

Circular H 27 /2020

TO ALL HEADS OF DIVISIONS / CHIEF DIRECTORATES / DIRECTORATES / HEADS OF INSTITUTIONS / REGIONS / DISTRICTS/SUB-STRUCTURES

THE WESTERN CAPE GOVERNMENT HEALTH: PEOPLE MANAGEMENT RESPONSE TO COVID-19

1. Purpose:

The purpose of this circular is to provide guidance, heighten the awareness and preparedness of workplaces in relation to COVID-19. We, the Department of Health as an essential service, recognise your concerns and are here to support and inform regularly.

With reference to: The Presidential address on the 15th March 2020, The Director General Circular no.17 of 2020, Circular H22/2020 from the Department of Health and DPSA Circular 7 of 2020 dated 16.03.2020

As COVID-19 has been declared a national disaster, we bring to your attention the following:

2. Working Arrangements

Extra-ordinary measures may be implemented including:

2.1 Leave

- Employees who meet the COVID-19 person under investigation case definition should contact the 24hr hotlines 0800 029 999 or 021 9284102.
- Normal sick leave procedures will apply to employees who meet the COVID-19 case definition. (Refer to DG Circular 22 as well as the DPSA Circular dated 16.03.2020) Institutional managers have the delegation to approve such leave.
- Should you have flu or cold symptoms rather stay at home and practise prevention of transmission (cough hygiene, hand washing and social distancing)

2.2 Overtime

- Due to service pressures, staff may be required to work in excess more of 30% of monthly basic salary as per the overtime policy. Institutional managers must consider deviation will be considered as per operational requirements as related to COVID-19.

2.3 Flexible Working Arrangements

- Where applicable, managers should use their discretion for flexible working arrangements.

3. Gatherings (Meetings, Training, Workshops, Events etc)

- Reconsider all non-critical meetings, gatherings, workshops and events.
- Use of digital communication channels e.g. Skype, Zoom, Whatsapp, Telecons and Video Conferences are advised.

4. Travel

- Suspend all non-essential domestic air travelling. Essential travel means travel that is absolutely necessary, in the interest of service delivery and must be approved by management.

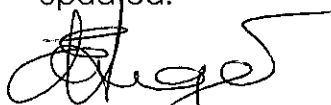
5. Occupational Health and Safety

- We (employer and employees) are all responsible for maintaining a safe and healthy working environment.
- We must:
 - Wash our hands frequently with soap and water for at least 20 seconds.
 - Cover our noses and mouths when coughing and sneezing with a tissue or flexed elbow.
 - Create physical distance where it is possible.
 - Create virtual distance mechanisms.
 - If you present with flu or cold symptoms seek medical attention.
 - Ensure work spaces and government vehicles are clean and sanitised.
- Maintain social distance which includes no physical contact like hand shaking, hugging etc.

6. What you should do:

- If you do experience any flu-like symptoms and have travelled internationally or have come into contact with someone who has travelled international, please use the 24hr hotline on **0800 029 999**.
- Stay calm by accessing and sharing accurate information through our official channels:
The Provincial COVID-19 website: www.westerncape.gov.za/coronavirus
The Provincial Facebook Page: @WCGHealth
The Provincial hotline 021 928 4102
Send "Hi" to 0600 123 456 on WhatsApp
Email: doh.dismed@westerncape.gov.za
- If you are feeling anxious or distressed, access the Employee Health and Wellness Programme on **0800 611 093**.

Thank you to all our employees for your loyalty and continuous commitment. Your dedication is appreciated during these extra-ordinary circumstances. We will keep you updated.



Dr. Beth Engelbrecht
WCGH: HEAD OF DEPARTMENT

Date: 2020-03-18