

FOR PSA MEMBERS: GAUTENG DEPARTMENT OF EDUCATION (GDE)

20-04-2020

## Update: COVID-19 way forward

Consultation commenced for the period after lockdown and how Schools and Education will deal with COVID-19 as a way forward. The following information was agreed to on 17 April 2020:

Owing to different sizes of offices and the large number of buildings occupied by the GDE, a one-size-fits-all approach cannot be implemented. The following officials will be responsible to ensure compliance required for social distancing:

- District Offices: District Director
- Head Office: Relevant Directors, Chief Director, DDG, HOD and MEC for the reporting staff
- Satellite offices, district teacher centres and warehouses: Responsible manager and respective Directors
- School Principals: Masks must be provided for all staff (offices, garden and in classes), classes to operate with only 70% of the normal capacity of learners and, where possible, remote teaching methods should be used to prevent overcrowded classes.

For curbing of numbers and social distancing after lockdown, the following should also be implemented, where possible:

- Employees to work remotely (from home)
- Employees to take their desktop computers home
- The following staff to work offsite: Pregnant women and people with underlying medical conditions such as cardiac, respiratory, hypertension, immunocompromised including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV/Aids, and prolonged use of corticosteroids and other immune weakening medications, chronic kidney disease undergoing dialysis, liver disease, those who are 60 years and above and employees using public transport.
- Flexible working hours
- Avoid mass meeting
- Use other platforms for meetings (virtual meetings) such as but not limited to, tele conferencing and *Microsoft* teams
- Use emails and social media communication
- Prevent employee from congregating in kitchens, photocopier rooms, etc
- In high-traffic areas, use masking tape to demarcate one metre spacing and ensure that Security assists with compliance
- Electronic submission of documents instead of hard copies

- Staff using Government vehicles must be limited to two persons per vehicle
- Every vehicle must have a bottle of sanitiser.
- **Record keeping:** Managers are requested to keep accurate records of staff who work remotely and on a rotational basis.

GENERAL MANAGER