

Feedback: National Steering Committee

HR Directive 8 of 2021: Vaccination plan

Members were previously informed that the National Steering Committee was consulted on the vaccination plan for all DCS officials. The *attached HR Directive 8 of 2021* and annexures, were signed by the National Commissioner and will therefore be implemented with immediate effect.

In terms of the plan, officials can be vaccinated at any official vaccination site from 14 July 2021. Employees should take note to take the following with them when visiting a vaccination site:

- South African Identificaiton Document
- Proof of employment at DCS
- Medical-aid card (if applicable)

Members will receive the Pfizer shot. The Directive further assists members with clarity with regards to leave for vaccination purposes.

Members should take note that the vaccination process is voluntary and no employee will be forced to be vaccinated. Vaccination is, however, highly recommended by the Department. Members must please familiarise themselves with *HR Directive 8 of 2021*.

The PSA wants to take this opportunity to wish all employees who are unwell owing to COVID-19 a safe and speedy recovery.

GENERAL MANAGER



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

TO:	CHIEF OPERATIONS COMMISSIONER INSPECTING JUDGE BRANCH HEADS REGIONAL COMMISSIONERS CHIEF OF STAFF CHAIRPERSON OF THE NATIONAL COUNCIL FOR CORRECTIONAL SERVICES CHAIRPERSON OF THE MEDICAL PAROLE BOARD
ORGANIZATION:	DEPARTMENT OF CORRECTIONAL SERVICES
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1. PURPOSE

The purpose of this directive is to provide directions regarding the COVID-19 vaccination of DCS employees.

2. MANDATE

- 2.1. Disaster Management Act (Act 57 of 2002).
- 2.2. Disaster Management Regulations issued in terms of Section 27(2) of the Disaster Management Act.
- 2.3. Department of Health's Directions issued in terms of Regulation 4(1)(a) of the Regulation made under Section 27(2) of the Disaster Management Act, 2002 (Act 27 of 2002) Measures to Address, Prevent and Combat the Spread of COVID-19.
- 2.4. Correspondence received from the Department of Health regarding the COVID-19 Vaccination of DCS Employees.

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3. BACKGROUND

- 3.1 As regions are aware the Disaster Management Response Team mandated the Government Employees Medical Scheme (GEMS) work-based vaccination programme in a meeting held on 4 July 2021. Further engagements were undertaken with the DPSA, GEMS and the Department of Health to operationalize this mandate.
- 3.2 The Department has however received correspondence from the Department of Health (DOH) indicating that their engagements with the Government Employees Medical Scheme (GEMS) under the auspices of the Department of Public Service and Administration (DPSA) has not yielded a suitable service delivery model for DCS employees.
- 3.3 The DOH has therefore arranged and directed the following process specifically to meet the needs of the DCS employees based at various DCS facilities nationally:
- 3.3.1 All DCS employees have been registered on the EVDS (Electronic Vaccine Data System) using a bulk upload methodology.
- 3.3.2 An SMS notifying all employees of their registration on the EVDS is not possible because the bulk upload of employee information from DCS did not contain the cell phone numbers of all employees.
- 3.3.3 **All DCS employees (irrespective of age)** can now access any vaccination site (public or private sector) in the country without having to undertake self-registration on the EVDS – a list of all the active public and private vaccination sites per province and district can be found at: <https://sacoronavirus.co.za/active-vaccination-sites/>
- 3.3.4 DCS employees will be vaccinated on presentation of the following:
- a. South African Identification Document or South African Residents permit if a foreigner
 - b. Proof of employment at DCS
 - c. Medical Aid card details (if applicable).

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- 3.3.5 The individual's details will be verified against the uploaded DCS employee database at the vaccination site.
- 3.3.6 The vaccination process will be initiated and completed with a notification via an SMS once the individual is successfully vaccinated.
- 3.3.7 The DCS employees will not receive the one dose Janssen Covid-19 (Johnson & Johnson) vaccine, but will instead receive the two-dose Cominarty (Pfizer) vaccine.
- 3.3.8 DCS employees can present themselves to the abovementioned vaccination sites from 14 July 2021.

