



# GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Enquiries: Mr Shashi Nankoo  
Telephone: (011) 843 6645  
Email: [shashi.Nankoo@gauteng.gov.za](mailto:shashi.Nankoo@gauteng.gov.za)

## OHS SUPPORT MEMORANDUM 3 of 2020

**TO: ALL GDE EMPLOYEES AND EDUCATION STAKEHOLDERS**


**FROM: MR. EDWARD MOSUWE  
HEAD OF DEPARTMENT**

**SUBJECT: DEDICATED EMAIL PLATFORM FOR ALL GDE EMPLOYEES EDUCATION SECTOR DURING THE COVID-19 NATIONAL DISASTER MANAGEMENT LOCKDOWN.**

1. The Gauteng Department of Education has established a dedicated GDE COVID-19 email platform to enable employees and Education sector community members to communicate with the department on all matters relating to COVID-19. This is in line with DPSA Circular 7/2020.
2. This email platform is managed by representatives from the GDE COVID-19 Steering committee, who bring along invaluable expertise in various business units of the department.
3. Once incidents or concerns are registered or reported on this platform, they are automatically picked-up by various Steering committee members, who will coordinate and facilitate the management of the reported incident and provide real time feedback as required.
4. The email platform may be used to report the following:
  - i. Reporting any incidents of COVID-19 in the Education Sector.
  - ii. Request information and guidelines relating to the management of COVID-19 for both Learners and Staff.
  - iii. Request psycho-social services for learners, staff and their family members affected by COVID-19.
  - iv. Access to GDE online services during lockdown period e.g. curriculum support, payment of suppliers, examination queries, online admissions queries etc.
  - v. Curriculum support services for learners and staff.
  - vi. Report any other matter relating to COVID-19 affecting the Education sector in Gauteng.

The dedicated GDE COVID-19 email address is:  
[GDCCovid19Enquiries@gauteng.gov.za](mailto:GDCCovid19Enquiries@gauteng.gov.za)

Kind regards,



**MR. EDWARD MOSUWE**  
**HEAD OF DEPARTMENT**  
DATE: 2/6/2020