

HCM Circular No 6 of 2020

To	SASSA WC employees
From:	The Senior Manager: Human Capital Management
Enquiries:	Mr J Skei
Date:	4 May 2020
Subject:	COVID-19 : WORKING ARRANGEMENTS AND STATE OF READINESS

1. Following an announcement made by State President Cyril Ramaphosa regarding the easing of the lockdown restrictions and resumption of some economic activities with effect from 01 May 2020, SASSA took a decision to open offices on the 4th of May 2020.
2. As pronounced by the President, only 1/3 of the workforce will be allowed at the workplace at any given time.
3. The re-opening of offices require employers to put in place measures to mitigate the spread of COVID-19 and contain the virus and save lives.
4. SASSA Western Cape region has ordered personal protective equipment (PPE) which will be distributed to all staff members. The Region is also awaiting delivery of Thermometers which will be used for screening the temperature of employees and all the clients visiting the SASSA offices.
5. Managers are currently engaged in a process of consultation with staff members to determine those who can be able to render services from home, those with underlying chronic conditions which may make them susceptible to the COVID-19, including pregnant women and those that have reached the age of 60 or will reach the age of 60 by October 2020.
6. Once these categories of employees have been determined, Managers will develop a work schedule which indicates which officials will be on duty on which dates. Such determination will amongst others take into account the intake of applications in a particular office and issues of social distancing so that offices are not overcrowded and comply with the prescribed 1/3.
7. To this end, the SASSA Western Cape has made an assessment of all the required safety and health requirements and took a decision to suspend the re-opening of offices on 04 May 2020. Depending on delivery of the PPE, it is envisaged that offices will open on **Monday, 11 May 2020**.



SENIOR MANAGER: HUMAN CAPITAL MANAGEMENT
DATE: 4 May 2020



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