



# **BA-PHALABORWA MUNICIPALITY**

## **OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES**

### **M E M O R A N D U M**

**TO :** MUNICIPAL MANAGER  
CHIEF FINANCIAL OFFICER  
SNR MANAGER: PLANNING AND DEVELOPMENT  
ACTING SNR MANAGER: COMMUNITY AND SOCIAL SERVICES  
ACTING SNR MANAGER-CORPORATE SERVICES  
ACTING SNR MANAGER-TECHNICAL SERVICES  
ALL BA-PHALABORWA STAFF

**FROM :** ACTING SNR MANAGER-CORPORATE SERVICES

**ENQ. :** HUMAN RESOURCES MANAGEMENT (MOKOENA SS)

**DATE :** 26 OCTOBER 2020

---

#### **CIRCULAR NO. 12 OF 2020**

#### **REPORTED COVID-19 CASE IN THE TECHNICAL SERVICES**

On behalf of Ba-Phalaborwa Municipality Management and Council, we would like to inform all employees that one of our employee in the Technical Services (electrical services) has unfortunately tested positive for COVID-19.

The employee had symptoms of COVID-19 and went for consultation on the 19 October 2020 where tests were conducted. The outcome of the results were released on the 22<sup>nd</sup> October 2020 and confirmed POSITIVE.

The disinfection of the area was done on the 25<sup>th</sup> October 2020 and the employee is in isolation for 10 days and will resume duties on the 29<sup>th</sup> October 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 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 MASKS AND OBSERVE SOCIAL  
DISTANCE TO CURB THE SPREAD OF THIS PANDEMIC DISEASE!!!!!!!!!!**