



INTERNAL MEMORANDUM

To:	All staff	Ref:	Cir 00108/2020
From:	DIRECTOR GENERAL Advocate Sam Vukela	Office:	CGO 7
Inquiries:	Divisional Head Facilities Management (Ms Nyeleti Makhubele) Chief Director FM (Mr Nkosana Kubeka) Director FM (Mr Patrick Nesengani)		
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CIRCULAR 00108 of 2020: MEASURES PUT IN PLACE IN RESPONSE TO THE COVID-19 (CORONA VIRUS) PANDEMIC

1. PURPOSE

- 1.1. To provide all employees with the Department's response to the COVID-19 (Corona virus) Pandemic.

2. BACKGROUND

- 2.1. In light of the outbreak of COVID-19 (Coronavirus) and the growing number of confirmed cases in South Africa, the President has declared a national state of disaster in terms of the Disaster Management Act 57 Of 2002.
- 2.2. The following measures have been put in place nationally as pronounced by the President:
 - 2.2.1. Travel ban on high risk countries from 18 March 2020.
 - 2.2.2. SA Citizens to not travel to high risk countries.
 - 2.2.3. Gatherings of more than a 100 people are prohibited.
 - 2.2.4. Large events and celebrations are cancelled.
 - 2.2.5. Schools closed from Wed 18 March until Easter weekend.

- 2.2.6. Government is working closely with colleges and other public facilities, such as prisons and police stations to intensify hygiene control and put other appropriate responses in place.
- 2.2.7. Businesses are called upon to take measures to intensify hygiene control.
- 2.2.8. Surveillance and testing systems are being strengthened at hospitals.
- 2.2.9. Partnering with the private sector to develop a tracing, tracking and monitoring system for all those affected by coronavirus.
- 2.2.10. Calling on everyone to take various personal measures as previously stated hygiene, elbow greetings, etc.
- 2.2.11. Package to be put together as a response to the economic impact of the disease.
- 2.2.12. Establishment of National Command Council chaired by President to meet 3 times a week to coordinate responses to pandemic.

2.3. The National Department of Public Works & Infrastructure (NDPWI), wishes to put in place preventative and protective measures with immediate effect, to reduce the risk of infection.

2.4. This circular must be read in conjunction with the attached DPSA Circular No 07 of 2020.

3. GOVERNANCE

3.1. A COVID 19 steering committee is hereby established at Head Office comprising the following components: Facilities Management (FM; OHS), Corporate Services (HRA; Employee Wellness; Labour relations; Security Services; Communications; ICT); REMS; EPWP, SCM, IGR, Gender, UDM, Finance, SCM, Fraud & Awareness and Organised Labour reporting directly to the Director General.

3.2. Each regional office establishes a COVID 19 sub-committee comprising Heads of FM, HR, Security, OHS, Finance, SCM, Property Management, UDM and Organised Labour reporting to the Regional Manager.

3.3. These committees will be required to:

3.3.1. Conduct a risk assessment to include meetings and contact with the public including respect to service providers;

3.3.2. Develop guidelines, action plans and protocols aligned to Department of Health precautionary measures. This Action Plan must be submitted no later than **Wednesday, 18 March 2020 no later than 3pm;**

- 3.3.3. Reporting of committees on a daily basis;
- 3.3.4. Both committees should meet twice a week and/ or as and when necessary;
- 3.3.5. Communication protocol has been established for all staff and line management through the established of the committees:
 - 3.3.5.1. Regular communication with all relevant branches at Head Office and Regional Offices through the respective committees.
 - 3.3.5.2. All Regional Offices are to raise their concerns with the Regional Manager, who will then communicate the same to the Office of the Director General.
 - 3.3.5.3. Concerns raised by Head Office officials must be addressed to Adv Nishi Sharma.
- 3.3.6. Identify an appropriate sick bay for temporary isolation purposes, whilst awaiting movement to health care facility, which is well ventilated, cleaned regularly and located close to exit points.

4. DISCUSSION

4.1. The following measures have been put in place by the Department in response to the pandemic:

4.1.1. Access Control

- 4.1.1.1. All DPWI offices to execute risk assessments in line with DPSA Circular 07 of 2020.
- 4.1.1.2. All biometric systems were disabled as of Thursday the 12th March 2020. Employees are required to provide positive identification at these points.
- 4.1.1.3. Line Managers to ensure that a register is kept as a management tool for adherence to official working hours. IT and Security will be exploring an alternative in the next three (3) weeks
- 4.1.1.4. All internal security and inner leading access doors to be open at all times during office hours to minimise touching of surfaces by employees.
- 4.1.1.5. During this period all officials are to wear their identification cards.
- 4.1.1.6. Regional Security Officers to ensure that Security is not compromised in the process.

