

**HEAD OF DEPARTMENT**3rd Floor Tirelo Building
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Tel: +27 (18) 200 8304/06/08
Fax: +27 (18)**TO : ALL STAFF MEMBERS****FROM: HEAD OF DEPARTMENT****DATE : 25 MAY 2020****RE: PHASED IN APPROACH OF RETURN TO OFFICE BY SUPPORT STAFF RENDERING CRITICAL SERVICES – 04 June 2020**

1. The above matter bears reference in line with safety protocols of officials.
2. This memo serves as confirmation that the Department is working hard in ensuring that stringent measures are in place for the safe return of one third (33%) of identified officials.
3. The operations of the office have to be normalized and all safety protocols followed to the latter. The Department strives to ensure that officials entering the building are fully screened and also wearing personal protective equipment such as mask as it is compulsory in line with regulations of level four. There are notices at all departmental building prohibiting Officials & Clients visiting the Office without masks to gain access to our buildings, Security Services should ensure compliance to this directive.
4. It should be noted that most offices have been disinfected as directed by safety protocols of Covid-19 regulations except for a few on the attached schedule. Wellness Unit (OHS Sub-Directorate) is responsible for distribution of hand sanitizers for each employee as well as placing them at strategic points.(indicate office still to be disinfected)
5. The risk Assessment has been conducted, and will be updated as and when a need arise. The department has a established departmental steering committee in line with the Directives its responsibilities amongst others is implementing safety measures and compliance in order to contain the spread of corona virus and District sub-committees are to be established as a matter of urgency. Identified Officials as communicated by Chief Directorates are expected to report on the 04 June 2020.
6. Departmental employees are welcome to the new normal and urged to maintain social distancing, washing of hands and sanitizing regularly and continue to practice good hygiene , also to wear masks all the time



**RE: PHASED IN APPROACH OF RETURN TO OFFICE BY SUPPORT STAFF
RENDERING CRITICAL SERVICES – 01 June 2020**

7. The Department further takes this opportunity to thank all Traffic Officers (essential service employee) who continued to serve people of the North West with diligence during this difficult time.

Regards.



**MS BOTLHALE MOFOKENG
HEAD OF DEPARTMENT**

DATE: 28/05/2020



"Together we move North West Province Forward"