



CIRCULAR NO H 29/2022

TO ALL HEADS OF DIVISIONS/CHIEF DIRECTORATES/DIRECTORATES/REGIONS/DISTRICTS/SUB STRUCTURES/PEOPLE MANAGEMENT MANAGERS

PEOPLE MANAGEMENT: LEAVE AND WORK ARRANGEMENTS FOR QUARANTINE AND ISOLATION

1. PURPOSE

The aim of this circular is to provide clarity on leave and work arrangements in cases where employees are required to isolate or quarantine due to COVID-19. This circular serves as an extension of Circular H20/2022 dated 22 February 2022, *Updated Policy on Isolation, Quarantine and Contact Tracing*, and must be read in conjunction. Note that sections in *italics* below are extracts from Circular H20/2022.

2. LEAVE PROVISIONS AND WORK ARRANGEMENTS

2.1 Isolation for Asymptomatic COVID infection

*Asymptomatic COVID infected staff at health facilities and care homes should stay away from the workplace for **5 days** from the date of the test. Where possible to do so, they should work remotely from home.*

2.1.1 In the case of asymptomatic COVID infected staff who are required to isolate and who are not able to work from home, sick leave provisions will apply.

2.1.2 Proof of a positive COVID-19 test must accompany the application for leave.

2.2 Isolation for Mild Symptomatic COVID Infection

*Those with **symptomatic** COVID infection who have **mild disease** (they do not require hospitalisation for COVID pneumonia) should isolate for **7 days** from the date of start of symptoms.*

2.2.1 Sick leave provisions will apply.

2.2.2 A medical certificate from a registered medical practitioner must accompany the application for leave.

2.3 Isolation for Severe Symptomatic COVID infection

*Those with **symptomatic** COVID infection who have **severe disease** (they have been admitted to hospital for COVID pneumonia) should continue to isolate for **7 days** from the date on which they no longer require oxygen therapy.*

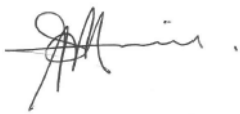
- 2.3.1 Sick leave provisions will apply.
- 2.3.2 The application for leave must be accompanied by a medical certificate from a registered medical practitioner.
- 2.3.3 The medical certificate must cover the full period of absence, including the further isolation period of 7 days.

2.4 Quarantine

*All quarantine should be stopped. An exception to this is where a cluster of COVID cases (3 or more people COVID infected in a group within the same time-period) occurs in a health facility or care home. Persons who were exposed to a cluster of COVID cases must quarantine for **5 days**.*

- 2.4.1 Work from home arrangements apply in the case of persons who are required to quarantine as a result of exposure to a cluster of COVID infections in their work environment.
- 2.4.2 If work from home arrangements are not possible, such persons may apply for Special Leave in terms of par. 17.3 of the transversal Special Leave Policy.
- 2.4.3 A written indication from the relevant manager as to the reasons for the Special Leave must accompany the leave application.
- 2.4.4 The Head of Institution/CEO must approve such applications for Special Leave.
- 2.4.5 Sick leave provisions will apply in the case of persons who develop symptoms after exposure as detailed above and who need to isolate as a result.
- 2.4.6 A medical certificate from a registered medical practitioner must accompany the sick leave application.

- 2.5 Annual leave and unpaid leave will apply in cases of voluntary self-quarantine and self-isolation.



CHIEF DIRECTOR: PEOPLE MANAGEMENT

3 MARCH 2022
DATE