4.1.2. General Cleaning and Hygiene Services

4.1.2.1. Heads of Cleaning and Hygiene Services are instructed to ensure that the existing Hygiene Services Contracts are implemented accordingly by ensuring that all Ablution Facilities are provided adequately with the following (per existing contracts):

- a. Appropriate hand soap in an appropriate soap dispensers;
- b. Preference must be given to the use of hand driers and where there are not operational, Technical Maintenance must ensure that they are operation within the next 48 hours. In the absence of the hand driers, paper towels through an appropriate dispenser may be utilised;
- c. Paper Hand Towels in appropriate dispensers;
- d. Toilet Seat Sanitizers;
- e. Cleaning Supervisors to adhere to the checking of these facilities 3 times a day and signing off accordingly.

These measures must be implemented within the seven (7) days of the signing of this circular.

4.1.3. Additional Hand Sanitizers

4.1.3.1. Cleaning and Gardening Services are instructed to procure sensor / automatic hand sanitizers and hand sanitizer liquid (60% alcohol based) refills at all entrances, lifts, boardrooms and bathrooms of all buildings occupied by DPWI officials for a period of twelve (12) months.

4.1.3.2. The successful service provider is required to supply, install and maintain sensor.

4.1.3.3. Hand sanitizers and supply the alcohol based hand sanitizer refills.

4.1.3.4. Each fleet vehicle must be issued with hand sanitizers.

4.1.3.4.1. Transport officers must ensure that fleet vehicles are thoroughly cleaned before and after each trip.

These measures must be implemented within the seven (7) days of the signing of this circular.

4.1.4. The Procurement of Gloves and Masks

- 4.1.4.1. Cleaning and Gardening Services are instructed to procure surgical gloves and masks for all security officials, cleaners, messengers, drivers and fleet vehicle users who are DPWI staff. This shall be extended to all frontline employees that come into direct contact with the public in executing their responsibilities.

4.1.5. General:

- 4.1.5.1. All FM Managers are to liaise with the Heads of SCM and SCM Practitioners for the procurement through emergency delegations.
(The Disaster Management Act and Occupational Health and Safety Act)
- 4.1.5.2. FM to ensure the re-establishment and activation of OHS Committee oversee the sub-committee.
- 4.1.5.3. Safe work practice procedures must be used to reduce the duration, frequency, or intensity of exposure to a hazard. It is for this reason it is important to provide resources and a work environment that has limited personal contact promotes personal precautions, requiring wearing of masks, gloves, regular hand washing and use of alcohol-based hand rubs.
- 4.1.5.4. All briefing sessions must be deferred until further notice.
- 4.1.5.5. HR will provide guidance on leave management in terms of DPSA Circular 07 of 2020. This will be issued in the form of circular within 24 hours of this circular.
- 4.1.5.6. DPWI officials are discouraged from bringing their children to the office.
- 4.1.5.7. REMS will issue a notice to all Landlords to comply with the measures to control and mitigate the risk of the spread of COVID-19 in their respective buildings.
- 4.1.5.8. UDM will issue a communique to all User Departments to observe and implement mitigating plans as prescribed by the DPSA Circular 07 of 2020.

4.1.5.9. Scope of services should incorporate, but not limited to:

- A. Installation of touch free alcohol-based hand sanitizers next to all biometrics access systems, access points, entrances, lifts, ablution facilities and outside boardrooms of all buildings occupied by NDPWI officials in state owned (regional offices, satellite and workshops) and leased accommodation.
- B. The key focus of this service will be the installation, supply and maintenance of automatic/sensor hand sanitizers and liquid sanitizer (60% alcohol based) and refills.
- C. The scope of work can be summarized as follows:
 - i. Supply automatic/sensor hand sanitizer dispenser (touch free), to eliminate and reduce the spread of germs;
 - ii. Supply 60% alcohol based hand sanitizer refills with pumps in a hygienically sealed package on a weekly/monthly basis (adherence to SANS 490);
 - iii. Quarterly/Monthly maintenance of the automatic hand sanitizer;
 - iv. Labour;
 - v. Supply of surgical masks and gloves for all security officials, cleaners, messengers, drivers and fleet vehicle users who are DPWI staff including frontline staff;
 - vi. For a period of twelve (12) months.

5. APPLICABILITY

- 5.1. This circular applies to all DPWI staff and line managers with respect to all facilities occupied by DPWI Officials.
- 5.2. This is applicable to all EPWP employees and other government entity employees that are deployed to DPWI offices.
- 5.3. This is applicable to all DPWI Cleaning staff employed at DOJ&CD courts.

6. ENQUIRIES

6.1. All inquiries in this regard must be directed to the following personnel:

Name	Position	Tel	Email
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Director General
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