



BA-PHALABORWA MUNICIPALITY

OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES

MEMORANDUM

TO : MUNICIPAL MANAGER
CHIEF FINANCIAL OFFICER
SNR MANAGER COMMUNITY AND SOCIAL SERVICES
SNR MANAGER PLANNING AND DEVELOPMENT
ACTING SENIOR MANAGER-CORPORATE SERVICES
ACTING SENIOR MANAGER-TECHNICAL SERVICES
ALL BA-PHALABORWA STAFF

FROM : ACTING SENIOR MANAGER – COROPRATE SERVICES

ENQUIRIES : HUMAN RESOURCES MANAGEMENT (MASINAMELA M.E)

REF. NO. : PERS FILES

DATE : 17 AUGUST 2020

CIRCULAR NO. 7

REPORTED COVID-19 CASE IN THE DEPARTMENT OF TECHNICAL SERVICES

On behalf of Ba-Phalaborwa Municipality Management and Council, we would like to inform all employees that one of our employee at the Department of Technical Services based in the Workshop has unfortunately tested positive for COVID-19.

The employee had symptoms of COVID-19 and went to Phalaborwa Clinic on the 11th August 2020 tests were made. The outcome of the results were released today on the 17th August 2020 and confirmed **POSITIVE**.

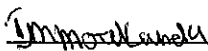
The Workshop will be disinfected today after working hours and the affected employee is in isolation for 10 days and will resume duties on the 31st August 2020.

We request employees to remain calm as the situation is well handled and monitored. However, we advice all employees to go for screening should they have symptoms of COVID-19 and to test where necessary.

All employees are advised that:

“It becomes the responsibility of the employee to immediately report to the employer when they have tested positive in order to allow processes to be followed in line with the regulations”.

Your co-operation is appreciated



MOAKAMELA MI
MUNICIPAL MANAGER

LETS CONTINUE TO WASH OUR HANDS, SANITIZE, WEAR OUR MASK AND OBSERVE SOCIAL DISTANCE TO CURB THIS PANDEMIC DISEASE!!!!!!!!!!!!