



## **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 AUGUST 2020**

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#### **CIRCULAR NO. 6**

#### **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 the clinic for consultation on the 05<sup>th</sup> August 2020 and was referred to Maphutha Malatji where tests were made. The outcome of the results were released yesterday on the 10 August 2020 which was a holiday and the employer was informed today 11 August 2020.

The Workshop was Evacuated today for fumigation and the employee is in isolation for 10 days and will resume duties on the 17<sup>th</sup> 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!!!!!!!!!!**