



BA-PHALABORWA MUNICIPALITY

OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES

M E M O R A N D U M

TO : MUNICIPAL MANAGER
ACTING CHIEF FINANCIAL OFFICER
ACTING SENIOR MANAGER - CORPORATE SERVICES
ACTING SENIOR MANAGER - COMMUNITY & SOCIAL SERVICES
ACTING SENIOR MANAGER- TECHNICAL SERVICES
ACTING SENIOR MANAGER – PLANNING AND DEVELOPMENT

FROM : ACTING SENIOR MANAGER – CORPORATE SERVICES

ENQUIRIES : HUMAN RESOURCES MANAGEMENT (MASHELE YK)

REF. NO. : PERS FILES

DATE : 02 DECEMBER 2020

SUBJECT : REPORTED COVID -19 CASE IN THE TECHNICAL SERVICES

On behalf of the municipal management and Council, we would like to inform all employees that one of our employee in the Technical Services has unfortunately tested positive for COVID-19 disease. The employee had symptoms of COVID-19 and went for consultation on Friday, 27th November 2020 and the results were confirmed positive on the 2nd December 2020.

The employee is currently in isolation since the date of consultation and will resume duties on completion of the quarantine period or when she has been confirmed fit to come to work.

Employees are requested to remain calm as the situation is well handled and monitored, however, we advise all employees to go for screening should they have symptoms of COVID-19 and test where necessary. 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 in this regard is appreciated.

MOAKAMELA M.I
MUNICIPAL MANAGER