4. IMPLEMENTATION PLAN

- 4.1. In order to assist employees the attached plan must be followed (**Annexure A**). Annexures A1 to A6 indicates all the private and public vaccination sites in the regions.
- 4.2. Regions and branches must ensure that ALL employees – regardless of their nature of appointment - are included in the vaccination processes. Please note that only those employees who are appointed on the PERSAL system were included in the bulk upload of employee information. The Department is engaging Department of Health regarding the upload of employees appointed after the bulk upload.
- 4.3. If the information of any DCS employees is not found on the EVDS on the presentation of the employee at a vaccination site – the following should be followed:
 - 4.3.1. If the employee is 35 years or older, they will be able to register immediately on the EVDS at the site using the self-registration portal. Once registered these employees will be vaccinated either on the same day or given a suitable appointment.
 - 4.3.2. If the employee / member is younger than 35 years, he/she should contact his/her Human Resources Office to escalate the omission to Head Office for the attention of Mr Sello Pooe or Mr Simtandile Dlepuma on the following emails: Sello.Pooe@dcs.gov.za and Simtandile.Dlepuma@dcs.gov.za respectively.

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- 4.4. The Department is aware that the vaccination of employees will now depend on the capacity of vaccination sites outside the control of the Department but the aim, as far as possible, is to ensure that all officials receive their first vaccination dose by 15 August 2021 and their second vaccination dose by 30 September 2021.
- 4.5. All employees (regardless of their medical aid status) can present themselves at the vaccination sites.
- 4.6. Employees must be encouraged to use vaccination sites closest to their work places or homes as transport will not be provided by DCS.
- 4.7. **ALL** employees who wish to be vaccinated must be issued with the attached proforma letter as required in terms of paragraph 3.3.4(b) above – see **Annexure B**. All confirmation of employment letters must be signed by the Centre Coordinators Staff Support at Correctional Centres / Area Coordinators Corporate Services in Management Areas / Regional Heads: Corporate Services in Regional Offices / the Director Human Resources Administration and Utilisation at Head Office / Acting Heads of Colleges at the colleges. The contact details of the HR functionary who will respond to any enquiries regarding the content of the confirmation of employment letter must be clearly indicated in the letter issued to the employee who wishes to be vaccinated.
- 4.8. Confirmation of employment letters must be issued to ALL DCS employees / contractors – including abnormal and periodical appointees. Parole board members (including the NCCS and Medical Parole Board) must be included in the communications and process.
- 4.9. Employees must be informed of the documents that will be required at the vaccination site – see paragraph 3.3.4 above. It is very important that those employees with medical aid present their medical aid card at the vaccination sites.
- 4.10. Employees who are NOT medically insured will also be vaccinated on presenting themselves to the vaccination sites as DCS employees.
- 4.11. Employees who work shifts outside of the operating times of the vaccination sites must be accommodated in terms of their shift allocations to allow them to take time off to be vaccinated.

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4.12. Regions / branches / management areas / correctional centres may use the following formula to determine approximately how many officials will need to be released per day for vaccination:

4.12.1. The formula for the determination of the approximate number of officials to be released per day for vaccination is as follows:

4.12.1.1. Total number of employees who have expressed interest in receiving the COVID-19 vaccination ÷ number of working days available for vaccination = approximate number of officials to be released for vaccination per day.

4.12.2. For example:

4.12.2.1. Total number of employees in a correctional centre who have expressed interest in the COVID-19 vaccination based on the Vaccination Choice Form = **500**

4.12.2.2. Number of working days available for vaccination from 16 July 2021 to 15 August 2021 = **21**

4.12.2.3. Approximate number of employees to be released per day: $500 \div 21 = 24$.

4.13. Prioritization of the officials to be released must be based on a risk assessment of the individuals and their working environment. The following categories of employees must be given priority in the release of officials for vaccination is as follows:

- 4.13.1. Correctional officials performing security duties in the hospital sections, quarantine and isolation sites for inmates;
- 4.13.2. Correctional officials working in the kitchens;
- 4.13.3. Correctional officials working in the admissions areas;
- 4.13.4. Correctional officials providing internal security;
- 4.13.5. Correctional officials providing external security; and
- 4.13.6. Community Corrections officials doing monitoring.

