



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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THRS INTERNAL MEMORANDUM No. 33 OF 2020

**TO: ALL GDE SMS MEMBERS, MANAGERS,
SUPERVISORS OF STAFF**

**FROM: MR. EDWARD MOSUWE
HEAD OF DEPARTMENT**

DATE: 18 MAY 2020

**SUBJECT: AMENDMENT OF THE PROCEDURE ON WORK FROM
HOME BY OFFICE-BASED STAFF DURING COVID-19,
AT ALERT LEVEL 4**

The memorandum on Work from Home is hereby amended to align with the provisions of DPSA Circular 18 of 2020.

The following has been indicated by the Department of Health as risk factors for severe COVID 19 which indicate that employees from the age of 60 years as well as those with underlying medical conditions (comorbidities) may be at risk of contracting COVID-19. These underlying medical conditions may include amongst others: (cardiac; prolonged use of corticosteroids and other immune weakening medications, chronic kidney disease undergoing, liver disease, pregnant employees, respiratory problems, hypertension, immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS.

As the staff resume duties at Alert Level 4, the vulnerable employees mentioned above whose nature of work allows them to work remotely may apply for work from home, by completing application documents as follows:.

- High Risk Employees (60 years and older) with comorbidities – indicating one or more chronic disease(s)- COVID-19 Application for Work From Home, Identity Document for verification of age, Declaration Form with medical report.

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- Employees who present with comorbidities - completed Declaration Form attaching a Medical Certificate indicating that the patient has underlying medical condition/s.

In instances where applicable, consideration should be given to those occupations that allow employees to work from home to minimize travel and possible exposure to COVID-19.

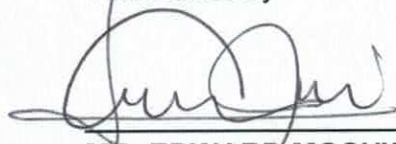
It is incumbent on the line-managers to ensure that the necessary tools of trade are made available to facilitate remote working are in place. Such requests must be approved by the delegated managers. Refer to the Delegations Framework document, copy of Request Form, copy of work targets attached.

In taking decisions, it is incumbent upon managers to ensure that all work arrangements made in your respective units are based on:

- Operational requirements at your area of work;
- Completion of all essential and outstanding work assignments;
- Preparations for the audit process and for the next financial year are completed; and
- Regular reporting and escalation of any issue you are unsure of.

A record of employees permitted to do so must be kept safely by the line-managers.

Yours sincerely



**MR. EDWARD MOSUWE
HEAD OF DEPARTMENT**

DATE: 20/05/2020