



# the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, CAPE TOWN, 8000 Tel: (021) 467 5120, Fax:(021) 467 5484

Enquires: Mr. Robert Foromo      Tel: 012 336 1579      Email: [RobertF@dpsa.gov.za](mailto:RobertF@dpsa.gov.za)

## CIRCULAR NO 10 OF 2021

### TO ALL DIRECTORS-GENERAL AND HEADS OF DEPARTMENTS

#### RE: MANDATORY VACCINATION FOR EMPLOYEES IN THE PUBLIC SERVICE

1. The Department of Public Service and Administration (DPSA) issued several circulars, providing guidance to Departments on how to manage COVID-19 cases in the workplace.
2. In turn, on 11 June 2021, the Minister for Employment and Labour issued a revised Direction on Occupational Health and Safety Measures (OHS direction) that permits the implementation of a mandatory workplace vaccination policy subject to specific measures.
3. Various Departments approached the DPSA for direction/progress in the implementation of the above mentioned measures. The following is the progress made thus far:
  - Discussions on the matter were tabled at the National Task Team of Directors-General (NTTT) on COVID-19 Work stream 1;
  - Proposals are under consideration to increase the voluntary uptake of vaccines by Public Servants through advocacy by communicating the benefits of vaccination;
  - Discussions are ongoing with stakeholders and organised labour to consider the introduction of a mandatory vaccine mandate, along the parameters of the OHS direction in case the voluntary uptake does not increase to an acceptable level as set by the Department of Health; and
  - Departments will be informed of developments in this regard on a continuous basis.

4. Heads of Department are encouraged to continuously engage with staff members, organized labour and stakeholders in their departments to promote the uptake of vaccines in line with the Department of Health's guidelines.
5. In the interim, all departments are urged to develop awareness and communication plans to share credible information (Annexure A) about vaccination against COVID 19 as per DPSA circular 7 of 2021. Departments should also continue to advocate and practise COVID-19 non-pharmaceutical interventions, such as sanitising, wearing of masks and physical distancing.
6. Your continued cooperation is highly appreciated.



**MS YOLISWA MAKHASI**  
**DIRECTOR-GENERAL**

DATE: 27/10/2021

## ANNEXURE A KEY COMMUNICATION REGARDING VACCINATION

<b>WHAT</b>	1.	<b>How does the COVID-19 vaccine work?</b> When you get vaccinated, your body's immune system responds so that in future the cells of your body will recognise the virus and know how to fight it.
	2.	<b>Vaccines are safe.</b> They are thousands of times safer the getting COVID-19. They have been scientifically tested and approved, just like vaccines for illnesses for measles or the 'flu) have been tested. While many of us will feel a bit sick the day after the vaccination (as your body's immune system starts to work), serious side effects are extremely rare.
<b>WHY</b>	3.	<b>Vaccination reduces the severity of COVID-19</b> and your risk of dying from it. Some people may still get COVID-19 but their chances of getting seriously ill and dying will be much less. <b>Vaccination helps build herd immunity.</b> The more people who are vaccinated, the harder it is for the virus to find new people to infect. While some people may still get the virus, eventually their numbers will be small enough to prevent new waves of infection.
	4.	<b>Vaccines have been shown to work extremely well.</b> They have been shown to reduce your risk of hospital admission and death to less than 1% of your risk if you had COVID-19.
<b>WHO</b>	5.	<b>Older people, and men in particular, are at especially high risk.</b> Every person over 50 years of age must be vaccinated as soon as possible
	6.	Vaccination is for <b>all adults regardless of nationality, and whether documented or not</b>
	7.	Even <b>uninsured people</b> can get vaccinated at private sites
<b>HOW</b>	8.	The <b>vaccination is free</b> for everyone.
	9.	<b>The process of vaccination is simple and easy.</b>
	10.	Vaccination is now open for everyone 12 years and older. Go to your closest vaccination site. You can speed up the process by registering before you go. If you register online, you can even choose when and where to go. <a href="http://vaccine.booking.health.gov.za">http://vaccine.booking.health.gov.za</a>
	11.	<b>If you have any questions of concerns, please call the National Contact Centre on 0800 029 999</b>
<b>NOW WHAT</b>	12.	Vaccinated people can still get COVID-19 again, even though their risk of infection is lower. For that reason, <b>basic prevention (ventilation, mask-wearing, social distancing and hand-sanitising) is still important to protect you and your family.</b> But even if you get COVID-19, remember that you are at much lower risk of death and dying if you have been vaccinated.