



Province of the  
**EASTERN CAPE**  
EDUCATION

THE OFFICE THE SUPERINTENDENT GENERAL

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**TO: ALL DDGs  
ALL CHIEF DIRECTORS  
ALL DIRECTORS AND DISTRICT DIRECTORS  
ALL ORGANISED LABOUR  
ALL EMPLOYEES OF THE ECDoE  
ALL VISITORS**

**FROM: SUPERINTENDENT GENERAL**

**DATE: - 04 JUNE 2020**

**SUBJECT: INSTRUCTION NOTE 27 - PROCEDURE FOR THE SCREENING OF ECDOE EMPLOYEES, AND ANY OTHER PERSON FOR ACCESS TO ECDOE PREMISES AS MEANS TO MITIGATE THE SPREAD OF COVID-19**

## 1. INTRODUCTION

This Instruction Note is issued in terms of DPSA Circular No 18 of 2020. Clause 2.3.1 of the said circular reads as follows: -

**“Departments must take measures to screen all employees and any other persons entering the workplace for any observable symptoms associated with COVID-19. As a minimum, each person entering the workplace must be temperature screened”**

## 2. PURPOSE

The purpose of this instruction note is to prescribe the official procedure for the screening of all ECDoE employees and any other person or persons entering the ECDoE's premises and the



manner to which these premises will be accessed, which include but not limited to, Head Office, District Offices, Teacher Development Centre, Circuit Management Centre, Circuit Offices and Schools. The screening of learners when entering their specific schools is dealt with in terms of a different protocol meant to screen them.

### **3. THE PROCEDURE**

#### **3.1 What is Screening?**

Screening is performed as a preventative measure to detect a potential health problem, disease or a virus in someone that does not yet have signs or symptoms. The purpose of screening is early detection, helping to reduce the risk of the disease or virus, or to detect a condition early enough to treat it most effectively. In this instance COVID-19 is a virus and it is a fact that some people who have contracted COVID-19 through close contact might not show symptoms, but still test positive for Covid-19. Screening is not usually diagnostic, but is used to identify those who should have additional testing to determine the presence or absence of the virus, or people who may benefit from early intervention measures.

#### **3.2 Who must be screened?**

Screening is compulsory to all ECDoe employees and any other person entering the ECDoe's premises.

#### **3.3 Who must do the screening?**

The security personnel or designated officials at the entrance shall conduct the screening and the absence of such personnel the ECDoe will provide at least two trained persons to conduct the screening.

#### **3.4 How will Screening be conducted in the ECDoe?**

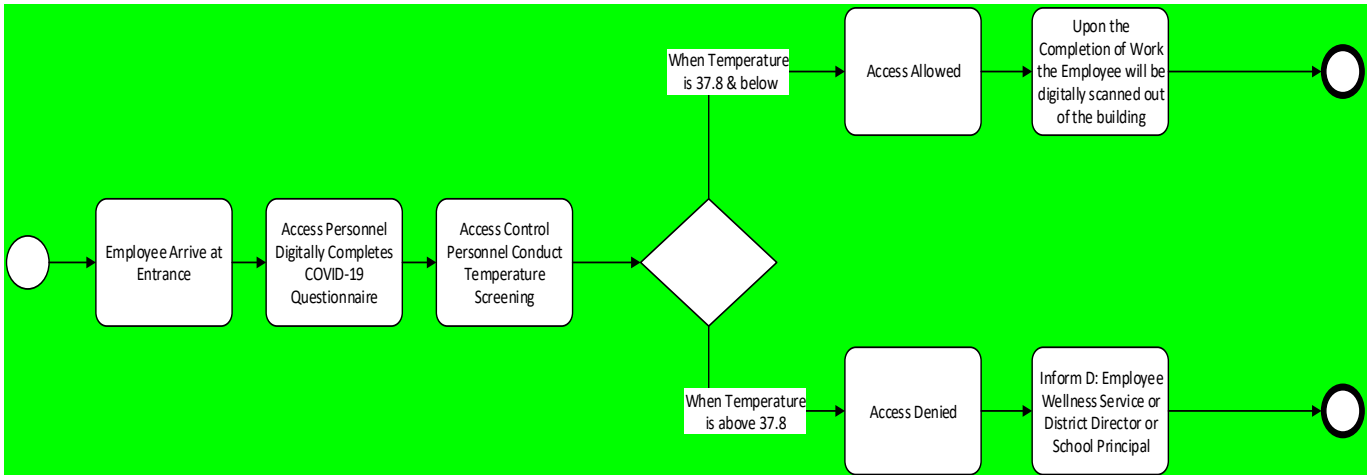
The screening for COVID-19 will be conducted daily using detailed questionnaire wherein all ECDoe employees or any other person or persons entering the premises of the ECDoe whether at Head Office, District Offices, Teacher Development Centres, Circuit Management Centres, Circuit Offices and or Schools will be required to complete it with utmost honesty and subsequently have their temperature taken using a Digital Body Infrared Forehead Thermometer. The detailed questionnaire as prescribed by the National Department of Health is attached as Annexure "A" and forms part of this circular. The questionnaire will be completed using either the digital access device or by hand at the entrance. The employee is not expected to physically touch the device to complete the questionnaire as the questions will be read by the access control personnel and employee will verbally respond to those questions. In the event that the digital machine is not working the questionnaire will be filled manually. The pen to be used for completion will be disinfected or sanitized before and after each use.

