



BA-PHALABORWA MUNICIPALITY

OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES

MEMORANDUM

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

FROM : ACTING SENIOR MANAGER – COROPRATE SERVICES

ENQUIRIES : HUMAN RESOURCES MANAGEMENT (MASINAMELA ME)

REF. NO. : PERS FILES

DATE : 27 AUGUST 2020

SUBJECT : COVID-19 ALERT LEVEL 2

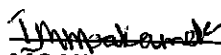
The Minister of Cooperative Governance and Traditional Affairs designated under section 3 of the Disaster Management Act, 2002 (Act No. 57 of 2002) having declared a National state of disaster, published in Government Gazette No.43096 of 15 March 2020, and extended by Government Notices Nos. 646 of 5 June 2020, and 765 of 13 July 2020 and 662 of 17 August 2020, has after consultation with relevant Cabinet members determine as follows:-

Alert Level 2 will apply nationally from 001H01 on 18 August 2020.

In compliance to the above regulation, the following is applicable:-

1. Employees who are sixty (60) years and above are still required to stay and work from home where possible.
2. Employees with underlying conditions, who (according to the doctor's report) are to work from home, are advised to submit the same report to Human Resource Manager or Occupational Health and Safety Officer for considerations.
3. All essential services workers are expected to render their services as promulgated since the inception of the lock down and to work on a daily basis.
4. The Head of Department has a responsibility to make sure that health protocols and distancing measures are adhered to with regard the remaining employees by making provision for minimising the number of employees at the workplace at any given time through rotation, staggering working hours etc in achieving social distancing hence the risk assessment.

Hope you find the above to be in order.


MOAKAMELA MI
MUNICIPAL MANAGER