



**Western Cape
Government**

Health

Chief Director: People Management
Reference: COVID 19 People Management Response
Number: 10
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CIRCULAR H 76 / 2020

TO ALL HEADS OF DIVISIONS / CHIEF DIRECTORATES / DIRECTORATES / REGIONS/ DISTRICTS / HEADS OF INSTITUTIONS

RE: HANDLING OF DISCIPLINARY ACTIONS/ ENQUIRY IN THE WORKPLACE DURING COVID – 19 RISK ADJUSTED STRATEGY LEVEL 4

Circular H53/2020 dated 20 April 2020 refers.

The President of the Republic of South Africa announced on 23 April 2020 that with effect from 01 May 2020 the Covid – 19 Risk Adjusted strategy will be adjusted to level 4.

As per Government Gazette no.43258 dated 29 April 2020, Level 4 permits the trade union to perform their functions while adhering to social distancing and other health and safety protocols. In addition, the employer undertook to provide trade union officials where requested with a permit to perform their function within the department.

Circular H53/2020 is hereby withdrawn and replaced by this circular.

Handling of all disciplinary matters will continue in accordance with the Public Service Coordinating Bargaining Council, Resolution 1 of 2003.

Managers must ensure that the health and safety measures with reference to Covid-19 are in place before commencement of the disciplinary enquiry, e.g. wearing of masks; hand sanitization; social distancing, etc.

The Department once again appeal to all employees to refrain from committing acts of misconduct and to focus their attention on the common challenge of combating Covid-19.

The implementation date of this circular is with immediate effect.

Kind regards

Mr S Kaye

DDG:CORPORATE SERVICES

Date: 12 May 2020