

# INFORMUS



FOR PSA MEMBERS: FREE STATE- GENERAL

03-07-2020

## Update: COVID-19

The PSA Provincial Office remains committed to servicing members during these very difficult times. The Free State province has seen a rise in COVID-19 infections, especially amongst public servants. This is a cause for great concern and to ensure proper support and guidance is provided to members, we would like to request that those reporting cases, provide detailed information to the office when reporting COVID-19 cases.

The provision of this information will assist the office in providing the appropriate support and guidance. The information will also enable the office to contact the employer, with detailed information and hopefully receive feedback swiftly. It is important that we mitigate the risk of PSA officials getting infected, by reducing their movement where possible. Members are therefore requested to ensure that the following information is provided when reporting COVID 19 cases:

- The name of the institution that has been affected.
- The names, surnames, and any further details of the affected /infected member or official.
- Advising if it is a confirmed positive case or suspected case.
- The contact details of the Head of Department or Section Head to whom communication should be sent to ensure speedy attendance of matters.
- The contact details of the person who is providing information in respect of COVID-19 cases.

This process will protect all concerned and ensure that reported matters are speedily attended to. Members are reminded to remain vigilant and to report all COVID-19 related matters using the above mentioned guidelines.

GENERAL MANAGER