



BA-PHALABORWA MUNICIPALITY

OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES

MEMORANDUM

TO : OFFICE OF THE MUNICIPAL MANAGER
SENIOR MANAGER: CORPORATE SERVICES
SENIOR MANAGER: COMMUNITY & SOCIAL SERVICES
SENIOR MANAGER: TECHNICAL SERVICES
ACTING CHIEF FINANCIAL OFFICER
ACTING SENIOR MANAGER: PLANNING AND DEVELOPMENT

ATTENTION : ALL STAFF

FROM : SENIOR MANAGER – CORPORATE SERVICES

ENQUIRIES : HUMAN RESOURCES MANAGEMENT (MOKOENA SS)

REF. NO. : PERS FILES

DATE : 01 JULY 2021

SUBJECT : EMPLOYEE OF THE MUNICIPALITY TESTED POSITIVE FOR COVID-19

On behalf of Ba-phalaborwa Municipality Management and Council, I would like to inform you that one of our employees at Corporate Services Department has unfortunately tested positive for Covid-19.

The employee has last reported to work on the 23rd June 2021. Today the 01st July 2021 reported to the Supervisor that, **tested positive**, as a result the employee is in 10 days self-isolation as per the Department of Health Guidelines and regulations. The contact tracing with regard to this case will be conducted through Department of Health.

Kindly note that the Main Building Offices, Stores, Planning, Community & Social Services, Lulekani Town hall and Lulekani Offices will be disinfected today the 01st July 2021 after working hours. **Employees are requested to leave their offices unlocked for disinfection.**

Ba-Phalaborwa Municipality will provide the necessary support to the employee and to all the affected persons. The COVID-19 poses a serious challenge to all of us and requires that we jointly support the fight against this global pandemic.

Your co-operation is appreciated



MOAKAMELA MI
MUNICIPAL MANAGER

LET'S CONTINUE TO WASH OUR HANDS, SANITIZE, WEAR OUR MASK AND OBSERVE SOCIAL DISTANCE TO CURB THIS PANDEMIC DISEASE.!!!!!!!