

Enquiries: Mr. DS Moloi

OFFICE OF THE DIRECTOR: MOTHEO EDUCATION DISTRICT

"THE DISTRICT ON THE RISE TO GREATNESS"

TO: ALL EMPLOYEES IN MOTHEO EDUCATIONS DISTRICT

SPECIAL LEAVE DUE TO RISK FACTORS FOR SEVERE COVID-19 (CO-MORBIDITIES)

1. The above-mentioned matter as well as the attached memo signed by the Superintendent General on 25 May 2020 bear reference.
2. Employees are urged to note the content of the memo and **voluntary** declare whether their presence at work will be a risk due to their medical conditions and or co-morbidities as specified in the mentioned memo.
3. Furthermore, please find the attached form to be completed. **The forms will not be further handled should the medical report not be attached.** Please submit your disclosure documentation for the attention of:
The District Director
Ford Drury Building
Block A, Room 413
5. Any declaration **must** be safely placed in a sealed envelope which should be clearly marked as confidential and be submitted on or before **3 June 2020**. Kindly note that submission of this confidential information does not imply employees to stay home automatically. Employees will be informed on the outcomes after assessment of information submitted.

6. It is trusted that the above is in order.


MR. DS MOLOI

DIRECTOR: MOTHEO EDUCATION DISTRICT

DATE: 2020/05/26

OFFICE OF THE DIRECTOR: MOTHEO EDUCATION DISTRICT

"THE DISTRICT ON THE RISE TO GREATNESS"

TO WHOM IT MAY CONCERN

RISK FACTORS FOR SEVERE COVID-19 (CO-MORBIDITIES) DECLARATION FORM

Dear Sir / Madam

Please complete the form below for the District to be aware of any underlying medical condition you may have which could make you more vulnerable to the COVID-19 (CORONA) virus. Your information will be kept **confidential** and the information will only be used by the District for planning purposes. This is an attempt to reduce the risks and the impact of the virus on employees.

PERSONAL Number		ID Number	
Gender		Age	
Full Names & Surname			
Institution		Rank	
Subjects and Grades currently teaching			
Email Address		Contact number/s	
Do you have any co-morbidities (Please circle your response)	Yes	No	Indicate which co-morbidities
If "Yes" – please provide evidence as requested in Paragraph 2.5.4 of DPSA Circular 18 of 2020. "Vulnerable employees must submit relevant documentation in this regard as evidence to HR".			
Medical Report attached (Compulsory) (Please circle your response)	Yes	No	No

Comments (if any): _____

SIGNATURE: _____

DATE: _____



Enquiry: SS. Samuel

Ref. no. S/4

TO: ALL EMPLOYEES

Special Leave due to risk factors for severe COVID-19 (comorbidities)

- 1.1 For the duration of the national state of disaster as a result of the COVID-19 outbreak, a Head of Department must grant special leave to an employee due to risk factors for severe COVID-19 as outlined in paragraph 1.2.
- 1.2 The following are considered risk factors for severe COVID-19 (Department of Health)

Risk Factor	Detail	Definition
Age	People 60 years and older with comorbidities	Aged 60 years or older with one or more disorders or conditions.
People of all ages with the following underlying medical conditions, particularly if not well controlled:		
Cardiovascular Disease	Moderate/ Severe Hypertension	Moderate hypertension: systolic BP 160-179mmHg and/or diastolic BP 100-109 mmHg. Severe hypertension: systolic BP \geq 180 mmHg and/or diastolic BP \geq 110 mmHg.
	Congestive cardiac failure or other serious cardiovascular disease	Confirmed clinical diagnosis of congestive cardiac failure or other serious cardiovascular disease
	Cerebrovascular disease, including stroke and transient ischaemic attack	Confirmed clinical diagnosis of cerebrovascular disease.
	Pulmonary Tuberculosis – untreated or in early treatment	People who have not completed the intensive phase or first two months of treatment in line with the National Department of Health Standard Treatment Guidelines.
Respiratory Disease	Moderate to severe asthma	Asthma which requires treatment with high dose inhaled corticosteroids plus a second controller (and/or systemic corticosteroids) to prevent it from becoming ‘uncontrolled’ or which remains ‘uncontrolled’ despite this therapy.
	Chronic Obstructive	Confirmed clinical diagnosis of

Private Bag X20565, Bloemfontein, 9300

Old Saanhou Building, Room 417, Cnr. Charlotte Maxeke Street and Aliwal Street, Bloemfontein

Tel: (051) 404 1955 Fax: (086) 4553122

Risk Factor	Detail	Definition
	Pulmonary Disease (COPD)	COPD
	Other severe chronic lung pathology, including cystic fibrosis and bronchiectasis	Confirmed clinical diagnosis – irrespective of severity.
Kidney Disease	Chronic Kidney Disease	eGFR < 45
Pregnancy	Third trimester pregnancy	Estimated to be further than week 27 of pregnancy
Immunosuppression	Poorly controlled type II Diabetes Mellitus	HBA1c \geq 7.5% within last 6 months
	Cancer undergoing active treatment	Currently undergoing chemotherapy and/or radiotherapy
	Human Immunodeficiency Virus with advanced immunosuppression	HIV positive persons with CD4 count < 200 cells/mm ³ who are ART-naïve or who initiated ART within last 3 months
	Chronic immunosuppressant use	Chronic use of corticosteroids of >20mg prednisone per day or equivalent, methotrexate, biologicals or other immunosuppressants.
Metabolic syndrome	Transplant	On chronic immunosuppressants
	Severe obesity	Body mass index (MBI) of 40 and higher

1.3 An employee referred to in paragraph 1.2 must submit the necessary documentation (adequate medical reports) to the Head of Department.

1.4 The confidentiality of the information submitted must be maintained.

1.5 The Head of Department may subject the application to the Health Risk Manager or a Health Professional for assessment.

1.6 An employee granted special leave due to risk factors for severe COVID-19 will be required to continue working remotely to perform specific functions.

NB: All Teachers and support staff submit to their Circuit Manager,

: All District officials submit to their District Directors and

: All Head Office officials submit to Director Human Resources

Administration, Mr S. Samuel at: [S. Samuel@fseducation.gov.za](mailto:S.Samuel@fseducation.gov.za).

SUPERINTENDENT GENERAL: EDUCATION

DATE:

25/5/2020