



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICES

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Date:	5 October 2021	File:	
To:	ALL OFFICIALS	From:	MR LMM WA MODISE ACTING HEAD OF DEPARTMENT
COVID-19 WORKING ARRANGEMENTS – LEVEL 1			

The provisions of DPSA Circular 27 OF 2020, DPSA Circular 1,2 and 09 of 2021, requires all departments to be fully operational and ensure business continuity and service delivery.

In achieving this, a key aspect that should be taken into consideration is the responsibility placed on the employer to adhere and or comply with Covid-19 Regulations in as far as it relates to the occupational health and safety of employees.

Accounting Officers as such are required to provide the necessary personal protective equipment and the necessary social distancing ergonomics to ensure the risks associated therewith is managed whilst ensuring that service delivery obligations of the department is met.

This therefore serves to inform officials on the working arrangements to mitigate the re-surgence of Covid-19 in the workplace during alert level 1 of the national state of disaster: -

1. Directorates and or sub-directorates who experience challenges with accommodating all employees in their place of work due to social distancing requirements amongst other risks related occupational health and safety, may consider remote working arrangements and communicate same to the affected officials (with the exception of all staff within the offices of the Executive Authority and Head of Department as well as interns who must be 100% in attendance taking into consideration approved Covid-19 protocols);
2. Senior Managers and or supervisors should ensure that at least 75% of employees are at the workplace on any particular day taking into consideration Covid-19 health protocols;
3. Officials who are unable to return to work due to uncontrolled risks and vulnerabilities must provide the employer with a medical report from a medical practitioner, which confirms that the employee suffers from any one comorbidities as published by the National Department of Health;
4. It should be noted that a standard medical certificate will not be sufficient for purposes hereof and must therefore be supported with a medical report stating the following information: -



- 4.1 Medical Practitioner's practice details;
 - 4.2 Duration he or she has been treating the patient for the stated condition;
 - 4.3 Confirmation that the employee has the stated comorbidity, which is categorized in the broad group as determined by the National department of Health. If the employee as a patient agrees to provide granular details of the actual stated sub-group condition, then such information can be provided;
 - 4.4 Confirmation that the stated comorbidity does present a medical risk and as such risk/s must be clearly stated in relation to that comorbidity;
 - 4.5 Confirmation of the recommended duration that the employee remains at risk and is recommended for a managed return to the workplace;
5. In order to ensure confidentiality and the protection of information, the submission of medical reports must be submitted to the employer by 15th October 2021, to plodewyk@ncpg.gov.za or aslinger@ncpg.gov.za
6. This circular should be read in conjunction with other circulars previously issued in relation to Remote working/ work schedules / leave management which may be adjusted as and when the need arises in order to ensure business continuity and service delivery.

I trust that you will find this in order.

Regards


Mr. LMM wa Modise
Acting Head of Department