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- 4.14. Regions and branches are reminded that the aim is to ensure that a minimum of 67% of officials must be vaccinated to achieve population immunity. It is therefore important that all efforts are made to persuade officials who qualify to be vaccinated to participate in the vaccination programme.
- 4.15. The stipulations of paragraphs 6.2 and 6.3 must also be taken into cognisance when officials are scheduled for release for vaccination.
- 4.16. Regions must develop region-specific plans for the release of officials taking into consideration facility, individual and occupational category risk assessments and service delivery imperatives.

5. LEAVE MANAGEMENT

- 5.1. Those employees who qualify for leave must be granted special leave for the days taken for vaccination (the number of days will depend on the vaccine administered at the vaccination site i.e. 1 day for a one-dose vaccine and 2 days for a two-dose vaccine).
- 5.2. On return from the vaccination, officials must produce proof of vaccination (COVID-19 vaccination record card) in order to be granted the special leave. Where such proof is not provided, the absence must be recorded as vacation leave.
- 5.3. Where officials experience adverse effects due to vaccination, such absences shall be dealt with in terms of the sick leave requirements.
- 5.4. Those employees who choose to go for vaccination while still on vacation leave must be credited for the day they take to be vaccinated.

6. EMPLOYEES CURRENTLY ON LEAVE / SUSPENDED / WORKING REMOTELY

- 6.1. It is imperative that officials who are currently not in the workplace for whatever reason are informed of the vaccination process.

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- 6.2. Those who have recently tested positive for COVID-19 may only be vaccinated 30 days after symptoms have cleared (in cases of severe disease) and 35 days after testing positive (in cases of mild disease).
- 6.3. Employees on quarantine / suspected cases must be encouraged to test for COVID-19 and upon receipt of the results can then determine whether they qualify to be vaccinated or whether they need to abide by the stipulations as indicated in paragraph 6.2 above.
- 6.4. Employees with comorbidities will be advised at the vaccination site regarding their risk profile in terms of the vaccine.
- 6.5. All officials who are unsure regarding their vaccination risk profile must consult with their health care practitioners.

7. PSYCHOSOCIAL SUPPORT

- 7.1. All officials who experience vaccination anxiety must be referred to an Employee Assistance Practitioner and their supervisors so that assistance can be provided, where necessary.
- 7.2. Psychosocial support must be provided before and after employees are vaccinated, where required.
- 7.3. The provisions of HR Directive 6 of 2021 must be followed by EAPs.

8. REPORTING

- 8.1. Employees' vaccination status must be recorded on the database which was issued as Annexure C to HR Directive 7 of 2021. Additional columns can be added to this database to indicate receipt of the first and second dose of the vaccine, where applicable.
- 8.2. Daily reporting of officials who have been vaccinated with both the first and second dose of the vaccine will be required.

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9. COMMUNICATION AND INFORMATION

- 9.1. It is important that all officials receive this communication as a matter of urgency.
- 9.2. Daily communication on the COVID-19 vaccination programme must be issued.
- 9.3. Additional information regarding COVID-19 vaccination is available on the following website link: <https://sacoronavirus.co.za/vaccine-updates/>

10. GOVERNANCE

- 10.1. Progress with the vaccination of officials must be reported to the Occupational Health and Safety Committees, the Steering Committees and the National Operations Centre.

11. STAKEHOLDER ENGAGEMENT

- 11.1. Where regions have established relationships with the provincial or district administration structures for the vaccination of officials, such plans may continue.
- 11.2. The aim is to ensure the vaccination of DCS employees in the fastest possible manner.
- 11.3. Where possible, arrangements must be made with private vaccination sites for the allocation of dates and times exclusively for the vaccination of DCS officials so that the latter can be prioritized.

12. DISCIPLINARY MEASURES

- 12.1. Disciplinary steps must be taken against any employee who actively discourages other employees from participating in the vaccination process or spreads false information regarding COVID-19 vaccination.

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12.2. Any DCS official who fails to adhere to the Disaster Management Regulations on the DCS premises will be contravening the DCS Disciplinary Code (GPSSBC Resolution 1 of 2006; Annexure A clause (a)), or the SMS Handbook Chapter 7 (Annexure A clause 1), as applicable and may be subjected to internal disciplinary action whilst such official is externally also liable to a fine or to imprisonment for a period not exceeding six months or to both a fine and imprisonment.

