



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 : 11 SEPTEMBER 2020

CIRCULAR NO. 8

REPORTED COVID-19 CASE IN THE COMMUNITY & SOCIAL SERVICES

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

The employee had symptoms of COVID-19 and went for consultation on the 09th September 2020 where tests were made. The outcome of the results were released on the 11th September 2020 and confirmed **POSITIVE**.

The Traffic Department was disinfected on the same date the 11th September 2020 at 15h30 and the affected employee is in isolation for 10 days and will resume duties on the 21st September 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!!!!!!!!!!!!