Upon completion of the questionnaire the employee or any other person must have his/ her temperature taken with the Digital Body Infrared Forehead Thermometer. The proper distance away from the forehead of the person being screened and the Digital Body Infrared Forehead Thermometer must not be less than 8cm.

**3.5 What happens if the screening process does not allow an employee or any other person to access the premises.**

- The employee will be informed not to access the building or school.
- The Senior Manager: Employee Wellness, District Director, Head of Teacher Development Center or School Principal will be informed immediately (without causing panic or alarming other employees)
- The District Director, Head of Teacher Development Center or School Principal will immediately alert the Employee Health and Wellness Directorate on the reasons for refusing access.
- The employee in question will be advised:
  - To contact the COVID-19 hotline on 0800 0299 99 for further advice or
  - Visit his/her medical doctor or Clinic for further advice

**3.6 SCREENING PROCESS**



**4. SELF-MONITORING**

It is important that employees monitor their health before returning to work or going into public spaces and consult your doctor or the national COVID-19 hotline. Consult your medical doctor if

you have any of the COVID 19 related symptoms. Sick leave measures shall apply in any leave of absence that is due to illness.

Employees are encouraged from time to time to assess their state of health especially in relation to COVID-19 symptoms as indicated by the Department of Health.

## 5. ACCESSING THE OFFICES AND SCHOOLS

Employees will be allowed to access the building provided that:

- They wear a cloth mask on entering and during their stay in the premises
- They are in possession of the work permit indicating that they are allowed to work in those premises.
- Have been screened and the screening process results permits

Visitors will be allowed to access the premises only if

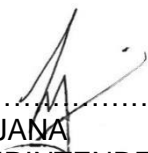
- They are in possession of a valid South African ID/ Driver's License or ID and work permit if non- South African
- They adhere to screening procedures.
- They wear cloth masks.
- They do not bring any material on premises except those who are to make deliveries.
- They are not paying any social visit to any employee. (social visit includes friend to friend visit, next of kin visit, partner visit or any visit that is not related to the business of education delivery).

## 6. APPLICABILITY

The Instruction Note is applicable to all ECDoe employees including any other person or persons entering the ECDoe's premises.

## 7. COMPLIANCE TO THE INSTRUCTION NOTE

Any employee or anyone who does not comply, deviate or resist to adhere to the procedure as illustrated above shall not be allowed to gain access to the premises and shall be subsequently reported to the relevant authority for consequence management to be applied.

  
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T KOJANA  
SUPERINTENDENT GENERAL

4/06/20  
DATE