13. This directive is subject to continuous adjustment as the developments in the country unfold.



A FRASER

NATIONAL COMMISSIONER

DATE: 2021/07/14



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

**PLAN FOR THE COVID-19
VACCINATION OF
DEPARTMENT OF CORRECTIONAL
SERVICES EMPLOYEES**

13 JULY 2021

PURPOSE

The purpose of the DCS COVID-19 vaccination roll out plan for officials is to outline to the DMRT the processes that need to be followed by the Department in the execution of an effective implementation vaccination roll out model.

BACKGROUND

The Republic of South Africa is currently grappling with the surge of COVID-19 infections of the third wave as well as the recently identified Delta variant which according to subject matter experts is dominant globally and in South Africa, highly transmissible with fast increase of deaths in low vaccine coverage countries.

On 4 July 2021 the Disaster Management Response Team was apprised on the engagements with Department of Health and the Department of Public Service and Administration regarding the COVID-19 vaccination of DCS officials.

The mandate from the DMRT was that the Department proceeds with the GEMS work based approach to the vaccination of officials as it was resource effective and efficient.

The Department of Health as a provider of vaccines requested that information regarding DCS officials be uploaded on a system alongside the EVDS in order that DCS officials would not need to register on the EVDS but give consent to the COVID-19 vaccination on presenting themselves for vaccination. This process was completed on 10 July 2021.

On the 12 July the DOH sent a letter to the National Commissioner providing guidance on the DCS officials' vaccination roll out model.

OBJECTIVES

The aim of the vaccination of DCS employees is to ensure that a minimum of 67% of DCS employees are vaccinated against the SARS-CoV-2 virus / COVID-19 by 30 September 2021 through the use of provincial and private vaccination sites as advised by the Department of Health.

The objective is to achieve DCS population immunity to enhance occupational health and safety, to reduce the impact of the virus both on the Department in terms of productive days lost to isolation and quarantine, to reduce the number of deaths; to protect both the inmate and employee population.

METHODOLOGY

PROJECTED TIME FRAMES FOR THE VACCINATION ROLL OUT

According to the communication received from the National Department of Health (NDoH) on the 12 July 2021, the Department of Correctional Services Employees will receive the Cominarty (Pfizer) vaccine for COVID-19 vaccination. The communication further indicated that the vaccination should commence on 14 July 2021 however the DCS will commence on the 15 July 2021.

The department is currently having a total of 41030 employees (39450 permanent and contract and 1580 abnormal / periodical appointments) and there may be some who are not eligible for vaccination due to allergies or any other reason. In addition some of the officials (health care professionals; 50 and above) have already received the vaccine as part of the DoH vaccination roll out plan.

Based on the above, it is recommended that the regions ensure that all DCS employees who will be participating in the DCS vaccination model should receive the first jab of Pfizer vaccine between 14 July 2021 - 15 August 2021. All officials should have received full vaccination by the 30th September 2021.

Regions are required to develop regional implementation plans in line with their available resources to avoid disruption at operational level.

Below is the national projection for the officials to receive the first dose of Pfizer between the proposed vaccination dates:

Total number of officials	Total number of vaccination days excluding weekends and holidays	Daily target nationally
41030	21	1954

Below are the regional projections statistics based on the submitted COVID-19 Vaccination Choice Forms completed by officials:

Region	Total number of officials who expressed interest in vaccination	Total number of vaccination days excluding weekends and holidays for the first dose	Daily target nationally to receive the first dose
Gauteng	4861	21	232
Western Cape	4249	21	202
Kwazulu Natal	3997	21	190
LMN and Kutama Sinthumule	4693	21	224
FS/NC and Mangaung PP	4301	21	205
Eastern Cape	3062	21	146
Head Office; JICS and training colleges	816	21	39
Total	25979	21	1237

The above numbers may change based on vaccination uptake / employee response to the vaccination programme.

DEPARTMENT OF HEALTH VACCINATION SITES FOR PRIVATE AND PROVINCIAL SITES TO BE UTILISED:

All DCS employees irrespective of age can access any public or private vaccination site on the following link: <https://sacoronavirus.co.za/active-vaccination-site/>

DOCUMENTS TO BE PRODUCED AT THE VACCINATION SITE:

- SA Identification card
- SA Residents permit (if a foreigner)
- Medical Aid Card details (for medical aid members only)
- Proof of employment at DCS

The provided template should be completed by the Human Resource for each employee who wishes to be vaccinated. **See Annexure A of HR Directive 8 of 2021.**

PSYCHOSOCIAL SUPPORT

Employee Assistance Practitioners (EAP) will be available to offer assistance to officials who experience pre and post vaccination anxiety. Provision of HR Directive 6 must be followed by EAPs. There are 44 Employee Assistance Professional and 5 Regional Coordinators nationally to provide pre and post emotional support to employees during the COVID-19 vaccine roll-out in DCS.

