buildings must be sanitized and or disinfected as one of the ways of fighting against excessive spreading of COVID-19 virus;
3. The commencement date for sanitizing and disinfecting of offices is with effect from 15 January 2021 going forward;
4. All officials are requested to ensure adherence to this circular in line with OHS regulations, Departmental Policies as well as Departmental COVID-19 protocols;
5. Your cooperation in this regard will be highly appreciated.
6. Thank You.


MRS NI VILAKAZI
HEAD OF DEPARTMENT

DATE: 02/02/2021