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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies

Short summary: *COVID-19 Daily Screening of Learners and Educators.*

Subject: COVID-19 Daily Screening of Learners and Educators

1. The regulations pertaining to COVID-19 require that educators and learners be screened for symptoms of Coronavirus infection, daily, upon arrival at the school.
2. To be able to trace cases effectively, the data will have to be captured in a central database, hence the WCED has opted to use a common tool to capture the data for all educators and learners.
3. Educator screening will be captured daily via a mobile application using the following link: <https://qgzqy.glideapp.io/>
4. A video guide is contained in the application which will assist the user.
5. The capture of the screening of learners will be done, using the following link: <https://wcedemis.westerncape.gov.za/wced/lncovid.html>
6. The learner function works in exactly the same way as the learner absenteeism function so it will be familiar to educators at ordinary public schools.
7. The function will be linked to learner absenteeism and will, therefore, also serve to fulfil that function.
8. A guide as to how to use the function is attached. (See annexure A)
9. Kindly note that it is compulsory for all educators and learners to be screened daily and for the data to be captured, using these tools.

10. This is applicable to **ALL** schools: ordinary public schools, special schools and Early Childhood Development centres.
11. We wish to thank all institutions for their support and understanding at this time.
12. All queries in respect of the above can be directed to the relevant Circuit Manager in each circuit or the Head: Management and Governance in each district.
13. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2020-05-25