Below please find national list of DCS EAPs and their contact details:

HEAD OFFICE				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Head office	Hira Ramanee	012 305 8332	067 429 8837	ramanee.hira@dcs.gov.za
Head office	Hlongwane Moshibudi	012 305 8370	067 429 8843	moshibudi.hlongwane@dcs.gov.za
Head office	Hendricks Loretta	012 307 2239	067 429 8829	loretta.hendricks@dcs.gov.za
Head Office (EAP)	Tumahole, S		064 607 4217	sosi.tumahole@dcs.gov.za

KZN REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Regional Office	Nkqezo Thantaswa	033 355 7317	060 832 0865	Thantaswa.Nkqezo@dcs.gov.za
Pietermaritzburg	Nelisiwe Memela	033 845 5696	060 832 1723	Rosemary.Mbambo@dcs.gov.za
Durban	Bathabile Ngidi	031 204 8742	060 832 1372	Bathabile.ngidi@dcs.gov.za
Kokstad	Gugu Mkhize	039 797 2094	060 832 2022	Gugu.mkhize@dcs.gov.za
Empangeni (Temporary transfer to PMB)	Thunyiwe Mkhize	033 845 5696	060 832 1863	Thunyiwe.madlala@dcs.gov.za
Empangeni	Busisiwe Msomi	035 902 3783	060 832 1406	Busisiwe.Msomi@dcs.gov.za
Ncome	Vuyisile Ngcobo	034 972 9340	060 832 1552	Vuyisile.ngcobo@dcs.gov.za
Glencoe	Andiswa Ngesi	034 393 1112	071 584 6927	Andiswa.ngesi@dcs.gov.za judith.ngesi81@gmail.com

Waterval	Nontobeko Dweba	034 312 3109	060 832 1711	Nontobeko.dw eba@dcs.gov. za nontodweba3 @gmail.com
LMN REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Regional office	Moyo L S (Acting)	014 5925180/7311	082 978 5113	Lerato.Moyo@ dcs.gov.za
Witbank	Thobane MG	013 656 8794	0618384932	Madimetja.Tho bane@dcs.gov .za
Klerksdorp	Motsuki MR	018 4879000	0818485665	Mmamphorile. Motsuki@dcs. gov.za
Rustenburg	Moyo L S	014 592 7311/ 5180	0818483028	Lerato.Moyo@ dcs.gov.za/ Or lerato909@ya hoo.com
Polokwane	Mojela K	015 295 2009	0729472125	ksmojela@gm ail.com
Barberton	NKOSI PN	013 752 6125	0818483105	Phila.Nkosi@d cs.gov.za
Thohoyandou	Netshandama, T	015 963 8681	0818482704	Tshisikhawe.N etshandama@ dcs.gov.za

Bethal	Dhlamini, NI	017 647 3886	0818482050	Ntombifuthi.Dhlamini@dcs.gov.za
Rooigrond	Mohulatsi, RN	018 381 1607	0818485919	Refilwe.Mohulatsi@dcs.gov.za
FREE STATE NORTHERN CAPE REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Regional Office	Hlahane Rebecca	051 404 2000	0725944953	Rebecca.hlahane@dcs.gov.za
Goedemoed	Mokati Phumeza	051 631 5307		Phumeza.Mokati@dcs.gov.za
Grootvlei	Mokgawa Doreen	051 505 4600		Lipuo.Lichakane@dcs.gov.za
Groenpunt	Mpinga Nomakhosi	016 370 2362	0725901097	Nomakhosi.Longwe@dcs.gov.za
Kimberly	Rosenberg Abigail	053 836 9144		Abigail.Rosenberg@dcs.gov.za
Upington	Sejamoholo Bontle	054 3379340	0720968917	Bontle.Sejamoholo@dcs.gov.za
Bizza Makhate	Angel Mbatha	056 216 4433		Angel.Mbatha@dcs.gov.za
WESTERN CAPE REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Regional Coordinator	Nel Lazelle	021 550 6053 (021 550 6020)	072 246 6759	lazelle.nel@dcs.gov.za

