



TO : EDUCATION ALL

FROM : MR. JR NKOSI
ACTING HEAD: EDUCATION

DATE : 27 MAY 2020

SUBJECT: CONDITIONS FOR THE RETURN OF OFFICIALS WHO ARE 60YEARS
OF AGE AND ABOVE + OFFICIALS WHO HAVE UNDERLYING MEDICAL
CONDITIONS

According to Disaster Management Act: Regulations relating to COVID-19 which dictates that all employees who are 60years and above and those below 60 years having comorbidities medical conditions are recommended to work from home.

This communique seeks to ensure and provide directive that there are no officials who will return to work whilst is posing a risk to himself/herself and/or to other officials in contracting the CONOVIRUS leading to COVID-19 disease. Persons in the above-mentioned categories should take extra cautionary measures upon reporting to work

It is highly recommended for them to fill appropriate forms in order for them to work from home as per the COVID-19 regulations:

1. Employees who are 60 years of age and experiencing an underlying medical condition(s)
It is common cause that CONORAVIRUS which causes COVID-19 disease, it infects every human being, however, these category of employees are the most vulnerable ones, if are contracted by the virus and the following underlying medical conditions exist:

- Cardiovascular disease inter-alia:
 - Coronary heart disease
 - High blood pressure(Hypertension)
 - Cardiac Tamponade and Arrest
 - Stroke (Cerebrovascular Accident (CVA)
 - Congenital heart disease etc.
- Diabetes
 - Type 1 and 2 of diabetes
- Chronic respiratory disease an
 - Asthma
 - Chronic obstructive pulmonary disease (COPD)
- Cancer.
 - All types of Cancer

2. Employees of any age group under 60 years of age and lower but has underlying medical condition(s)

**CONDITIONS FOR THE RETURN OF OFFICIALS WHO ARE 60YEARS
OF AGE AND ABOVE + OFFICIALS WHO HAVE UNDERLYING MEDICAL
CONDITIONS**

The officials who fall within this category should be treated in the same way as indicated in the 60+ years and above indicated in 1 above.

This category, as is with the category of 1 above, also falls within the vulnerable and high risk category

Departmental Protocols in respect of the above mentioned categories of Employees

The above mentioned officials/employees should, as far as possible, be protected from contracting the virus by relaxation of their working conditions through:

- Having them work from home
- If in office, Work as minimal days in a week as possible strictly observing social distance as determined by the COVID-19 regulations.
- An alternative process to perform his/her work that may result in them not being in contact with other employees: i: e using virtual technology.
- If the employee is in the supervision of others, daily virtual meetings may be an option for purposes of giving direction on service deliverables needed to be performed and electronic submission of work completed.

The following are the guidelines for supervisors:

- Ensuring that each official's condition is supported by a valid medical certificate from an authentic medical practitioner
- A register of these cases is kept in the office of the supervisor without compromising the secrecy of information contained therein.
- Ensure that the list of all cases are submitted and approved by the Acting HOD again in a way that secrecy should be maintained.
- The submission to entail the responsibilities assigned, whether new or old, and the method of serving the clientele of the Department (remember, the working from home or re-assignment of duties does not mean being on Holiday)
- Regular monitoring and evaluation of reports to ensure effectiveness and efficiency in service delivery.

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