



Dear Colleagues

On 24 May 2020, H.E. President Ramaphosa announced the Alert Level 3 of the national lockdown in terms of Disaster Management Act (57/2002), Section 27 (2). However, the Regulations have not yet been Gazetted.

Therefore, this email seeks to provide guidance and clarify on the CDC's agreed approach in relation to some of the enquiries raised during the staff consultation meetings held last week. These issues were pertinent in the context of the CDC preparing for return to work under national lockdown Alert Level 3, which is coming into effect on 01 June 2020, with five main issues identified as requiring an immediate response.

1. Accommodation of Employees with Children as the Department of Education has adopted a phased approach to the reopening of schools

In order to fully address this concern, the CDC has resolved as follows:

- a) There is no blanket approach to be applied in addressing this concern and line management will consider each case independently and on its own merit;
- b) Overall performance of the employee will serve as a determining factor on whether the employee can be granted the permission to work from home;
- c) Reports and Portfolio of Evidence (POE) submitted for the national lockdown period to evidence whether the employee can work productively from home will be duly considered in evaluating the request of the employee;
- d) A properly constituted committee will consider the submitted requests for approval to ensure consistency of the applied principles and defensibility of the decisions taken; and
- e) Requests to be channelled through the employees' line manager to HR to ensure accountability for all requests submitted.

2. Provision of Transport to CDC Employees using Public Transport to curb risk of exposure

In order to fully address this concern, the CDC has resolved as follows:

- a) Due to financial constraints, the organisation cannot afford this provision across the board for all employees affected;
- b) The COVID-19 Task Team will pursue discussions with Algoa Bus and Employee Lift Clubs to enforce compliance with the applicable regulations and infection prevention control measures;
- c) Two masks will be issued to all employees each working day to reduce potential for infection when travelling to work the following day. Therefore, employees are required to wear one mask during the day in the office and only remove it when they arrive at home. The second mask must be worn the following morning when leaving home;
- d) Feedback sessions will be held with the affected employees regularly to understand concerns and corrective measures needed, and
- f) Pocket sanitisers will be provided to all CDC employees using public transport to come to work. Employees must contact the dedicated SHEQ representatives listed below to collect hand sanitisers.

Office	SHEQ Rep
CDC HO	Siseko Gwavu
NMBLP	Amanda Mbokodi
VACC	Tabo Langa
HCS	Jabulani Maluleke
BPO	Viwe Biyana/ Nandipha Phetshwa
CTN	Phumela Hoza
EL	Nzwane Mdikane / Siyabulela Mabi
KZN	Mduduzi Sithole / Msawenkosi Mteki
MTA	Tabisa Ngalo
PTA	Simphiwe Silwana/Zukiswa Bizana

3. Adjustment of the Clock-in time to cater for delays that may arise due to the restricted capacity of the Public Transport System

Management will monitor the prevailing trend during the first week of return to work, and an assessment will be made as to whether there is a justifiable need to adjust the clocking system, and any decisions taken to adjust the times will be communicated at the end of the first week.

4. Employees who are not optimally productive, and who continue to require data to connect while working from home are all required to return to the office.

5. Upon return back to work under lockdown level 3, we will all revert back to the normal flexi-working hours which were applicable before lockdown.

We trust that the approach as outlined above has provided clarity and confirmed the CDC's approach, and will prove effective in responding to the concerns raised. A further communication will follow providing the other details after the Alert Level 3 Regulations have been published.

Let us continue to keep safe, and courageous with the full belief that we have the power and resolve to defeat the sting of this virus.

For more information on CDC's Protocols on COVID-19, please visit COVID-19 Online Portal: <http://www.coega.co.za/DocumentList.aspx?cmd=browse&objID=80&catID=2065>. We welcome your suggestion on the CDC's anonymous online suggestion box: <http://intranet/Electronicsuggestionbox.asp>.

Kind regards,

COVID19 Task team