Allandale	Oliphant Danny	021 877 5777 (021 887 5791)		Danny.oliphant@dc s.gov.za
Brandvlei	Zibi Zonke	023 340 8129 (023 340 8023)		Zibi.zonke@dc s.gov.za
Breederiver	Cupido Weena	023 348 7784 (023 348 7892)		Weena.cupido@dc s.gov.za
Drakenstein	Laetitia Ruiters- Julius	021 867 0363 (021 864 8182)		Laetitia.ruiters- julius@dc s.gov.za
Goodwood	VACANT Nel Lazelle	021 550 6053	082 8526252	lazelle.nel@dc s.gov.za
Overberg	Msoki Soyiso	028 215 1099		soyiso.msoki@dc s.gov.za
Pollsmoor	Booyesen-Dake Georgina	021 700 1275 (021 700 1287)		Georgina.booy esen@dc s.gov.za
	Nobesuthu Putini	021 700 1275 (021 700 1287)		Nobesuthu.puti ni@dc s.gov.za
Southern Cape	Adams Camilla	044 802 7515		Camilla.adams@dc s.gov.za
Voorberg	VACANT Bowkers Candise	022 482 7734 (021 550 6053)		Candise.bowk ers@dc s.gov.za
West Coast	Bowkers Candise	022 482 7734 (022 482 7721)		Candise.bowk ers@dc s.gov.za
EASTERN CAPE REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL

Regional Office	Vacant	043 706 7820		
East London	Mntwapi Phumza	043 711 4209	066 586 9504	phumza.mntwapi@dcs.gov.za
Amathole	Bonda Bulelwa	043 6051772	066 586 9510	bulelwa.bonda@dcs.gov.za
Sada	Noziphiwo Gece	045 8074730	060 383 5700	noziphiwo.gece@dcs.gov.za
Mthatha	Masango - Vapi Feziwe	047 5025799	063 238 6046	feziwe.vapi@dcs.gov.za
St Albans	Vacant	041 3981153		
GAUTENG REGION				
MANAGEMENT AREA	SURNAME AND NAME	TEL NO	CELL NO	EMAIL
Regional Office	Kutu Mmatsatsi	012 4200184	063 622 7413	Mmatsatsi.kutu@dcs.gov.za
Baviaanspoort	Kgosana Sefako Charles	012 841 8677	0721443148	Charles.kgosana@dcs.gov.za
Boksburg	Motau Rhulani	011 898 - 3951	0792963737	Rhulani.motau@dcs.gov.za
Kgosi Mampuru	Mokgonoane Welheminah	012 314 1951	0665819400	Welheminah.mokgonoane@dcs.gov.za
Kgosi Mampuru	Molusi Kelebogile	012 314 1960	0665869014	Kelebogile.molusi@dcs.gov.za

Krugersdorp	Gwebu Cynthia (Manager special programs)	011 950 0006	0839284072	Cynthia.letlape@dcs.gov.za
Leeuwkop	Tsholofelo Maseko	011 208 9736	0721585696	Tsholofelo.maseko@dcs.gov.za
Johannesburg	Gugulethu Sibiya	011 933 7184	0647367018	Gugulethu.sibiya@dcs.gov.za
Modderbee	Tlou Prudence	0113608190	0720990230	Prudence.tlou@dcs.gov.za
Zonderwater	Lekgau Jacob (Manager special programs)	012 305 7255	0732585477	Jacob.lekgau@dcs.gov.za

BUDGET IMPLICATIONS

According to the Department of Health, there will be no financial implications for the Department for the COVID-19 vaccination of officials at the national vaccination sites as the vaccination of employees with medical aid will be funded by their medical aids and those who are not medically insured will be funded by the Department of Health.

According to the HR directive issued employees will be granted special leave for the days of absence due to the COVID-19 vaccination. Absence due to adverse effects will be covered by sick leave. The total productive days lost due to the COVID-19 vaccination of officials (if calculated financially) will have an impact on the Department. However, the investment in productivity time lost will be regained in the long term through the reduction of the impact of absences related to severe COVID-19 illness. Ultimately once population immunity is achieved, there will also be a reduction in days lost due to quarantine and isolation.

