



the dpsa

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Public Service and Administration
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TO ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR NO 03 OF 2021

STATE OF DISASTER COVID-19: PUBLIC SERVICE ADJUSTMENTS TO RISK ADJUSTED LEVEL 2 REGULATIONS.

1. INTRODUCTION

- 1.1 On the 30th May 2021 the President announced that South Africa will be placed on adjusted alert level 2 effective from Monday 31 May 2021 due to a surge of new Covid-19 infections.
- 1.2 In response to alert level 2 all work places should continue to implement safety protocols in line with the revised Regulations.
- 1.3 As part of the Phase 2 vaccination programme, the President also encouraged everyone over 60 years to register and be vaccinated.
- 1.4 This circular is a guide to Head of departments in the public service on the decongestion of workplaces by keeping the number of employees on-site within the safety protocols. This can be achieved through the introduction of rotational and/or remote working arrangements for public servants as part of measures to mitigate the effects of the resurgence of COVID-19. The working arrangements should take into consideration the service delivery obligations of departments and needs of service recipients.

2. KEY PRINCIPLES

Accounting Officers have an obligation to ensure that the following necessary administrative measures are put in place in each Department, using all existing legal instruments to hold all government officials accountable for service delivery and lawful administrative practices whilst ensuring that they adhere to health protocols.

2.1 Remote working arrangements

- 2.1.1 Circular no 2 of 2021, read in conjunction with circular no 1 of 2021, remain in place until further notice.
- 2.1.2 Departments are required to ensure that 100% of its services are operational.
- 2.1.3 The nature of the work scheduling for office-based employees, as well as the availability of enabled systems, may impact on the duration of the remote working periods per week. This is done on a case by case basis after assessment of eligibility and the needs of critical mission functions which support essential services.
- 2.1.4 This circular should be implemented in conjunction with other circulars related to the management of COVID-19 in the workplace including circular 1 of 2021 in terms of administrative controls.
- 2.1.5 Accounting Officers should have a clear outline as to the consequences should employees fail to adhere to the content of the agreement or any other organizational rules while working remotely.

All Heads of Departments should use their discretion in dealing with risk assessment and the categorizing of employee comorbidities and vulnerabilities. Furthermore, discretion must be applied pertaining to matters which may not be specifically covered in this circular but which may be workplace, occupational or sector specific and in line with the delegated authority.

Accounting Officers retain the legal responsibility to determine workplace requirements and for ensuring the delivery of the full array of public services. Taking into account the dynamic and fluid contextual circumstances arising from the declared National Disaster, Departments are encouraged to continue to comply with the health guidelines and reporting on COVID-19 statistics in line with DPSA circular no 7 of 2020. All departments are requested to email the relevant information to COVID-19@dpsa.gov.za



MS YOLISWA MAKHASI

DIRECTOR GENERAL

DATE:

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