REPORTING AND RECORDING OF DATA

The daily reporting process of those vaccinated per day to be reported through the MOC, ROC and NOC and VROCC (DD: Occupational Health and Safety, Ms Portia Mohasoa). Reports on the vaccination process must also be provided to the Occupational Health and Safety Committees and the Steering Committees at all levels.

All vaccinated officials should produce the Covid-19 vaccination record card as a proof of vaccination.

Risk Type	Risk Description	Impact	Probability	Likelihood	Consequence	Risk Control	Risk Strategy	Risk Owner
Political	Riots which are currently causing disruptions in business centres	High	Medium	Likely	Significant	No	Scheduling officials taking cognisance of mood in towns / cities	DCS Facility Manager
Organizational	Shortages of staff	High	High	High	Significant	Yes	Scheduling of officials must take into consideration service delivery requirements	DCS Facility Manager
	Facility-specific vaccination rollout plans not developed	High	Medium	Likely	Moderate	Yes	All RCs / Branch Heads must ensure that they receive Facility specific rollout plans	Regional Commissioners
	Incorrect records for officials on PERSAL	Low	Low	Likely	Significant	Yes	This risk will have to be tolerated as the information on PERSAL should be correct.	HR offices
	Daily updating of vaccination records of officials not done	High	High	High	Significant	No	Daily updating of the database provided	HR Managers at all levels
Technological	Use of manual databases resulting in	High	High	Likely	Significant	Yes	Manual systems must be	HR managers at all levels

Risk Type	Risk Descript	Impact	Probabil ity	Likelih ood	Consequ ence	Risk Contr ol	Risk Strategy	Risk Owner
	incorrect data reporting						updated regularly	
Legal	Allegations by employees that they were compelled to be vaccination	Medium	Low	Low	Significant	Yes	COVID-19 Vaccination Awareness sessions and counselling	EAP HRD managers
Occupational Health and Safety	Employees experiencing adverse events	Medium	Low	Low	Moderate	Yes	Employees who experience adverse events must be provided with the necessary support. However, since vaccination is voluntary no claims can be made against the Department.	OHS Managers

FACTORS THAT WILL CONTRIBUTE TO THE SUCCESS OF THE PROJECT

- ✓ The availability of credible vaccination data for officials at all levels of the organisation;
- ✓ Support of management at all levels of the organisation;
- ✓ Development of detailed vaccination rollout plans for all facilities;
- ✓ Proper scheduling and release of officials to ensure that critical services are delivered;
- ✓ Access to vaccination sites by DCS officials;
- ✓ Top Management support (both politically and administratively);
- ✓ Timeous issuing of communication;
- ✓ Timeous issuing of the confirmation of employment letters to employees;
- ✓ Organised labour support;
- ✓ Leveraging on stakeholder engagement (all structures that are involved in the vaccination processes)
- ✓ Adherence to the Protection of Personal Information Act;
- ✓ Adherence to Departmental policies and procedures;

- ✓ A committed and visionary project management sponsor and project leadership team leaders who inspire and motivate the team; and
- ✓ Identification, management and control of all operational risks to ensure that they do not hamper the project.

CONCLUSION

The COVID-19 vaccination of officials is critical to achieve DCS population immunity; to protect employees and offenders against the risk of severe COVID-19 disease and to enhance occupational health and safety by stemming the spread of the virus. The speed with which employees are vaccinated will determine the extent to which the Department is able to accrue the benefits of an employee population whose majority has been vaccinated.



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Facility letterhead (including postal and physical address, telephone, fax and email address)

Reference: Persal number of official
Enquiries: Name of relevant HR Officer
Tel: Tel number of relevant HR officer

TO WHOM IT MAY CONCERN

CONFIRMATION OF EMPLOYMENT OF (SURNAME AND INITIALS, PERSAL NUMBER, IDENTITY NUMBER, RANK)

This letter serves to confirm that the employee with the details as indicated above is employed in the Department of Correctional Services at(indicate Facility) in(town/city).

You are kindly requested to ensure that he/she receives the COVID-19 vaccine in line with the requirements of the Department of Health.

Kind regards

SURNAME AND INITIALS

AREA COORDINATOR CORPORATE SERVICES

DATE: